



# State Revolving Fund Loan Programs

an Indiana Finance Authority Environmental Program

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## MEMORANDUM

TO: State Revolving Fund (SRF) Loan Program Recipients

FROM: Camille Meiners, PE  
Director of Technical Review

RE: Bidding and Contract Review Process

Please understand that it is the SRF loan recipient'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 Gayle Hicks, SRF Bidding/Construction Coordinator, at 317-234-6730 or [glhicks@ifa.in.gov](mailto:glhicks@ifa.in.gov).

### **BIDDING AND CONTRACT REVIEW PROCESS**

After the Preliminary Engineering Report (PER) approval has been issued and **prior to bidding**, the Engineer of Record and the Authorized Signatory shall complete and return the Front-End Document Certification (FEDC) to SRF, which certifies compliance with SRF requirements. A blank copy of this is enclosed. The executed copy should be sent electronically to [postbids@ifa.in.gov](mailto:postbids@ifa.in.gov).

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. Proper acquisition of land or a mutually agreed upon date for the anticipated acquisition of all required land and/or easements shall be noted in the completed FEDC.

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 are enclosed. Please send the documents to [postbids@ifa.in.gov](mailto:postbids@ifa.in.gov) for review and approval. After SRF has reviewed the post-bid documentation and deemed it to be adequate, a Contract Award Approval will be issued. Awarding the contract prior to receiving the Contract Award Approval from SRF is **NOT advised**.

Due to the various procurement methods being utilized for public works projects, an opinion by the governing body's attorney shall be submitted to SRF stating that all applicable Indiana laws and statutes were followed in the procurement, approval, and authorization of the project. This compliance letter shall be a requirement for all projects.

Once the contract is executed between the contractor and the SRF loan recipient and the Notice to Proceed has been issued, please submit copies of the contract documents to [postbids@ifa.in.gov](mailto:postbids@ifa.in.gov). A list of required post-contract award documents are enclosed.

Once construction begins, please refer to the SRF memorandum issued at the Pre-Construction Meeting for information on change order submittals, disbursements, inspections, etc.

### **SUMMARY OF REQUIRED DOCUMENTS**

In summary, the following submissions are required in the timing listed below.

1. FEDC to be sent prior to beginning bidding
2. Post-Bid Documentation to be sent as soon as possible following bid opening
3. Post-Contract Award Documentation to be sent as soon as possible following contract execution and Notice to Proceed issuance

### **FEDERAL WAGE DETERMINATION**

A copy of the applicable Davis Bacon General Wage Decision, as issued by the Department of Labor, must be included in all construction contracts in excess of \$2,000 in accordance with EPA's Labor Standards Provisions. The modification that is in effect on the date of bid opening is required to be used.

A copy of this decision must be posted at the project site and included in the project file to be used when reviewing contractor payroll reports. If additional contracts are procured, the wage decision that is in effect at the time the contract is initiated must be used.

**It is the responsibility of the SRF loan recipient to verify this information by receiving weekly certified payrolls from the contractor. Copies of the certified payrolls must be kept on file by the loan recipient for review during on-site inspections by SRF or USEPA. The loan recipient will be required to certify that these reviews have been completed with each disbursement request and a final certification will be required at the end of construction.**

If the construction contract is not awarded within 90 days of bid opening, the wage decision that is in effect the contract is signed should be used. Therefore, efforts should be made to award the contract within 90 days of bid opening. Please direct any questions regarding wage determinations and compliance to Amy Henninger, SRF Compliance Manager, at 317-232-6566 or [ahenning@ifa.in.gov](mailto:ahenning@ifa.in.gov).

### **ENCLOSURES**

- Front-End Document Certification (FEDC)
- Front-End Document Certification (FEDC) Attachments
- Post-Bid Documentation Requirements
- Post-Contract Award Requirements