**2016 Edition**

**SE-311**

**INVITATION FOR MINOR CONSTRUCTION QUOTES**

**PROJECT NAME:**

**PROJECT NUMBER:**

**PROJECT LOCATION:**

**BID SECURITY REQUIRED? Yes** **[ ]  No** **[ ]**

**PERFORMANCE BOND REQUIRED? Yes [ ]  No [ ]**

**PAYMENT BOND REQUIRED? Yes** **[ ]  No** **[ ]  CONSTRUCTION COST RANGE: $**

**DESCRIPTION OF PROJECT:**

**BIDDING DOCUMENTS/PLANS MAY BE OBTAINED FROM:**

**PLAN DEPOSIT AMOUNT:** $        **IS DEPOSIT REFUNDABLE Yes [ ]  No [ ]  N/A [ ]**

Bidders must obtain Bidding Documents/Plans from the above listed source(s) to be listed as an official plan holder. Only those Bidding Documents/Plans obtained from the above listed source(s) are official. Bidders rely on copies of Bidding Documents/Plans obtained from any other source at their own risk.

**IN ADDITION TO THE ABOVE OFFICIAL SOURCE(S), BIDDING DOCUMENTS/PLANS ARE ALSO AVAILABLE AT:**

*All questions & correspondence concerning this Invitation shall be addressed to the A/E.*

**A/E NAME:**

**A/E CONTACT:**

**A/E ADDRESS:** **Street/PO Box**:

**City**:       **State:**       **ZIP**:      -

**EMAIL:**

**TELEPHONE:**       **FAX:**

**agency:**

**agency project coordinator:**

**ADDRESS: Street/PO Box**:

**City**:       **State:** **ZIP:**      -

**EMAIL:**

**TELEPHONE:**       **FAX:**

**PRE-QUOTE CONFERENCE: Yes [ ]  No [ ]  MANDATORY ATTENDANCE: Yes [ ]  No [ ]**

**PRE-QUOTE DATE:**       **TIME:**       **PLACE:**

**QUOTE CLOSING DATE:**        **TIME:**        **PLACE:**

**QUOTE DELIVERY ADDRESSES:**

**HAND-DELIVERY: MAIL SERVICE:**

Attn:       Attn:

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

 *(Agency Project Coordinator)*

***DO NOT INCLUDE THIS PAGE IN THE PROJECT MANUAL* 2016 Edition**

**SE-311**

**INVITATION FOR MINOR CONSTRUCTION QUOTES**

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

**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)***

**Plans and Specifications Have Been Submitted to Local Authorities: Yes** **[ ]  No** **[ ]**

**If No, Explain:**

**Names and Contact Info for Local Authorities: *(Provide phone, fax 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 BID 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. GREEN CONSTRUCTION**

**Is project required to be certified as LEED or Green Globes per the Energy Efficiency Act of 2007? Yes [ ]  No [ ]**

**If Yes, what certification is being pursued? LEED Silver [ ]  2 Green Globes [ ]**

**7. 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:**

1. Submit a copy of Page 1 of the completed SE-311 directly to SCBO in Word format.
2. Retain a copy of Pages 1 & 2 of the completed SE-311 in the Project File, along with a copy of all permits and approvals listed in Section 5.
3. If Pre-Bid Conference is Mandatory, include the Determination required by R. 19-445.20142 in the Project File.
4. Include the signed copy of Page 1 in the bidding documents.