

Iowa State Revolving Fund Bid Document Checklist

Applicant Name: _____ Date: _____
Project Title: _____ SRF Number: _____
Date of Bid Letting: _____ Engineer's Bid Estimate: _____
Name of Chosen Contractor: _____ Amount of Winning Bid: _____

When bids are received and the Applicant accepts a bid proposal from a contractor, their consulting engineer prepares and submits to the State Revolving Fund (SRF) the documents listed below. Please submit this completed checklist with the bid documents.

IMPORTANT: After reviewing the submitted bid documents, SRF will issue a Notice of Funding Eligibility (NOFE) to the Applicant indicating the amount of bid eligible for SRF funding. In turn, the Iowa Finance Authority (IFA), will use the NOFE to determine how much funding can be allocated to the contract.

Therefore, the Iowa **SRF now requires that the following steps be completed prior to applying for a construction loan:**

1. Environmental Review is finalized.
2. Construction Permit is issued.
3. Legal opinion is obtained verifying that IA bidding and procurement law was properly followed.
4. All bidding documents, include legal opinion, have been reviewed and approved by DNR Project Manager and SRF Project Compliance Specialist. (This step results in issuing the NOFE)

Submission Instructions:

- Do not submit a single file that includes all requested documents.
- Each requested document must be submitted as an individual, separate document.
- Each document must be titled using the following naming convention:

Document Name	Required Name/Title Structure	Example
Tabulation of bids with itemized schedule of values	SRFProjectNumber_BidTabWithScheduleOfValues_ContractorName	CS192105201_BidTabWithScheduleofValues_Rognes
Consulting Engineer's written recommendation of award	SRFProjectNumber_EngineersRecommendation_ContractorName	CS192105201_EngineersRecommendation_Rognes
Cost and Effectiveness Self-Certification	SRFProjectNumber_CostEffectCert	CS192105201_CostEffectCert
SRF Front-End Specifications Attachments 1-5 and 10	SRFProjectNumber_SRFFrontEnds_ContractorName	CS192105201_SRFFrontEnds_Rognes
Davis-Bacon Wage Determination	SRFProjectNumber_DBWageDetermination_ContractorName	CS192105201_DBWageDetermination_Rognes
Legal Opinion of Bidding and Procurement Compliance	SRFProjectNumber_BidOpinion_ContractorName	CS192105201_BidOpinion_Rognes
Any addenda not previously submitted and bidder acknowledgment of all addenda	SRFProjectNumber_Addendum_No.X	CS192105201_Addendum_No.1 *Number each addendum sequentially as needed
Executed Contract	SRFProjectNumber_SignedContract_ContractorName	CS192105201_SignedContract_Rognes

Document Name	Required Name/Title Structure	Example
Notice to Proceed	SRFProjectNumber_NoticeToProceed_ContractorName	CS192105201_NoticeToProceed_Rognes

*Please abbreviate contractor name to reduce the number of characters in the file name. For example, S.M. Hentges & Sons, Inc. would be listed as 'Hentges' and Rognes Corporation would be listed as 'Rognes'.

Engineering Documents

- Tabulation of bids with itemized schedule of values (submit as a single document)
*An itemized schedule of values is required. If a schedule of values is not included, the bid documents will be returned to the consulting engineer and they will be asked to re-submit with all required documentation.
- Consulting Engineer's written recommendation of award (submit as a single document)
- Cost and Effectiveness Self-Certification (submit as a single document - Applies to CWSRF projects only)
- As-bid set of plans and specs (Not required if previously submitted and no changes have been made since last approved by DNR)

Please note: If there have been any changes made to the DNR-approved plans and specifications, submittal of an as-bid set of plans and specifications is required. If there have not been any changes made to the DNR-approved plans and specifications, project managers may request an as-bid set as needed but it is not required to submit with the bid documents.

Contractor Documents

SRF Front-End Attachments #1-5 and 10 should be submitted as a single document.

- Attachment 1: Certification of Non-Segregated Facilities Form
- Attachment 2: Certification Regarding Debarment and Suspension Form
- Attachment 3: Disadvantaged Business Enterprise Certification Form
- Attachment 4: DBE Program Subcontractor Performance Form
- Attachment 5: DBE Program Subcontractor Utilization Form
- *If the contractor has not identified a DBE that they plan to utilize for this project, then attachments 4 and 5 are not required to be submitted.
- Attachment 10: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- Davis-Bacon Wage Determination (submit as a single document)
- Opinion of legal counsel certifying compliance with Iowa public bidding laws (submit as a single document) This is effective for all bids received on or after October 2nd, 2023.
- Any addenda not previously submitted and bidder acknowledgment of all addenda (submit as single documents)
- Executed Contract - **Must be signed and dated**: Submit when available - not required at this time if not yet issued. This document may be submitted after SRF has reviewed the other bid documents and issued a Notice of Funding Eligibility.
- Notice to Proceed: Submit when available – not required at this time if not yet issued. This document may be submitted after SRF has reviewed the other bid documents and issued a Notice of Funding Eligibility.

For more information, please contact Amy Seyffer at 515-725-0327 or amy.seyffer@dnr.iowa.gov . Email bid documents to amy.seyffer@dnr.iowa.gov.

