



State Revolving Fund Loan Program  
an Indiana Finance Authority Environmental Program

100 North Senate Avenue, Room 1275  
Indianapolis, Indiana 46204  
www.srf.in.gov

**Camille Meiners, PE**  
SRF Section Chief  
(317) 234-3661  
cmeiners@ifa.in.gov

October 19, 2016

Mayor Todd Barton  
300 E. Pike Street  
Crawfordsville, IN 47933

Re: WWTP Clarification Improvements and  
CSO 002 Elimination Project  
SRF Project WW 16 28 54 02

Dear Mayor Barton:

The State Revolving Fund (SRF) Loan Program is pleased to announce that the Preliminary Engineering Report (PER) for Crawfordsville is approved. Our review was conducted in accordance with the provisions of Indiana Code 4-4-11. Our Preliminary Decision of Categorical Exclusion from the requirements of substantive environmental review issued on October 18, 2016 is final.

WWTP Clarification Improvements aims to achieve discharge permit limits and improve operations by constructing:

- One circular primary clarifier;
- Three circular secondary clarifiers;
- Flow control structure; and
- RAS/WAS pumping modifications.

The CSO 002 Elimination Project is needed to comply with Crawfordsville's Consent Decree, Long Term Control Plan, and CSO Operational Plan. Construction of approximately 7,400 feet of 12-inch to 48-inch diameter storm sewers will eliminate combined sewer overflows from outfall CSO 002.

Reduction of infiltration/inflow into the combined sewer system will prevent unnecessary treatment of storm water, providing energy savings and qualifying the CSO 002 Elimination Project as a Green Project Reserve (GPR) component. Other GPR components include VFDs for RAS and WAS pumps, recycled steel reinforcement for clarifier tanks, and ductile iron piping. Please note that in order to receive an interest rate break for the above mentioned GPR components, the community must certify that they are included in the design and are individually identified in the bidding of the project before a loan is closed.

This approval is for administrative purposes only and does not relieve the community of its responsibility to properly design, build and effectively operate and maintain the proposed facilities covered by this approval.



Plans and specifications should be completed as soon as possible and submitted with the front-end documentation. Information pertaining to the bid and contract reviews is enclosed for convenience.

As a reminder, the project must be completed within 24 months of loan closing, with a copy of the Certificate of Substantial Completion on file with the SRF Loan Program to avoid the 1% non-use fee on any undrawn funds.

Please note that the 2014 American Iron and Steel Requirement applies to this project. Therefore, iron and steel products specified for the project must be manufactured in the United States. Please refer to this link [http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm), where EPA has included guidance and other 2014 American Iron and Steel information. If you have any questions about the 2014 American Iron and Steel Requirement, contact Indiana Finance Authority Compliance Officer Amy Henninger at (317) 232-6566.

Crawfordsville's next step is to contact its financial advisor and its nationally recognized bond counsel to assist in preparing the appropriate financial and legal documents needed to close Crawfordsville's SRF loan. All SRF Loan Program requirements, including bidding the entire SRF-financed project, must be completed prior to Crawfordsville receiving SRF financing.

The SRF Loan Program looks forward to financing the proposed WWTP Clarification Improvements and CSO 002 Elimination Project in/for Crawfordsville.

Sincerely,



Camille Meiners, PE  
SRF Section Chief

CM/ AER  
Enclosure(s)

cc: David Lahey, P.E., Butler Fairman & Seufert, Inc (electronic, w/enclosures)  
Larry Kadinger, Crawfordsville Operations Manager (electronic)  
Doug Baldessari, H.J. Umbaugh & Associates (electronic)  
Heather James, Ice Miller LLP (electronic)  
Kent Minnette, Kirtley, Taylor, Sims, Chadd & Minnette, P.C. (electronic)  
Bryan Collins, Bingham Greenebaum Doll (electronic)



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## MEMORANDUM

TO: State Revolving Loan Fund (SRF) Program Applicants

FROM: Camille Meiners, P.E. *CM*  
SRF Section Chief

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 the Facility Construction Section of IDEM's Office of Water Quality, 100 North Senate Ave., Rm 1255, 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 100 North Senate Ave., Rm 1255, Indianapolis, IN 46204.

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.
3. Proper acquisition of land, if applicable, or a mutual agreed upon date for the acquisition of all land and/or easement acquisition.



## **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 needed for approval to award the contract will be 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 your 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 will be included as an attachment to the contract award approval letter.

## **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 Substantial 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.**