***DO NOT INCLUDE THIS PAGE IN THE PROJECT DOCUMENTS***

**SE-311**

**INVITATION FOR MINOR CONSTRUCTION QUOTES**

***(For use on projects between $50,000 and $100,000)***

***ENTIRE FORM MUST BE COMPLETED PRIOR TO ADVERTISING PROJECT FOR QUOTES***

**PROJECT NAME:**

**PROJECT NUMBER:**

**1. BUDGET 2. PROJECT DATA New Renovated**

**Total Approved Project Funding:**  **$**       **Gross Square Footage:**

**Construction Budget for this Contract:** **$**       **Estimated Bldg. Cost:**

**Final Estimate of Construction Cost: $**       **Estimated Site Cost:**

***(The Final Estimate of Construction Cost cannot be greater than the Agency's Construction Budget for this Project.)***

**3. SUBMITTAL TO LOCAL AUTHORITIES *(See Chapter 5 of the Manual)***

**Construction Documents Have Been Submitted to Local Authorities: Yes** **[ ]  No** **[ ]**

**If No, Explain:**

**Names and Contact Info for Local Authorities: *(Provide phone and e-mail if available):***

**4. FLOOD HAZARD *(Provide ALL of the following information for ALL projects, even if not in a flood hazard zone)***

**Flood Map Information: Flood Zone:**       ***(A Floodplain Permit is required for A and V Zones)***

**Community Number:**        **Panel Number:**

**Is the Project Site in a 100-Year Flood Plain? Yes** **[ ]  No** **[ ]**

**5. STATUS OF PERMITS AND APPROVALS REQUIRED PRIOR TO QUOTE ADVERTISEMENT**

 ***(Copies of all Permits and Approvals MUST be attached prior to advertisement.)***

**FLOODPLAIN *(OSE approval required, not subject to certification):***

**DHEC *(List Individual Permits and/or Approvals):***

**Status of Each Permit/Approval:**

**SCDOT:**

**Status of Each Permit/Approval:**

**ZONING *(Include Name of Local Authority):***

**Status of Permit/Approval:**

**OTHER *(List Separately):***

**Status of Each Permit/Approval:**

**6. EROSION AND SEDIMENT CONTROL**

**All Land Disturbing Activity associated with this project shall be performed pursuant to the Contract Documents.**

**AGENCY CERTIFICATION:**

**I hereby certify that all of the information on this SE-311 is true and accurate and that the Agency has authorized, unencumbered funds available for obligation to a contract for the project to be advertised.**

**BY:**  **DATE:**

*(Signature of Agency Project Coordinator)*

**PRINT NAME:**       **TITLE:**

**INSTRUCTIONS TO THE AGENCY WITH BASIC AUTHORITY OF $50,000:**

1. Submit a copy of Page 1 of the completed SE-311 to the OSE Project Manager in MS Word format.
2. Submit a copy of Page 2 of the completed SE-311 signed and dated by the Agency.
3. Attach a copy of all permits and approvals listed in Section 5 of Page 2.
4. OSE Project Manager will review and send approved copy of Page 1 to SCBO and the Agency.
5. The signed copy of Page 1 MUST be included in the Project Documents.

**INSTRUCTIONS TO THE AGENCY WITH CERTIFICATION OF $100,000 OR GREATER:**

1. Send Page 1 of the completed SE-311 to contractors as the written request for quotes.
2. If advertising in SCBO, a pdf of Page 1 must be uploaded when creating the advertisement online.
3. Include Page 2 of the completed SE-311 in the project file with a copy of all permits and approvals listed in Section 5 above.