



State Revolving Fund Loan Programs

Mitchell E. Daniels, Jr.
Governor

Drinking Water, Wastewater, Nonpoint Source

James P. McGoff
Executive Director

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MEMORANDUM

TO: State Revolving Loan Fund (SRF) Program Applicants

FROM: Bill Harkins
Technical Review Manager

RE: Bid and Contract Reviews

RECEIVING YOUR AUTHORIZATION TO ADVERTISE FOR BIDS

All State Revolving Loan Fund (SRF) funded projects *must* receive prior authorization from SRF to advertise for bids. This process is necessary because your project will be funded with federal dollars and is therefore subject to federal requirements. Your consultant will receive a copy of the "Front End Document Certification Form" to fill out and return to SRF, which certifies compliance with all SRF requirements.

Drinking Water SRF Projects and Wastewater SRF Projects

All plans and specifications required for a wastewater construction permits should be sent to IDEM's Office of Water Quality, 100 North Senate Ave., Rm 1275, Indianapolis IN 46204. All plans and specifications required for a drinking water construction permits should be sent to the Drinking Water Branch of IDEM's Office of Water Quality at 2525 North Shadeland Ave., Indianapolis IN 46219.

Please mail a signed copy of the Front End Document Certification (for wastewater and drinking water) to the attention of Doris Roberson at 100 North Senate Ave., Room 1275, Indianapolis IN 46204. Once received, a bid authorization letter will be sent to you to advertise the project.

Please note that if any land acquisition is involved, such as sites, easements and/or rights-of way, (a) a site title opinion by the governing body's attorney stating that vested rights have been acquired to all sites, easements and/or rights-of way for the life of the project, and (b) a certification signed by the authorized signatory that applicable requirements of 49 CFR Part 24 were met before the issuance of a construction permit.

In summary, the following must occur before you can receive authorization to bid:

1. Issuance of the PER approval letter (conducted by the SRF staff).
2. Receipt of a signed Front End Document Certification form from your engineer.

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3. Proper acquisition of land, if applicable, or a mutual agreed upon date for the acquisition of all land and/or easement acquisition (conducted by SRF staff).

POST BID DOCUMENT REVIEW PROCESS

After bids are opened and received, SRF requires the submission of “post-bid documentation.” This documentation is required in order for you to receive approval to award the contract. A list of the required documents is included as an attachment to your bid authorization letter.

In summary, the following must occur before you receive permission to award the contract:

1. All necessary property rights have been successfully completed.
2. Issuance of a construction, if required, by the Construction Permitting staff of the IDEM. If not required, the design summary and site plan will be used to conduct a consistency review of the approved PER by SRF staff.
3. The apparent low, responsible responsive contractor has complied with all SRF requirements.

Do not award the contract before receiving the contract award approval letter from SRF.

CONTRACT INFORMATION SUBMITTAL

Once the contract is awarded and the Notice to Proceed has been issued, you are required to submit copies of the contract to SRF. A list of all required documents is included as an attachment to the contract award approval letter. The contractor’s construction schedule will allow SRF to track the progress of your project for inspection purposes.

AS-BUILT PLANS SUBMITTAL

Upon completion of the project, SRF requires the submission of a set of as-built drawings. These should be submitted to SRF as soon as possible, preferably on a CD. If there are no as-built drawings, you must provide a Certificate of Completion so we have a record of the project being completed.

****Please understand that you have the responsibility of making sure that all SRF requirements are followed as a condition of your loan. Any questions related to the review process should be directed to Doris Roberson at 317/234-1266.

Thank you for your interest in our Program and we look forward to working with you.