

**State of Connecticut Department of Public Health  
Drinking Water Section  
Drinking Water State Revolving Fund Program**

**Authorization to Award Construction Contract Request Checklist**

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**Introduction**

This document was developed to assist an applicant seeking funds under the Drinking Water State Revolving Fund (DWSRF) program. In order for the Department of Public Health (DPH) to authorize the award of a construction contract an applicant should have already obtained an approval of pre-bid construction contract documents from the DPH, satisfactorily complete and submit this request checklist and provide information as identified or any other supporting documentation that may be warranted.

**Notes:**

- Pursuant to Sections 22a-482-4(1)(8)(A) & (h)(3) of the Regulations of Connecticut State Agencies (RCSA), an applicant must obtain a written “**Authorization to Award**” a Construction Contract from the DPH prior to entering into a construction contract.
- An applicant and their consultant(s) are advised to review and be familiar with of Sections 22a-482-2 through 22a-482-4 of the Regulations of Connecticut State Agencies (RCSA) and other Statutory and/or requirements that may be applicable for such Public Water System or project, which may not be fully inclusive within this checklist.

**Public Water System and Applicant Information**

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

Project Name/Description: \_\_\_\_\_

Project Address: \_\_\_\_\_

Town: \_\_\_\_\_

PWSID Number: \_\_\_\_\_ DWS Project Number: \_\_\_\_\_

Print Name of PWS Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of PWS Representative

\_\_\_\_\_  
Date

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Post-Bid Construction Contract Information		
Item:	Applicable Regulations of Connecticut State Agencies (RCSA) and/or Connecticut General Statutes (CGS)	Has item been submitted and is complete as required? (Yes, No or NA) <sup>2</sup>
<b>A. Verification of Bid Advertisement:</b>		
i. Copy of actual bid advertisement.	RCSA 22a-482-4(j)2(A) & 4(j)2(B)	
ii. Documentation/Verification of publications of bid advertisement. <sup>1</sup>	RCSA 22a-482-4(j)2(A) & 4(j)2(B)	
<b>B. Bids</b>		
i. Tabulation of bids comprising the names of all bidders and corresponding bids.	RCSA 22a-482-4(h)3(E)	
ii. Indication of lowest qualified bid for which authorization to award is being requested. If the selected bidder is not the one which submitted the lowest bid price, documentation must be submitted justifying the disqualification of other bid(s). {RCSA 22a-482-4(j)(2)(H)(iii)}	RCSA 22a-482-4(h)3(B) & 4(j)2(H)	
iii. Copy of any bid addendum.	RCSA 22a-482-4(h)4	
iv. Requested amount of authorization to award:	RCSA 22a-482-4(h)3(B)	
v. If the bid included an alternate(s), indicate which will be exercised or not and provide explanation of the decision.	RCSA 22a-482-4(h)3(B)	
<b>C. Information on Lowest Qualified Bidder for which authorization to award is being requested:</b>		
i. Name:	RCSA 22a-482-4(h)3(A)	
ii. Address:	RCSA 22a-482-4(h)3(A)	
iii. Business Phone Number and Email Address:	RCSA 22a-482-4(h)3(A)	
iv. Tax Identification Number:	RCSA 22a-482-4(h)3(A)	
v. Copy of Contractor's Prequalification Certificate and Update (Bid) Statement (for a project whose estimated cost is greater than \$500,000)	CGS Section 4b-91	
<b>D. Bid Documents for Lowest Qualified Bidder for which authorization to award is being requested:</b>		
i. Copy of Bid Proposal/Form.	RCSA 22a-482- 4(h)4	
ii. Signed Copy of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) Clean Water Memo 2016-003 dated May 25, 2016, Subcontractor Verification Form, and MBE/WBE certificates.	RCSA 22a-482- 4(h)9	
iii. Copy of Non-Collusion and Fraud Affidavit.	CGS 4-252(c)(3)	
iv. Verification that selected bidder is not on a current CT DOL debarment list.	CGS 31-53a	
<b>Project Schedule:</b>		
v. Estimated starting and completion dates. (A more detailed schedule update will be requested separately.)	RCSA 22a-482-4(h)3(C)	

1. Examples of verification include: actual page of newspaper with paper name & date attached; letter signed & certified by town clerk; affidavit of publication; notarized statement, website snapshot, etc.  
2. If "No" or "Not Applicable" (N/A), an explanation must be provided.