

## SRF Bid Document Checklist



When bids are received and the Owner accepts a bid proposal, the Consulting Engineer prepares and submits to the SRF a packet of documents. Required documents are listed below. Please submit the completed checklist with the bid document packet. When all the information is complete, SRF issues to the Owner a letter of concurrence in award, which also explains the amount of bid that is eligible for SRF reimbursement.

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

From: \_\_\_\_\_

SRF Number: \_\_\_\_\_

The following documents are enclosed for review and approval prior to contract award:

### **Engineering Documents**

*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. Where there have not been any changes made to the DNR-approved plans and specifications, project managers may request an as-bid set as needed.*

- As-bid set of plans and specifications or statement by Consulting Engineer that no changes to the DNR-approved plans and specifications have been made
- Tabulation of bids
- Consulting Engineer's written recommendation of award
- Cost and Effectiveness Self-Certification (CWSRF Projects Only)

### **Contractor Documents**

- Successful bid and/or proposal loan recipient chooses to accept
- Any addenda not previously submitted and bidder acknowledgment of all addenda
- 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
- Contract (if available)
- Bonds (if available)
- Notice to Proceed (if available)
- Davis-Bacon wage determination

**Send packets to State Revolving Fund,  
Iowa Department of Natural Resources, 502 E 9<sup>th</sup> St, Des Moines IA 50319-0034.**