

Watershed Dam Program

Tammy Sawatzky
Oklahoma Conservation Commission
Conservation Programs Division Director

What is the Purpose?

To provide clarification and guidance to districts:

- requesting watershed O&M technical and financial assistance from the Commission
- obtaining written bids for O&M projects with and estimated cost exceeding \$50,000

Requesting O&M Assistance

- Prioritizing O&M Work
- Submitting a Request
- Receive Approval
- Complete O&M Work
- Submit Claim to the Commission
- Document Completed O&M Work

Prioritizing O&M Work

WATERSHED STRUCTURE INSPECTION REPORT

Date of Inspection _____ Inspection Team Members _____

County _____ Watershed _____ Site _____

Field Office _____ Sponsor _____

Legal Description, Sec _____ T _____ R _____

"YES" responses need explanation added to "Remarks" section. (ie: What? Where? Extent?)
 "NO" responses indicate problems not observed during inspection.
 Non-applicable items should be lined out.

ITEM	YES	NO	REMARKS
1. General Conditions			
a. Alterations to dam?			
b. Development in downstream floodplain?			
c. Development around reservoir?			
2. Embankment			
a. Is vegetative cover adequate?			
b. Are trees growing on either slope?			
c. Is brush/weed control needed?			
d. Are trees growing at waterline?			
e. Is drift debris present?			
f. Are cracks, settlement or bulges present?			
g. Are animal burrows present?			
h. Are cattle trails or beaver trails present?			
3. Front Slope Protection			
a. Any wave damage observed?			
b. Is riprap adequate?			
c. Are rodent holes present?			
4. Inlet Structure and Gate Valves			
a. Does concrete exhibit deterioration?			
b. Is concrete reinforcement exposed?			
c. Was leakage observed inside inlet?			
d. Any corrosion of metal appurtenances?			
e. Is debris panel obstructed?			
f. Is debris panel corroded?			
g. Is gate stem broken or bent?			
h. Are components missing?			
i. Was gate determined not operational?			Date gate last operated:
j. Has inlet been modified to alter water surface?			
5. Principal Spillway Conduit			
a. Is concrete conduit deteriorated?			
b. Is metal conduit corroded?			
c. Was leakage observed at pipe joints?			
6. Auxiliary Spillway			
a. Is vegetative cover inadequate?			
b. Any cattle trails observed?			
c. Any vehicular trails observed?			
d. Is flow area obstructed?			
e. Is control section disturbed?			

WATERSHED DAM ACTIONS NEEDED PLAN

I certify that the WDAMPlan was reviewed and approved by the
Hughes County Conservation District
 board of directors in the **9/6/2022** board meeting.

Date Submitted 9/7/2022

[illegible]

Submitting a Request

OCC-8H (07/2022)

WATERSHED OPERATION and MAINTENANCE REQUEST FOR ASSISTANCE

Payne County	Conservation District	Date Submitted	8/15/2022
--------------	-----------------------	----------------	-----------

Enter multiple as the watershed if your request is for supplies/materials that will be used on multiple
If you are requesting chemicals for spraying attach a copy of your current applicator's license.

Watershed (one site per line)	Site #	Proposed Work	OCC Dam Maintenance Team (work can be performed w/ OCC skid steer)	Amount Requested
Stillwater	48	clear trees and brush	Y	
Multiple Sites		chemical to spray 5 sites		1,500.00
EXAMPLE				

TIPS

- Email ALL requests to TOM GOODE
tom.goode@conservation.ok.gov
- One dam per line
- Include a brief description of the proposed work.
- Include an estimated cost for each dam.
- Enter 'multiple dams' as the watershed if your request is for supplies/materials that will be used for multiple dams. For example:
 - chemicals (when you will be doing the spraying)
 - wire and T-posts (when you will be doing the fence repair)
- If your request is for funding to contract out spraying multiple dams, each dam must be listed separately with an estimated cost per dam.
- Recommend all O&M assistance requests are reviewed with District Board

KEVIN STEFF
GOVERNOR

MATT DONNELLY
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA PRATT GAYN
ASSISTANT DIRECTOR

To: Kiowa County Conservation District
From: Tammy Sawatzky, Conservation Programs Division Director
Date: April 26, 2024
Subject: O&M Request

Your O&M request has been reviewed. The Commission agrees to reimburse your district for the following project:

OCC Project #	Watershed & Site #	Work to be Completed	Amount
6553	Saddle Mountain 5	shape, fill & place riprap in plunge basin	\$ 10,500

This special allocation will not affect the funds remaining in your district's regular allocation. Upon completion of the approved O&M work your district will need to submit an OSF3 claim form following instructions outlined in the Reimbursement Claim Checklist. District bills for O&M work must be on a separate claim form. Use item code 96. **These funds must be used prior to June 30, 2024.**

Don't forget the pictures! Submit photo documentation of the O&M projects completed with the approved funds. At a minimum you should submit three photos of the work: before, during and after. Submit your photos and documentation form by email to Tom.Goode@conservation.ok.gov.

We appreciate the diligence and dedication of the Kiowa County Conservation District to the watershed program of Oklahoma. If you have any questions about your operation and maintenance allocation, please contact me.

Copy: Tony Harrison, Watershed Aide
George Moore, Watershed Technician
Tom Goode, CPD Field Operations Manager

Receiving Approval

Completing O&M Work



Submit a Claim

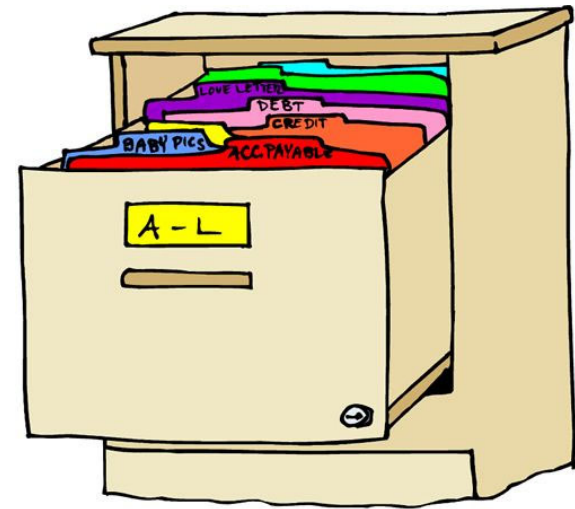
TIPS

- Use the Reimbursement Claim Checklist as a guide
- All O&M expenditures that your district received approval from CPD for must be on a separate claim form
- Multiple O&M projects can be claimed on the same form
- O&M expenditures use item code 96

OSF Form 3 (Revised 07/2022)		CLAIM OF: Washita County Conservation District 1505 N Glenn English, Cordell, OK 73832							For Agency Use Only:							
STATE OF OKLAHOMA Notarized Claim Voucher And Disbursement of Payroll Withholdings									TOTAL CLAIM AMOUNT		AGENCY BUSINESS UNIT		CLAIM VOUCHER NO.		WARRANT NO.	
									Vend I.D.: 73-0722677		OSF-Audited By:		Reserved For Agency Use Only: 540300			
ORDER NO	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED				
TOTAL																
Notary Seal		DATE	ITEM CODE	ARTICLE DESCRIPTION							AMOUNT CLAIMED					
Affix Notary Seal Here		4/2/24	96	Multiple Sites Project 6347							\$ 277.50					
		OCC - Conservation Programs Division														
		PO# 5401 LINE 2 DL1														
		Proj 76347														
		Fund 19401														
		Dept 2000001														
		Acct 5551721														
		Amt 277.50														
		Date 4-2-24 Approved JS														
THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS										TOTAL AMOUNT APPROVED		\$ 277.50				
The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.										For Agency Use Only:						
										Date received						
State of Oklahoma County of Washita										DATE RECEIVED Agency APR 04 2024						
Subscribed and sworn before me 4-2-2024																
My Commission expires 2-20-2025 Comm # 01002043																
Claimant Edith E. Brown Notary Public (or Clerk or Judge)																



Documenting Completed O&M Work



Obtaining Bids for O&M Projects

- Invitation to Bid
 - Bid Notice
 - Bid Form
 - Scope of Work
- Identify Bidders
- Pre-Bid Site Showing
- Bid Review and Approval
- Contract Management
- Final Inspection and Closeout
- Submit Claim to the Commission
- Document Completed O&M Work

 **Bid Packet**

Bid Notice

Date	_____
Time	_____
Site Showing	<input type="checkbox"/> Mandatory <input type="checkbox"/> Non-Mandatory
Project Name	_____
Project Location	_____
Estimated Cost	_____
Estimated Performant Time	_____

The _____ Conservation District is inviting written bids for all labor and materials described in the bid documents. A copy of the bid documents are available by contacting the conservation district. Bids will be accepted until (date & time) _____, Late bids will not be accepted. Bids will be accepted by mail, email, or hand delivered to the Conservation District.

Conservation District Contact

Name	_____
Mailing Address	_____
Telephone	_____
Email	_____

Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Invitation to Bid does not guarantee that the conservation district will enter into an agreement and the conservation district reserves the right to reject any and all bids. If the bidder has any questions about this Invitation to Bid, please contact the conservation district.

Bid Notice

- Questions/decisions for the district:
 - Is it necessary to have a pre-bid site showing?
 - Is the pre-bid site showing mandatory or non-mandatory for bidders? If mandatory, contractors must attend the site showing to be eligible to bid.
 - What is the date and time of the site showing?
 - What is the meeting location for the site showing? (on site or at your office)
 - What is the date and time bids will be due in the district office? It is recommended that a minimum bid notice period be at least seven days. This period of time is subject to the project size, complexity, and the nature or scope of the work being performed.
 - Does the district need/want OCC and/or NRCS staff to attend the pre-bid site showing? If yes, please consult with them when scheduling your site showing.

Unit Price

Bid Form

Bid Due Date & Time _____

Project Name _____

_____ Conservation District

Total basis of bid includes providing all labor, materials, and equipment necessary to complete the project per the contract documents.

If awarded an agreement, we propose to complete this work within _____ calendar days from the date of receipt of a Notice to Proceed.

ITEM		SPEC NO.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1					\$	\$
2					\$	\$
3					\$	\$
4					\$	\$
5					\$	\$
6					\$	\$
7					\$	\$
8					\$	\$
9					\$	\$
10					\$	\$
11					\$	\$

TOTAL BID \$ _____

Date _____

Submitted by _____

Company Name _____

FEI No. _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

The successful bidder will sign an agreement with the conservation district. The successful bidder will provide proof of general liability insurance of \$100,000 (each occurrence) and \$300,000 (general aggregate); automobile liability (owned, non-owned and hired vehicles) of \$100,000 (each occurrence) and \$300,000 (general aggregate), for bodily injury and property damage; and proof of worker's comp insurance.

Bid Form

Total Cost

Bid Form

Bid Due Date and Time _____

Project Name _____

_____ Conservation District

Total basis of bid includes providing all labor, materials, and equipment necessary to complete the project per the contract documents.

If awarded an agreement, we propose to complete this work within _____ calendar days from the date of receipt of a Notice to Proceed.

TOTAL BID \$ _____

Date _____

Submitted by _____

Company Name _____

FEI No. _____

Address _____

Telephone _____

Email _____

The successful bidder will sign an agreement with the conservation district. The successful bidder will provide proof of general liability insurance of \$100,000 (each occurrence) and \$300,000 (general aggregate); automobile liability (owned, non-owned and hired vehicles) of \$100,000 (each occurrence) and \$300,000 (general aggregate), for bodily injury and property damage; and proof of worker's comp insurance.

Scope of Work

Scope of Work

Project Name _____
_____ Conservation District

Description of Work:

The contractor shall not begin work until the contract is in place and a written notice to proceed has been issued by the conservation district. The contractor shall complete the work within _____ calendar days from the date of the Notice to Proceed.

Work at the project site is limited to the daylight hours between 7:00 a.m. and 7:30 p.m. Monday through Friday.

The _____ Conservation District make no representation as to the existence or nonexistence of utilities in the work area. The contractor shall be responsible for identifying the location of utilities and notifying the owners prior to construction activities. The contractor shall "Call OKIE" (1-800-522-6543 in Oklahoma) as one means of notifying owners of utilities prior to starting work at the project site. If any unidentified utilities are encountered after work is initiated, the contractor shall discontinue work and notify the Sooner County Conservation District immediately.

Bids are invited as stated on the invitation to bid cover sheet and must be returned by the date and time specified. Late bids will not be considered. All bids must be accompanied by the Bid Affidavit.

Insurance: the successful bidder will be required to provide certificates of insurance for generally liability, auto liability and workers compensation coverage. An agreement will not be issued without the required proof of insurance.

Change Orders: Contract changes shall be provided only upon prior written authorization by the conservation district. Upon request by the conservation district, contractor shall prepare an itemized cost proposal for the requested contract change and submit it for review and approval. If accepted by the conservation district, a change order will be processed and returned to the contractor, authorizing the change in the work and providing a notice to proceed.

Invoicing and Project Communication: All work execution related communications must go through the conservation district representative. Project invoices shall be sent to the conservation district representative.

- Description of work
- Special requirements
- Specifications
- drawings

Pre-Bid Site Showing

Sign In - Pre-Bid Site Showing

Project Name _____
 _____ Conservation District
 Date _____ Time _____

Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email
Company Name	Company Representative
Address	Telephone
City State Zip	Email

Pre-Bid Site Showing Agenda/Minutes

Date: _____
 Project: _____
 Conservation District: _____

☐ **SIGN-IN REGISTER**
 All attendees must sign in. If the pre-bid meeting is mandatory contractors not signed in cannot bid on the project.

☐ **WELCOME AND INTRODUCTIONS**
 District Contact: _____
 NRCS Project Engineer: _____
 NRCS Inspector: _____
 Others: _____

☐ **GENERAL**
 Bid due date: _____
 Estimated Number of Days: _____ Estimated Cost: _____

☐ **PURPOSE OF MEETING**

- ▶ Minimize bidder risk
- ▶ Insure we have expressed clear project requirements and conveyed the district's expectations.
- ▶ Goal is to have "apples to apples" bidding.

☐ **BID PROCEDURES AND BID PACKAGE**

- ▶ Bid opening date:
- ▶ Bids will be accepted by email, mail and hand delivered.
- ▶ Addenda will be delivered by email.
- ▶ Bid Form:
 - Do not offer any unsolicited alternatives or options, qualify or take exceptions.
 - In case of math errors, unit prices prevail.
- ▶ Cover in detail any special provisions.
- ▶ Encourage bidders to contact the district if they have questions.

Bid Review and Approval

- Lowest Responsible Bid
- Requires District Board Action
- What if the district cannot obtain three bids?
- What should the district do if all bids exceed the amount approved for the project and/or the bidders cannot perform the work within the required time frame?
- Approved bid is equal to or less than the amount approved.
- Approved bid exceeds the amount approved.
- Approved bid is not the lowest dollar amount bid received.

Agreement

Agreement

Agreement Date _____
Between Conservation District _____
Address _____
Telephone _____
Email _____
and the Contractor _____
Address _____
Telephone _____
Email _____
Project Name _____

The Conservation District and Contractor agree as follows:

A. The Contract Documents

The contract documents consist of this agreement and the invitation to bid, as referenced, inclusive of any stated conditions, requirements, provisions, scope of work, plans, specifications, addenda and the contractor's bid form as may be contained therein, included as an attachment. The contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

B. The Work of this Contract

The contractor shall fully execute the work described in the contract documents, except to the extent specifically indicated in the contract documents to be the responsibility of others.

C. Date of Commencement and Final Completion

The date of commencement of the work shall be the date of the notice to proceed issued by the conservation district. The contract time shall be measured from the date of the notice to proceed. The contractor shall achieve final completion of the entire work not later than _____ calendar days from the date of commencement.

D. Contract Sum and Payments

This contract is for a firm fixed price in the amount of \$ _____. Projects with duration of one month or less shall be invoiced upon final completion. Final payment will not be made until the conservation district has verified that all work has been completed.

E. Contract Changes

Contract changes shall be provided only upon prior written authorization by the conservation district. Upon request by the conservation district, contractor shall prepare an itemized cost proposal for the requested contract change and submit it for review and approval. If accepted by the conservation district, a change order will be processed and returned to the contractor, authorizing the change in the work and providing a notice to proceed.

F. Termination

This agreement may be terminated by the conservation district upon mailing notice of termination to the contractor at least seven working days in advance of the date of termination if the contractor substantially fails to perform according to the terms and conditions of this agreement in the opinion of the conservation district or funds for the project are insufficient to proceed with the project. In the event of termination, the contractor shall be paid compensation for services performed up until the date of termination subject to amounts withheld to satisfy any rightful claim or set of by the conservation district.

This agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination.

This agreement may be terminated by the conservation district upon not less than seven days' written notice to the contractor for the conservation district's convenience and without cause.

G. Insurance

Insurance coverage (general liability, auto liability and workers compensation) shall be maintained in full force by the contractor for the duration of the contract, certificates of insurance shall be furnished prior to acceptance of the contract or issuance of a notice to proceed.

Conservation District

Contractor

Signature

Signature

Attachments
contractor's bid
contractor's insurance
contractor's proof of workers comp

FEI No.

Contract Management

- Notice to Proceed
- Pre-Work Meeting
- Progress Inspections
- Payment to the Contractor
- Change Order
- Contract Dispute

Notice to Proceed

Project Name _____
Conservation District _____
Date _____
Company Name _____
FEI No. _____
Address _____
Telephone _____
Email _____

You are hereby notified to commence work on the above referenced project on _____
(date) and are to be fully complete with the work within _____ calendar days.

Conservation District

Signature

Contractor

Signature

Notice to Proceed

Pre-Work Agenda/Minutes

Pre-Work Meeting Agenda/Minutes

Date of Meeting _____ Project Name _____

Conservation District _____

CD Contact
(name, cell, email) _____

NRCS Contact
(name, cell, email) _____

Notice to Proceed Date _____ Days in Contract _____

Contractor _____

Contact (name, cell, email) _____

☐ Distribute and discuss all applicable contract documents

☐ Explanation of Scope

☐ Safety Requirements and Protocols

☐ Emergency Information

☐ Status of Utilities, Right of Way, RR and Local requirements

☐ Erosion Control and Best Management Practices discussion

☐ Review of the Work Schedule

☐ Review of the Dispute and Claims Process

☐ Haul roads designated

☐ Borrow/ Waste

☐ List Subcontractors to be used

☐ List of major material suppliers

☐ Final Inspection/Punch List Requirements

☐ Other items for Discussion

Certificate of Payment

Contractor Name	_____	Payment Number	_____
Mailing Address	_____	Original Contract Sum	\$ _____
	_____	Change Orders (net)	\$ _____
Telephone	_____	Total Contract Sum	\$ _____
Email	_____	Total Amount Earned	\$ _____
SSN or FEI	_____	Less Previous Payments	\$ _____
		Current Amount Due	\$ _____
		Remaining Contract Amount	\$ _____

Certification of the Contractor: I certify that to the best of my knowledge, information, and belief the work covered by this Certificate of Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the undersigned for work for which previous Certificates of Payment were issued and payments received from the conservation district, and that current payment shown herein is now due.

Contractor Date

Certification of Project Engineer/Inspector: In accordance with the contract, based on on-site observations and the data comprising the Certificate of Payment, I certify to the conservation district that to the best of my knowledge, information and belief the quality of the work is in accordance with the contract, and the contractor is entitled to payment of the Current Amount Due.

Project Engineer/Inspector Date

Certification of Conservation District: I have checked and verified this Certificate of Payment; that to the best of my knowledge, information and belief it is a true statement of the value of the work performed in accordance with the terms of this contract. I certify the contractor is entitled to payment of the Current Amount Due.

Conservation District Date

Certificate of Payment

Change Order

Date _____ Change Order # _____

Project Name _____

Contractor _____

Brief Description of Change

Brief Description of Time Delay

Original agreement amount \$ _____

Net change by previously authorized change orders \$ _____

Agreement amount prior to this change order was \$ _____

Agreement amount will be

☐ increase ☐ decrease ☐ unchanged \$ _____

New agreement amount including this change order will be \$ _____

Agreement time will be

☐ increase ☐ decrease ☐ unchanged _____ calendar days

Approvals

Contractor Name _____ Signature _____ Date _____

Conservation District _____ Signature _____ Date _____

DCC, Conservation Programs _____ Signature _____ Date _____

Change Order

Final Inspection and Closeout

- Conduct Final Inspection of Work
- Note Deficiencies on 'Punch List'
- Verify Corrections with a Final Inspection
- Submit Final Claim to the Commission
- Document Completed O&M Work

Conservation Programs Division

- Conduct Final Inspection of Work
- Note Deficiencies on 'Punch List'
- Verify Corrections with a Final Inspection
- Submit Final Claim to the Commission
- Document Completed O&M Work

