**Iowa State Revolving Fund Bid Document Checklist**

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| --- | --- | --- |
| 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\_BidTabWithSchedu  leOfValues\_ContractorName | CS192105201\_BidTabWithScheduleofVal  ues\_Rognes |
| Consulting Engineer’s written  recommendation of award | SRFProjectNumber\_EngineersRecomm  endation\_ContractorName | CS192105201\_EngineersRecommendatio  n\_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\_ContractorNa me | CS192105201\_DBWageDetermination\_Ro gnes |
| Legal Opinion of Bidding and  Procurement Compliance | SRFProjectNumber\_BidOpinion\_Contra  ctorName | 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***](mailto:amy.seyffer@dnr.iowa.gov) . Email bid documents to [***amy.seyffer@dnr.iowa.gov***.](mailto:amy.seyffer@dnr.iowa.gov)