

BID DOCUMENT CHECKLIST FOR KDHE REVIEW AND APPROVAL

Kansas SRF Project #:

Municipality:

Date:

Subject: Contract Bid Documents Review Checklist

Contract Title:

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

- Proof of Advertising
- Tabulation of Bids
- Low Bid Form or proposal recipient wishes to accept
- Recipient recommendation of award (from consultant or municipality)
- Any addenda and bidder acknowledgment of all addenda
- Bid Bond
- State of Kansas Act Against Discrimination certification form
- Demonstration of Compliance with DBE Good Faith Efforts Worksheet (or equivalent)
- Certification Regarding American Iron and Steel
- Certification Regarding Lobbying
- Copy of Davis Bacon Wage Rate Determination used in the Contract Documents (if not included in Addenda)
- Certification as to Title of Project Site (**original with signature**)
- Applicant Assurance with Respect to Acquisition of Real Property (**original with signature**)

The proposal(s) expire _____.
Date

For additional information contact:

Name:

Address:

Phone No.:

Signature of Municipality Official

KDHE STAFF USE ONLY

Debarment check on sam.gov (results printed for file)

APPLICANT ASSURANCE WITH RESPECT TO ACQUISITION
OF REAL PROPERTY INCLUDING EASEMENTS

FOR KANSAS STATE REVOLVING
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 all intakes, public water supply wells and their protective ≥ 100 ft radius, pumping facilities, booster stations, distribution lines, collection lines, interceptors, outfalls, storage facilities, treatment plants, and related appurtenances – if such infrastructure is part of the project) of the Kansas State Revolving Fund Project No. _____, to be constructed and maintained in and 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 project is to be constructed. (Descriptions of rights of way and easements for water lines and sewer 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. Acquisition of site and/or easements complied with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24). 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 four statements could be applicable. You must be able to certify to B. if the statements in A., C. and/or D. do not apply to all acquisitions for the project.

- _____ A. Property was acquired prior to the project being designated as a Kansas State Revolving Fund project AND the original intent of the acquisition was not for the project, in my opinion compliance with the Uniform Relocation Assistance and Real Properties Policies Act does not apply.
- _____ B. 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;
- _____ C. 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, waived their right to appraisal; and said waivers are on file with the municipality;
- _____ D. 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