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

**SE-311, Page 2**

**INVITATION FOR MINOR CONSTRUCTION QUOTES – PROJECT INFORMATION**

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

**AGENCY/OWNER:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**1. BUDGET**

**Total Approved Project Funding: $**

**Construction Budget for this Contract: $**       **Final Estimate of Construction Cost: $**

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

**2. 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 Floodplain? Yes [ ]  No [ ]**

**3. STATUS OF PERMITS AND APPROVALS REQUIRED PRIOR TO QUOTE AWARD**

 ***(Copies of all Permits and Approvals MUST be attached or submitted prior to award.)***

**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:**

**4. 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.**

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

*(Signature of Agency Project Coordinator)*

**PRINT NAME:**       **TITLE:**

**INSTRUCTIONS TO THE AGENCY FOR PROJECTS EXCEEDING AGENCY CERTIFICATION/AUTHORITY:**

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, to the OSE Project Manager.
3. Attach a copy of all permits and approvals listed in Section 3 above.
4. OSE Project Manager will review and send approved copy of Page 1 to SCBO (if requested) and the Agency.
5. The signed copy of Page 1 MUST be included in the Project Documents.

**INSTRUCTIONS TO THE AGENCY FOR PROJECT WITHIN AGENCY CERTIFICATION/AUTHORITY:**

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