



Project Construction Summary

This form will assist sponsors in compiling bidding information and documentation (referred to as the "Bid Package") and for reporting minor changes. After taking bids for construction contracts, this form and all requested documentation must be forwarded to the SCDHEC Bureau of Water – SRF Section, 2600 Bull Street, Columbia, SC 29201.

SRF Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

1. Have there been any changes in the project since the plans and specifications were approved? If yes, list below:

Addendum No. \_\_\_\_\_ Approved \_\_\_\_\_

Addendum No. \_\_\_\_\_ Approved \_\_\_\_\_

Addendum No. \_\_\_\_\_ Approved \_\_\_\_\_

2. Please list any other sources of funding necessary to finance this project. Are additional funds necessary to finance ineligible construction, or, other ineligible expenditures?

3. Bid Information: Bid Advertisement Date \_\_\_\_\_

Bid Opening Date \_\_\_\_\_

Bid Expiration Date \_\_\_\_\_

4. Submit the following (Bid Package Items):

- a. This *Project Construction Summary Form* (DHEC 3589) signed by the Project Sponsor's Representative.
- b. A certified copy of the advertisement with date of publication.
- c. A copy of the Project Sponsor's Bidders List.
- d. A copy of the detailed bid tabulation certified by the Project Sponsor's engineer.
- e. Proposal of the successful bidder(s).
- f. A copy of the Bid Bond and associated Power of Attorney.

- g. A copy of the Davis-Bacon wage decision(s) used to bid the project.
- h. A copy of the engineer's award recommendation of low bidder(s) to the Project Sponsor listing the proposed contract amount. If award is recommended to other than low bidder(s), provide justification for this decision.
- i. A certified copy of the Project Sponsor's tentative award resolution listing the proposed contractor(s) and contract amount(s).
- j. A copy of the *Bidders 'American Iron and Steel' Certification* (DHEC 2556).
- k. A copy of the *Prime Contractor's Subagreement Certification Form* (DHEC 3591) from the proposed low bidder(s).
- l. Evidence that the low bidder(s) complied with the Disadvantaged Business Enterprise (DBE) requirements listed in the bid documents. (Documentation of bidder's good faith efforts.) **DBE approval must precede bid package approval.**
- m. A copy of the proposed prime contractor's Bidders List.
- n. A copy of the *DBE Subcontractor Utilization Form* (EPA Form 6100-4) from the proposed prime contractor(s).
- o. A copy of the *DBE Subcontractor Performance Form* (EPA Form 6100-3) from all DBE firms.
- p. A copy of the *EEO Documentation Form* (DHEC 2323), with all required attachments (to include the *Certification by Proposed Prime or Subcontractor Regarding Equal Employment Opportunity* (DHEC 3592)), from the proposed prime contractor(s).
- q. A copy of the *EEO Documentation Form* (DHEC 2323), with all required attachments (to include the *Certification by Proposed Prime or Subcontractor Regarding Equal Employment Opportunity* (DHEC 3592)), from all subcontractors whose contract amount is expected to exceed \$10,000.
- r. A copy of the *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (DHEC 3590) from the proposed prime contractor(s).
- s. A copy of the *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (DHEC 3590) from all subcontractors whose contract amount is expected to equal or exceed \$25,000.
- t. A signed copy of the *Project Inspection Designation Form* (DHEC 2324), with all required attachments, indicating the selected method of providing continuous inspection during construction.

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Signature of Project Sponsor's Representative

Date

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Name and Title of Project Sponsor's Representative

**INSTRUCTIONS FOR COMPLETING  
THE PROJECT CONSTRUCTION SUMMARY FORM**

**PURPOSE:** The purpose of the *Project Construction Summary Form* is to aid the Project Sponsor with compiling the required bidding documentation necessary for SRF review as well as for reporting minor changes.

**INSTRUCTIONS:** The Project Sponsor's Designated Representative should complete this form.

Provide the Project Name, SRF Project Number and Sponsor's Name. Please answer each question, sign and submit the requested attachments with this form.

**DHEC REVIEW AND FILING:** The Bureau of Water will use the above referenced form to document bidding information. The form will be kept in the SRF Bidding file of the project name listed on the form. Under retention schedule 15795 the *Project Construction Summary Form* will be retained with the Bureau of Water for three years following the final disbursement to the project from the State.