## 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	OK-PDM-3 Rev. 4-06
County Watershed Sponsor Sponsor Legal Description, Sec T R. Sponsor Legal Description, Sec T R. Sponsor Sponsor T Remarks' section. (ie: What? Where? Extent?)  "YES' responses need explanation added to "Remarks' section. (ie: What? Where? Extent?)  "Not-applicable items should be lined out.  IEM YES NO REMARKS  1. General Conditions  a. Altentions to dum? Development in downstream (Boodplain? c. Development around reservor? Development around reservor?  b. An exceptive cover inadequate? b. An exceptive cover inadequate? c. is brush/weed control needed? d. An exceptive gowing at statefulie? a. is dufft debris present? f. Are cracks, seelment, or bulgs present? g. Are animal burnous present? h. Are craft talls or beaver trails present?  J. Front (Stope Protection a. Any wave damage observed? b. is rigrap inadequate? c. Are rodent holis present? 4. Inled Structure and Gate Valves a. Does concrete exhibit deterioration? b. Is concrete reinforcement exposed? c. Was leakage observed inside inside? d. Any corrosion of metal appurentances? e. Is debris gaard controde? f. Is debris mand obstuce to ever? f. Is debris mand outcomed? f. Is debris mand outcomed.	
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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?	

OCC-8G (07/2022)

### WATERSHED DAM ACTIONS NEEDED PLAN

I certify that the WDAMPlan was reviewed and approved by the

Hughes County		Conservat	tion District	rict Date Submitted				9/7/2022	
board of directors in the	9/6/20	)22	board meeting.						
				Pric	ority		Technical A	Assistance	
Watershed	Site #	Date Last Inspected	Actions Needed (see example actions needed list)	High Next 3 Months	Low Next 12 Months	Est Amt of Financial Assistance Needed	OCC Dam Maint. Team (work can be performed w/ OCC skid steer)	NRCS (requires trip report / engr review)	
Leader-Middle Clear Boggy	8		mechanical brush/tree removal		X	-	X		
Little Wewoka	11		mechanical brush/tree removal		X	-	X		
Little Wewoka	16		principle spillway tower obstruction removal, outlet pipe repair, mechancial brush control	X		50,000			
Little Wewoka	16	10/1/2021	cattle trail repair		X	•	X		
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Page 1 of 2

### 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
	X	<b>AMPLE</b>		
				le .

### 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 <u>you</u> 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

GOVERNOR

MATT DINNELL. IJEUTEMANT GOVERNOR



PATERLI AE DIEDCIE

LISA ENAUF GAVEN

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

STATE OF OKLAHOMA • OKLAHOMA CONSERVATION COMMISSION

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## Receiving Approval



# Completing O&M Work







### Submit a Claim

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OSF Form 3 (Revised 07/202	2)		CLAIM OF:	Washita County Conservation District For Agency Use Only 1505 N Glenn English, Cordell, OK 73632				For Agency Use Only:				
	,			73-0722677				TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.	
Disburs	ement of Payroll Withh	oldings	Vend I.D.: OSF-Audited E					Reserved For Agency Use		0300		
ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED
			-								-	
		-		-	-			8				
TOTAL	Notary	1	ITEM	a.								TNUC
	Seal	DATE 4/2/24	CODE	Multiple Site	o Project	6217	ARTICLE DE	SCRIPTION			S CLA	IMED 277.50
3.	otan Seathere				PO#_54 Proj_63 Fund_ Dept	91 1940) 1940) 553 4.24	Appi	DL /	<del></del>			
	TION BELOW IS NOT RI							os	For Agency Use Only:	PPROVED	\$	277.50
correct. Affiant in accordance w	I contractor, vendor, Indivi further states that the work ith the plans, specification esented by this payment a	k, services, or n	naterials as show uests, and all of	wn by this claim her terms of th	have been contract.	completed of Affiant also	or supplied states that		Date received			
							Washi	ta		DATE REC		
Claimant	E Brown		_	bed and sworn		-		-		APR 04	2024	
Notary Public (o			-	My Commissi			1-2025	_		atility or thi	ь.	

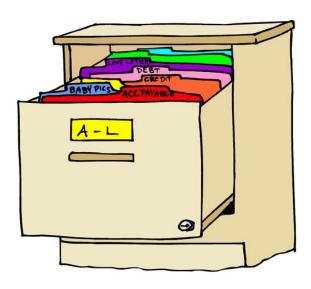
### **TIPS**

- 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



# Documenting Completed O&M Work





### Obtaining Bids for O&M Projects

**Bid Packet** 

- 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 Notice**

Date		
Time		
Site Showing	☐ Mandatory	☐ Non-Mandatory
Project Name		
Project Location		
Estimated Cost		
Estimated		
Performant Time		
The		Conservation District is inviting written bids for all labor
and materials descri	bed in the bid document	s. A copy of the bid documents are available by
contacting the conse	ervation district. Bids will	be accepted until (date & time)
		Late bids will not be accepted.
Bids will be accepted	l by mail, email, or hand	delivered to the Conservation District.
Conservation District	t 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					
					Conserva	tion District
roje awa	basis of bid includes providing all lab ct per the contract documents. orded an agreement, we propose to the date of receipt of a Notice to Pro	complete				
	I	SPEC			UNIT	
TEM		NO.	QUANTITY	UNIT	PRICE	AMOUN'
1					\$	\$
2					\$	S
3					\$	\$
4					\$	\$
5					\$	s
6					\$	s
7					\$	\$
8					\$	\$
9					\$	\$
10					\$	\$
11					\$	S
	DateSubmitted by				S	
	Company Name					
	FEI No.					
	Address					
	City					Zip
	Telephone					
	Email .					

The <u>successful bidder</u> will sign an agreement with the conservation district. The <u>successful bidder</u> 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 I	Name
	Conservation District
	ncludes providing all labor, materials, and equipment necessary to complete contract documents.
If awarded an agre	ement, 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	
Addless	
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			
		Con	servation District
Description of Work:			
The contractor shall not beg	in work until the contrac	t is in place and a writt	en notice to proceed has
been issued by the conserva	ition district. The contrac	tor shall complete the	work within
calendar days from the date	of the Notice to Proceed	i.	
Work at the project site is lin	mited to the daylight hou	irs between 7:00 a.m. a	and 7:30 p.m. Monday
through Friday.			
The	Conservation Dist	trict make no represent	tation as to the existence
or nonexistence of utilities in			
location of utilities and notif	fying the owners prior to	construction activities.	The contractor shall "Call
OKIE" (1-800-522-6543 in OI	klahoma) as one means o	of notifying owners of u	itilities prior to starting

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.

work at the project site. If any unidentified utilities are encountered after work is initiated, the

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	
Date	Conservation District
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
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:
District Contact: NRCS Project Engineer:
NRCS Inspector:
Others:
_
GENERAL
Bid due date:
Estimated Number of Days: Estimated Cost:
PURPOSE OF MEETING Minimize bidder risk
<ul> <li>Insure we have expressed clear project requirements and conveyed the district's expectations.</li> <li>Goal is to have "apples to apples" bidding.</li> </ul>
■ BID PROCEDURES AND BID PACKAGE  • Bid opening date:  • Bids will be accepted by email, mail and hand delivered.
<ul> <li>Addenda will be delivered by email.</li> <li>Bid Form:</li> <li>Do not offer any unsolicited alternatives or options, qualify or take exceptions.</li> <li>In case of math errors, unit prices prevail.</li> </ul>
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
noures
Telephone
Fmail
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.

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

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

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 contractor or issuance of a notice to proceed.

Conservation District	Contractor	
Signature	Signature	
	FEI No.	

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

### 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 complete with the work within calendar days.
	Conservation District
	Conservation District 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	S	
	_		
<u>Certification of the Contractor</u> : I certify that to to the work covered by this Certificate of Payment Contract documents, that all amounts have been previous Certificates of Payment were issued an district, and that current payment shown herein	has been completed in accordance n paid by the undersigned for work d payments received from the con:	with the for which	
Contractor	Date		
Certification of Project Engineer/Inspector: In a observations and the data comprising the Certificity district that to the best of my knowledge, inform accordance with the contract, and the contracto Due.	icate of Payment, I certify to the co nation and belief the quality of the or is entitled to payment of the Curl	nservation work is in	
Project Engineer/Inspector	Date		
Certification of Conservation District: I have che to the best of my knowledge, information and be performed in accordance with the terms of this payment of the Current Amount Due.  Conservation District	elief it is a true statement of the va	lue of the work	
CONSCITATION DISTINCT	Dute		

# Certificate of Payment

### **Change Order**

Date			Chan	nge Order#	_
Project Name					_
Contractor					_
Brief Description of Change					
Brief Description of Time Delay					
Original agreement amount \$					
	-	horized change or		\$	_
Agreement amou Agreement amou		his change order	was	\$	_
	increase	☐ decrease	unchanged	\$	
New agreement a		iding this change	order will be	\$	_
	increase	☐ decrease	unchanged	calendar days	s
Approvals					_
Contractor Name		Signature		Date	_
Conservation District		Signature		Dete	_
OCC. Conservation Programs		Skreture		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

