|  |
| --- |
| **ARCHITECT/ENGINEER CERTIFICATION****of Biddable A/E Design Plans & Technical Specifications**for**(UGLG Name - insert unit of general local government’s (UGLG’s) name that is the Grant Applicant, e.g., Village of Yourville)** **(Project Title - insert name of proposed project for the grant application, e.g., State Street and Wisconsin Avenue Street & Utility Infrastructure Improvements) Project** |

I, (Architect/Engineer Name - insert architect’s/engineer’s first and last name, e.g., “Jane Smith”), on behalf of (UGLG Name - insert UGLG/Applicant name, e.g., “Village of Yourville”), certify that I am a licensed (enter “Architect” and/or “Engineer”, whichever is applicable) and certify that the architectural/engineering (A/E) design plans and technical specifications included and submitted with this certification for the Community Development Block Grant Public Facilities (CDBG-PF) Application are complete for the bidding process, ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project referenced above.

***Architect/Engineer Certification Signature:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*Signature of Licensed Architect/Engineer Date Signed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Typed or Printed Name of Engineer/Architect and Professional Certification Initials (e.g., P.E., P.S., AIA, NCARB, etc.)*  |  | *Professional Title*  |  | *Date of Expiration of Professional License* |
|  |  |  |  |  |

*Firm/Company/Organization Name*

*THIS CERTIFICATION SERVES AS THE COVER PAGE (PAGE 1)*

*OF THE A/E DESIGN PLANS & TECHNICAL SPECIFICATIONS DOCUMENT*

**ARCHITECT/ENGINEER CERTIFICATION**

of Biddable Design Plans and Technical Specifications

**FORM INSTRUCTIONS**

**Overview:**

The unit of general local government (UGLG) must have a licensed architect or engineer complete and sign this form to certify that the Architectural/Engineering (A/E) Design Plans & Technical Specifications PDF document that is being submitted with the *Certification* form for the UGLG’s Community Development Block Grant Public Facilities (CDBG-PF) Application is complete to the extent that it is ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project. The design plans and technical specs do *not* need to include (and *should not* include) the other general bid packet contents that are *not* part of the A/E design plans and technical specs, such as bid submission instructions, bid opening information, legal terms, insurance and liability requirements, CDBG language insertions/attachments, federal labor standards related language/insertions, etc.

This Certification form must be completed, signed, and included as the cover page (page 1) for the full A/E Design Plans & Technical Specifications PDF document, which must be submitted to the State of Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR) by the application deadline following the specifications in the CDBG-PF Application and CDBG-PF Application Instructions for consideration for the “Project Readiness” scoring. If A/E design plans and technical specs are *not* being submitted for consideration, then this form is *not* required. If the A/E design plans and technical specs and Certification are submitted and meet all of the requirements specified in the CDBG-PF Application and CDBG-PF Application Instructions, then the UGLG will receive 30 points for the A/E plans and specs portion of the “Project Readiness” score. If no A/E plans and specs are submitted or if they are submitted but do not meet all of the requirements, then the UGLG will receive 0 points for the A/E plans and specs portion of the “Project Readiness” score.

|  |
| --- |
| **IMPORTANT NOTICE!** |
| A full set of the A/E design plans and technical specifications must be submitted as one PDF document (with this Architect/Engineer Certification form included as the cover page (page 1)) to DEHCR by the application deadline, following the specifications for submission within the CDBG-PF Application and CDBG-PF Application Instructions. |

 **Completing Certification Form Fields:**

1. **At the top of the form**, enter the UGLG name, including the ‘type’ of the municipality (e.g., Village of Yourville) and Project Title (a brief description of the type/nature (and location if associated with one or more particular streets) of the proposed project, e.g., State Street & Wisconsin Avenue Street and Utility Infrastructure Improvements, or Downtown Infrastructure Improvements, or Community Center Construction, or Senior Center Improvements, etc.).
2. **In the first paragraph of the form**, enter the information for the “Architect/Engineer Name” and the “UGLG name” fields.

*(Instructions continued on next page)*

**ARCHITECT/ENGINEER CERTIFICATION**

**FORM INSTRUCTIONS**

***(continued)***

1. **In the “Architect/Engineer Certification Signature” section**, the architect/engineer is to add their signature\*; the date that the Certification form is signed; their printed or typed name and professional certification initials (e.g., Jane Smith, P.E., P.S.”, or “Jane Smith, AIA, NFAB”, etc.); their professional job title (e.g., “Engineer”; or “Senior Architect”, or “Village Engineer”, etc.); the date their professional A/E license expires; and the name of the firm, company, or organization that serves as their employer or to which they are affiliated (e.g., “ABC Engineering, Inc.”, or “Village of Yourville”, or “Yourville County”, etc.).

*\*Acceptable forms of electronic signature include either a “copy” of the form that was originally signed with a handwritten signature; or a “copy” of the form that was signed through an electronic signature application/program such as DocuSign, Adobe, etc.*

1. Retain the completed and signed *Architect/Engineer Certification of Biddable A/E Design Plans & Technical Specifications* form in the UGLG’s grant application file and include a copy of this Certification form as the cover page (page 1) of the A/E Design Plans & Technical Specifications document that is to be submitted to DEHCR by the application deadline in accordance with the CDBG-PF Application and CDBG-PF Application Instructions.