

Iowa State Revolving Fund (SRF) Bid Document Submission Checklist

Applicant Name: Click or tap here to enter text.	Date of Bid Letting: Click or tap here to enter text.
Date: Click or tap here to enter text.	Chosen Contractor: Click or tap here to enter text.
Project Title: Click or tap here to enter text.	Winning Bid Amount: Click or tap here to enter text.
SRF Project Number: Click or tap here to enter text.	

Overview

When bids are received and accepted by the Applicant, their consulting engineer or authorized representative must prepare and submit the required documentation to the State Revolving Fund (SRF). This checklist should accompany the bid documents.

Important Note:

After reviewing the submitted documents, the SRF will issue a Notice of Funding Eligibility (NOFE) to the Applicant, detailing the bid amount eligible for SRF funding. This NOFE will guide the Iowa Finance Authority (IFA) in allocating funding to the contract.

Pre-Loan Application Requirements

Before applying for an SRF construction loan, ensure the following steps are complete:

1. **Environmental Review:** Finalized.
2. **Construction Permit:** Issued.
3. **Document Review and Approval:** All bid documents reviewed and approved by the DNR Project Manager and SRF Project Compliance Specialist. **This step will result in the NOFE issuance.**

Document Submission Instructions

- Submit each document as an individual file; do not combine multiple documents into one file.
- Use the naming conventions provided below to title each file.

File Naming Conventions

Document Description	Required Naming Structure	Example
Tabulation of bids with itemized schedule of values	SRFProjectNumber_BidTabWithScheduleOfValues_ContractorName	CS192105201_BidTabWithScheduleOfValues_Rognes
Consulting Engineer's Recommendation of Award	SRFProjectNumber_EngineersRecommendation_ContractorName	CS192105201_EngineersRecommendation_Rognes
Cost and Effectiveness Self-Certification	SRFProjectNumber_CostEffectCert	CS192105201_CostEffectCert
SRF Front-End Specifications (Attachments 2-5, 10, *11)	SRFProjectNumber_SRFFrontEnds_ContractorName	CS192105201_SRFFrontEnds_Rognes
Davis-Bacon Wage Determination	SRFProjectNumber_DBWageDetermination_ContractorName	CS192105201_DBWageDetermination_Rognes
Form of Legal Opinion on Bidding Compliance	SRFProjectNumber_PREBidOpinion_ContractorName	CS192105201_PREBidOpinion_Rognes

Document Description	Required Naming Structure	Example
Addenda and Bidder Acknowledgments	SRFProjectNumber_Addendum_No.X	CS192105201_Addendum_No.1
Executed Contract	SRFProjectNumber_SignedContract_ContractorName	CS192105201_SignedContract_Rognes
Notice to Proceed	SRFProjectNumber_NoticeToProceed_ContractorName	CS192105201_NoticeToProceed_Rognes

Documents to be submitted to SRF *prior* to issuing the NOFE:

1. **Tabulation of Bids:** Include an itemized schedule of values. *Even if the project was bid as a lump sum, you will **still need** to request an **itemization from the selected contractor** prior to submitting the bid tab to the IA SRF. **If the itemization is not included, the bid documents will be returned for resubmission.***
2. **Engineer's Recommendation of Award:** Submit a single document prepared by the consulting engineer.
3. ***Cost and Effectiveness Self-Certification:**
**Required for Clean Water SRF (CWSRF) projects only. Borrowers only need to submit one cost effect cert for the entire project, regardless of the number of contractors being utilized.*
4. **As-Bid Plans and Specifications:**
 - Submit if changes were made to the previously approved plans/specifications.
 - Not required if no changes have occurred.
5. **Addenda and Acknowledgments:** (if applicable) Include any unsubmitted addenda and bidder acknowledgments as separate documents.
6. **SRF Front-End Attachments (2–5, 10):** Submit as a single document.
 - Attachment 2: Certification Regarding Debarment and Suspension
 - Attachment 3: Disadvantaged Business Enterprise (DBE) Certification
 - Attachment 4: DBE Subcontractor Performance (if applicable)
 - Attachment 5: DBE Subcontractor Utilization (if applicable)
 - Attachment 10: Telecommunications Equipment Certification
 - Attachment 11: Construction Method Limitations for Lead Service Line Replacement (LSLR) projects**Attachment 11 only applies to LSLR projects.*
6. **Davis-Bacon Wage Determination:** Submit as a single document.
7. **Form of Legal Compliance Opinion –** Acknowledgment from legal counsel that they have been engaged and will be able to provide a legal opinion letter indicating that Iowa bidding and procurement regulations were adhered to throughout the bidding process. This can be in the form of a memo or email.

Documents to be submitted to SRF *after* to issuing the NOFE:

1. **Legal Compliance Opinion:** Certify compliance with Iowa public bidding laws.
2. **Executed Contract:**
 - Submit once signed and dated.
 - **Not required at this time.** If the contractor has been selected, but the agreement has not yet been executed, then you do not need to include this document with the bid package. This document can be submitted *after* NOFE issuance.
3. **Notice to Proceed:**
 - Submit when available.
 - **Not required at this time.** If the contractor has been selected, but the agreement has not yet been executed, then you do not need to include this document with the bid package. This document can be submitted *after* NOFE issuance.

Contact Information

For questions or assistance, contact **Amy Seyffer**:

- Phone: 515-725-0327
- Email: amy.seyffer@dnr.iowa.gov

Submit all bid documents via email to: amy.seyffer@dnr.iowa.gov