

Exhibit 9
SRF Bid Document Checklist



When bids are received and the Owner accepts a bid proposal, the Consultant 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 CWSRF reimbursement.

Date: _____

From: _____

DWSRF Number: FS-_____

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

Engineering Documents

Please note: DNR no longer requires the submission of as-bid plans and specs. Project managers may request them as needed.

- Tabulation of bids
- Engineer's written recommendation of award
- Engineering Services Agreement

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)

For more information, please contact Eunice Boyd at 515-725-0327 or Eunice.boyd@dnr.iowa.gov. Send bid document packets to State Revolving Fund, 401 SW 7th Street, Suite M, Des Moines, IA 50309.