

STATE REVOLVING FUND - GENERAL NONPOINT SOURCE PROGRAM

SRF Bid Document Checklist for Applicants

When a General Nonpoint Source (GNS) bid has been accepted, the party working with the contractor (e.g. consultant) prepares and submits the required documentation to the DNR project manager. The DNR project manager will review the bid document package and issue a notice of funding eligibility detailing the bid amount eligible for SRF General Nonpoint Source funding. This notice of funding eligibility will guide the Iowa Finance Authority (IFA) in allocating funding to the contract.

Please return this completed checklist with the bid documents.

Applicant Name: _____ **Person completing checklist:** _____
Date: _____ **GNS Project Number:** _____
Project Name: _____

Permits

Indicate if all required state, federal, and local permits have been obtained

☐ Yes, all required permits have been obtained and can be provided upon request

If this box is not checked, please explain:

The following documents are required or have been previously submitted to DNR project manager:

Engineering and Legal Documents

- ☐ As-bid set of plans and specifications
- ☐ Tabulation of bids with schedule of values as Excel document
- ☐ Engineer's written recommendation of award
- ☐ Recorded easement or deed if land acquisition is involved
- ☐ Executed 28E agreement/MOU (if applicable)
- ☐ Legal opinion certifying compliance with Iowa public bidding law

Contractor Documents

- ☐ Successful bid or bid proposal
- ☐ Any addenda not previously submitted and bidder acknowledgment of all addenda
- ☐ SRF Front End Attachments 2 and 5 signed by selected contractor
 - Attachment 2: Certification Regarding Debarment and Suspension Form
 - Attachment 5: Prohibition on Certain Telecommunications and Video Surveillance Svcs/Equipment

The following documents must be submitted to the SRF project manager as soon as executed:

- ☐ Executed Contract
- ☐ Notice to Proceed

For more information, please contact your DNR SRF project manager or srf@dnr.iowa.gov