



## State Revolving Fund Loan Programs

an Indiana Finance Authority Environmental Program

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Indianapolis, Indiana 46204  
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### MEMORANDUM

TO: State Revolving Fund (SRF) Loan Program Applicants

FROM: Camille Meiners, P.E.  
SRF Lead Engineer

RE: Bid and Contract Review

Please understand that it is the State Revolving Fund (SRF) loan applicant's responsibility to ensure that SRF requirements are met as a condition of the Financial Assistance Agreement. Any questions related to the following review process should be directed to Amber Porter, P.E. via phone at 317-234-1463 or email at [Aporter1@ifa.in.gov](mailto:Aporter1@ifa.in.gov).

### **RECEIVING AUTHORIZATION TO ADVERTISE FOR BIDS**

SRF Loan Program applicants should receive authorization from SRF to advertise for bids and demonstrate compliance with SRF/federal requirements. The Engineer of Record and the Authorized Signatory shall complete and return the "Front End Document Certification Form" to SRF, which certifies compliance with SRF requirements.

Please email an executed copy of the Front End Document Certification Form to the attention of Amber Porter, P.E. at [Aporter1@ifa.in.gov](mailto:Aporter1@ifa.in.gov). Once reviewed and approved, a Bid Authorization Letter will be executed and sent to the Authorized Signatory's attention.

If land acquisition is required, an opinion by the governing body's attorney shall be submitted to SRF stating that vested rights have been acquired to all sites, easements and/or rights-of way, in accordance with the requirements of 49 CFR Part 24.

Prior to Bid Authorization, the following must occur:

1. Issuance of the PER approval letter;
2. Receipt of an executed Front End Document Certification Form from the Engineer of Record and Authorized Signatory; and,
3. Proper acquisition of land, if applicable, or a mutually agreed upon date for the anticipated acquisition of all required land and/or easements.

## **POST-BID DOCUMENTATION SUBMITTAL AND REVIEW**

After bids are received, SRF requires the submission of “post-bid documentation” for the selected bidder. A list of required documents needed for approval to award the contract will be included as an attachment to the Bid Authorization Letter, referenced above. After SRF has reviewed the post-bid documentation and deemed to be adequate, a Contract Award Letter will be executed and sent to the Authorized Signatory’s attention.

Prior to SRF Contract Award approval, the following must occur:

1. All necessary property rights successfully and properly obtained;
2. Issuance of construction permits; and,
3. Evidence that the selected bidder has complied with all SRF requirements.

Awarding the contract prior to receiving the Contract Award Letter from SRF is NOT advised.

## **CONTRACT INFORMATION SUBMITTAL**

Once the contract is executed between the contractor and the SRF loan applicant, and the Notice to Proceed has been issued, please submit copies of the contract documents to SRF. A list of required documents is included as an attachment to the Contract Award Letter.

## **AS-BUILT PLANS SUBMITTAL**

Upon completion of the project, a set of as-built drawings should be submitted to SRF. These should be submitted as soon as available, preferably electronically or on CD, to the attention of Amber Porter, P.E.