

Bid Documents Submittal Checklist for ARRA Projects

KPWSLF or KWPCRLF PROJECT NO.:

Municipality:

Contract Name:

The following documents are enclosed for review and approval prior to awarding of the contract(s):

- \_\_\_\_\_ Proof of advertising
- \_\_\_\_\_ Tabulation of bids (must include address, phone #, email, and contact person for all bidders)
- \_\_\_\_\_ Low bid and/or proposal recipient wishes to accept
- \_\_\_\_\_ Recipient recommendation of award
- \_\_\_\_\_ Any addenda not previously submitted and bidder acknowledgment of all addenda
- \_\_\_\_\_ Bid bond
- \_\_\_\_\_ EPA Form 6100-3 (DBE Subcontractor Performance Form) from all bidders
- \_\_\_\_\_ EPA Form 6100-3 (DBE Subcontractor Performance Form) from the engineering consultant responsible for construction phase engineering services
- \_\_\_\_\_ EPA Form 6100-4 (DBE Subcontractor Utilization Form) from all bidders
- \_\_\_\_\_ EPA 6100-4 (DBE Subcontractor Utilization Form) from the engineering consultant responsible for construction phase engineering services
- \_\_\_\_\_ Applicant Assurance with Respect to Good Faith Efforts for DBE Utilization form (Appendix E-5) for the proposed contractor
- \_\_\_\_\_ Applicant Assurance with Respect to Good Faith Efforts for DBE Utilization form (Appendix E-5) for the engineering consultant responsible for construction phase engineering services
- \_\_\_\_\_ State of Kansas Act Against Discrimination Contract Provisions signature form from proposed contractor
- \_\_\_\_\_ One set of as-bid plans and specifications, if not previously submitted
- \_\_\_\_\_ Site certification and description including the Applicant Assurance with respect to Acquisition, if not previously submitted
- \_\_\_\_\_ Certification of Non Segregated Facilities from proposed contractor
- \_\_\_\_\_ Anti-Lobbying Certification Form from proposed contractor
- \_\_\_\_\_ Buy American Certification Form from proposed contractor

The proposal(s) expire on \_\_\_\_\_.  
Date

For additional information contact:

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

Phone No. \_\_\_\_\_

APPLICANT ASSURANCE WITH RESPECT TO ACQUISITION  
OF REAL PROPERTY INCLUDING EASEMENTS

FOR KANSAS SRF  
LOAN FUND PROJECTS

Please check the appropriate spaces(s) and provide any appropriate explanation.

I hereby certify that with reference to Project No. \_\_\_\_\_:

- \_\_\_\_\_ All necessary real property has been acquired and Certificate as to  
Title to Project Site is attached.
- \_\_\_\_\_ Bonafide options have been taken on all necessary real property.
- \_\_\_\_\_ Formal condemnation proceedings have been initiated for  
necessary real property.

\_\_\_\_\_  
Authorized Representative of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Name of Applicant

CERTIFICATION AS TO TITLE TO PROJECT SITE

Project No.: \_\_\_\_\_

I \_\_\_\_\_, Attorney at Law representing \_\_\_\_\_, as title counsel, do hereby certify:

1. That I have investigated and ascertained the location of, and am familiar with the legal description of the site or sites being provided by the Applicant for all elements (including intakes, pumping facilities, distribution lines, storage facilities, treatment plants, and appurtenances) of the Public Water Supply Project No. \_\_\_\_\_, to be constructed and maintained in an upon such site or sites.

2. That, if not previously submitted, I am attaching a legal description of the site or sites on which the treatment facility is to be constructed. (Descriptions of rights of way and easements for water lines are not required, but such rights of way and easements are covered by this title opinion.)

3. That I have examined the deed records of the county or counties in which such project is to be located and, in my opinion, the applicant has a legal and valid fee simple title to the site of the project, including necessary easements and rights of way; or such other interest, less than fee simple and fully described below, including terms as to duration or termination, sufficient to assure undisturbed use and possession for the purpose of construction and operation of the project; and in the case of projects serving more than one municipality, that the participating communities have such interests or rights sufficient to assure their undisturbed utilization of the project.

4. That if initiation of negotiations for acquisition of site and/or easements occurred after April 1, 1989, said acquisition was conducted in compliance with 49 CFR Part 24 dated March 2, 1989; including that:

(Place a checkmark in the box beside as many of the following statements as are appropriate. At least one statement must be checked; it is possible that all three statements could be applicable. You must be able to certify to A. if the statements in B. and/or C. do not apply to all acquisitions for the project.)

A. Property was appraised by a qualified appraiser in accordance with nationally recognized appraisal standards; review appraisal was conducted, also by a qualified individual; and both were performed prior to initiation of negotiations;

B. Certain parcels and/or easements were donated; and the donor, after being fully informed of their rights under the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, waived their right to appraisal; and said waivers are on file with the municipality;

C. Certain parcels and/or easements were, based on a review of available data, determined to have a fair market value of \$10,000 or less; and therefore no appraisals were conducted for those properties.

5. That any deeds or documents required to be recorded in order to protect the title of the owner and the interest of the applicant have been duly recorded wherever necessary.

6. Remarks:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Attorney at Law

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

**APPLICANT ASSURANCE WITH RESPECT TO  
GOOD FAITH EFFORTS FOR DBE UTILIZATION**

I hereby certify that with reference to the Kansas SRF Project No. \_\_\_\_\_, I have reviewed the Good Faith Efforts made by \_\_\_\_\_ (consultant/contractor) in relation to DBE utilization and find that the steps satisfy the requirements set out in the Participation by Disadvantaged Business Enterprises Information Sheet.

Please Check One:

\_\_\_ Attached is the Demonstration of Compliance with DBE Good Faith Efforts Worksheet (or equivalent).

\_\_\_ No subcontracting opportunities will be offered for this contract.

\_\_\_ Bidder/Engineering firm claims no DBE subcontractors exist for the type of work available for subcontracts. I have reviewed all lists and databases identified in the KPWSLF Participation by Disadvantaged Business Enterprises Information Sheet and used other reasonable means to determine and locate DBE firms, and agree with this claim.

\_\_\_\_\_  
Authorized Representative of Applicant (Print / type)

\_\_\_\_\_  
Authorized Representative of Applicant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Name of Applicant