

## 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 a packet of documents to the DNR project manager. The DNR project manager will review the bid document package, and issue an eligibility letter stating the amount of the bid that is eligible for General Nonpoint Source funds.

Please sign and complete this checklist with the bid document packet.

Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

GNS Project Number: GNSXX-XX

GNS Project Name: City Name Practice - e.g. Springfield Wetland

#### 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

Check that the following documents are enclosed or have been previously submitted to DNR project manager

#### Engineering Documents

- As-bid set of plans and specifications or statement by Engineer of no changes
- 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 (if applicable).

#### Contractor Documents

- Successful bid or bid proposal
- Any addenda not previously submitted and bidder acknowledgment of all addenda
- SRF Front End Attachments 1, 2, and 5 signed by selected contractor
  - Attachment 1: Certification of Non-Segregated Facilities Form
  - Attachment 2: Certification Regarding Debarment and Suspension Form
  - Attachment 5: Prohibition on certain telecomms and video services or equipment

The following documents need to be submitted to receive reimbursements from IFA. Please submit to SRF project manager as soon as executed:

- Executed Contract
- Notice to Proceed
- Opinion of legal counsel certifying compliance with Iowa public bidding laws (for projects that award construction contract after October 1, 2023)

**For more information, please contact your DNR SRF project manager**