

RD State Office Staff

April Dahlager
Acting, Community Programs Director
P: 720-544-2909 F: 720-544-2972
april.dahlager@co.usda.gov

Sandy Edens
State Engineer
P: 720-544-2922 F: 720-544-2972
sandy.edens@co.usda.gov

Robin Pulkkinen
RD Loan Specialist
P: 720-544-2929 F: 720-544-2972
robin.pulkkinen@co.usda.gov

Bob Scarpa
State Engineer/Assistant
Environmental Coordinator
P: 720-544-2930 F: 720-544-2972
robert.scarpa@co.usda.gov

Thom Sakata
State Architect/Environmental
Coordinator
P: 720-544-2912 F: 720-544-2969
thom.sakata@co.usda.gov



**Planning, Engineering and
Construction
for
Rural Development
Water & Environmental Program
(WEP)**

Colorado Engineers Training

April 25, 2011



Committed to the future of rural communities.

INTRODUCTIONS & ADMINISTRATIVE ITEMS

- SIGN-IN SHEET
- REST ROOMS
- BUILDING ENTRY/ACCESS
- INTRODUCTIONS
 - **RD STAFF**

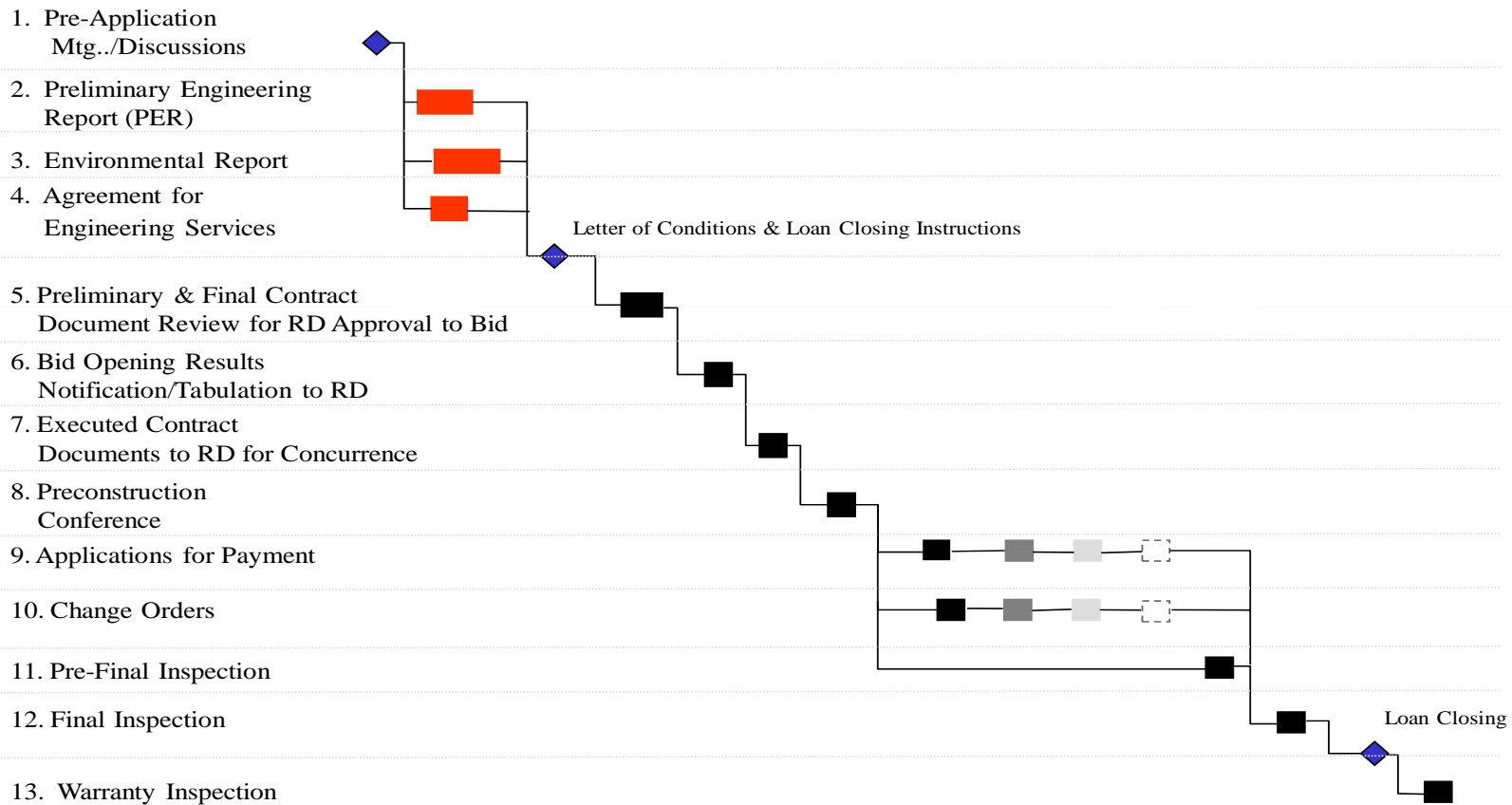


AGENDA & SCHEDULE

- Registration & Sign-In 7:45 am- 8:15 am
- Introductions & Administrative 8:20 am
- RD WEP Overview & Sequence 8:30 am
- Preliminary Engineering Reports - Part 1 8:45 am
- Break 10:15 am - 10:30 am
- Environmental Report/NEPA Process 10:30 am
- LUNCH (Independently) 11:30 am - 1:00 pm
- Preliminary Engineering Reports - Part 2 1:00 pm
- Break 2:30 pm - 2:45 pm
- Agreements & Contract Documents 2:45 pm -
- Design, Bidding & Construction Phases 3:15 pm - 3:45 pm
- Progress Payments & Outlay Reports 3:45 pm
- Misc. Topics, Questions, & Closing Remarks 4:15 pm



Major RUS-RD Engineering Activities



Committed to the future of rural communities.

PRELIMINARY ENGINEERING REPORTS

- RUS Regulations: 7 C.F.R. 1780
- RUS Instruction 1780
 - <http://www.usda.gov/rus/water/regs.htm>
- RUS Bulletins
 - http://www.rurdev.usda.gov/RDU_Bulletins_Water_and_Environmental.html
 - RUS Bulletins 1780-2/3/4/5 – RUS Requirements for PERs
- RD/CDPHE Joint PER Guidance/Checklists
 - Water/Wastewater Preliminary Engineering Report Guidance & Review Checklist Forms
 - PER Content for Joint Agency Financing
- RUS PER Outline Guides



PRELIMINARY ENGINEERING REPORTS

Required Content - Primary Chapters

- Executive Summary
- Project Planning Area
- Existing Facilities
- Need for Project
- Alternatives Considered
- Selection of Alternative
- Proposed Project/Recommended Alternative
- Conclusions & Recommendations
 - Implementation Plan & Schedule



PRELIMINARY ENGINEERING REPORTS

Financial & Underwriting Needs

- Robin Pulkkinen, RD Specialist
Rural Development State Office
Denver Federal Center, Bldg 56
Lakewood, CO 80225



WHO NEEDS A BREAK?



PRELIMINARY ENGINEERING REPORTS

PROJECT PLANNING AREA

- Current Service Area Description
 - System Maps & Drawings
 - Suitable Scale
 - Legal & Natural Boundaries
 - Topographic Information
- Future Service Area
 - Reasonable Limits for Infill & Development within 1 mile
- Features & Environmental Resources
- Population History/Trend & Future Growth



PRELIMINARY ENGINEERING REPORTS

EXISTING FACILITIES

- **History**
 - Major Facilities – Narrative Description
- **Maps & Drawings**
 - Facility Layout, Process Flow Schematics, Unit Process Capacity, System Maps, Line Sizes, etc
 - .
- **Condition of Facilities**
 - Hydraulic Capacity, Treatment Capability
 - Excessive Water Use - Water Audit included in PER
 - Excessive Infiltration/Inflow – I/I Analysis included in PER
 - Compliance with Regulatory Requirements:
 - Safe Drinking Water Act & State Regulations
 - Clean Water Act & State Regulations
 - Raw Water Quality Analysis / Wastewater Effluent Quality



PRELIMINARY ENGINEERING REPORTS

EXISTING FACILITIES

- **Financial Status**
 - O&M Costs – Historical & Current
 - Existing Debt
 - Capital Improvement Program
 - Rate Structure
- **Technical, Managerial & Financial (TMF) Capacity**
 - State Revolving Fund Programs
- **Equivalent Domestic Units (EDUs)**
 - Table of Volume or Use **by User Types**
 - Residential, Commercial, Institutional, Industrial, etc.
 - Annual and monthly use or volume per User Type
 - Determine Total System EDUs



PRELIMINARY ENGINEERING REPORTS

EXISTING FACILITIES

- **Equivalent Domestic Units (EDUs)**
 - Required for RD Loan/Grant Determination
 - Water Use or Wastewater Contribution of the Typical Residential Customer in the System

- A. Total Monthly Water Use or Wastewater System Qty.
- B. Total Residential Monthly Water or Wastewater Qty.
- C. Total Number of Existing Residential Customers
- D. Average Residential Customer Use = B/C (1 EDU)
- E. Total System EDUs = A/D



PRELIMINARY ENGINEERING REPORTS

EXISTING FACILITIES

- Equivalent Domestic Units
 - Residential
 - 100 users @ 4,000 gal/month = 400,000 gal.
 - 50 users @ 8,000 gal/month = 400,000 gal
 - 5 users @ 10,000 gal/month = 50,000 gal

 - 155 Total Residential Customers (C.) = 850,000 gal (B)

 - Non-Residential Users
 - 10 users @ 40,000 gal/month = 400,000 gal.
 - 5 users @ 80,000 gal/month = 400,000 gal
 - 2 users @ 100,000 gal/month = 200,000 gal

 - Total Non-Residential Users = 1,000,000 gal
 - TOTAL USE = 1,850,000 gal (A)



PRELIMINARY ENGINEERING REPORTS

EXISTING FACILITIES

- Equivalent Domestic Units Solution

1 EDU = 850,000 gal. / 155 users = 5,483 gal/EDU

Total EDUs = 1,850,000 gal. / 5,483 gal./EDU = 337
EDUs



PRELIMINARY ENGINEERING REPORTS

PROJECT NEED AND PURPOSE

- **HEALTH & REGULATORY COMPLIANCE ISSUES**
 - Clean Water Act
 - Safe Drinking Water Act
 - State Regulatory Requirements
- **SYSTEM O&M ISSUES**
 - Corrective Measures in lieu of Capacity Increase
- **GROWTH ISSUES**
 - Growth in excess of 30% of existing triggers requirement to complete an Environmental Assessment



ENVIRONMENTAL REVIEW PROCESS

NEPA – National Environmental Policy Act



Committed to the future of rural communities.

NEPA

- The National Environmental Policy Act (NEPA) is our basic national charter for protecting environmental resources and contains provisions to ensure the Federal agencies act in accordance with the letter and spirit of the law.
- “NEPA requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.” (EPA)

RD Compliance with NEPA

- 7 CFR 1794
Title 7—Agriculture, Code of Federal Regulations,
Part 1794 Environmental Policies and Procedures
<http://www.usda.gov/rus/water/regs.htm>
- RUS Bulletin 1794A-602
Guide for Preparing the Environmental Report for Water &
Environmental Program Proposals
<http://www.usda.gov/rus/water/regs-bulletins.htm>
- Colorado State Supplement
Colorado Natural Resources Management Guide
<http://www.rurdev.usda.gov/co/environmental-resources.htm>



Responsibilities in the Environmental Process

- Applicant's Responsibilities
 - Prepares and submits the Environmental Report (ER)
 - Publishes Availability of Environmental Assessment
 - Publishes Notice of FONSI
- Agency's Responsibilities
 - Reviews and Evaluates the Environmental Report
 - Classifies the Proposal (Cat Ex or EA)
 - Ultimately accepts the ER as its EA
 - Determines FONSI and authorizes publications
- Citizen's Responsibilities
 - Attends the public hearing
 - Gets acquainted with the proposal and voices any concerns



General Process

1. Applicant prepares and submits an ER
2. Agency reviews, evaluates and classifies ER
3. Agency accepts or declines ER as AE
4. Agency authorizes Publication of Notice of Availability
5. Agency evaluates public comments
6. Agency Determines FONSI and authorizes its publication
7. NEPA process complete



Format of the Environmental Report

- 1.0 Purpose and Need of the Proposal
- 2.0 Alternatives to the Proposed Action
- 3.0 Affected Environment / Environmental Consequences
- 4.0 Summary of Mitigation
- 5.0 Correspondence
- 6.0 Exhibits
- 7.0 List of Preparers



3.0 Affected Environment

<u>Evaluated Resource</u>	<u>Primary Contact/Resource</u>
1. Land Use <ul style="list-style-type: none">• Important Farmlands• Formally Classified Lands	NRCS NPS, BLM, CDNR
2. Floodplains	FEMA, USACE
3. Wetlands	NRCS, USACE
4. Historic Properties	SHPO, THPO
5. Biological Resources	USFWS, CDOW
6. Water Quality	CDPHE



3.0 Affected Environment (continued)

Evaluated Resource

Primary Contact/Resource

7. Socio-Economic/ Env. Justice

Census Bureau, EPA

8. Miscellaneous Issues

- Air Quality
- Transportation
- Noise

EPA, CDPHE
CDOT
EPA, HUD



Assessment Steps

1. Determine the Area of Potential Effect (APE)
2. Collect Information and Data
3. Determine if any Env. Resources occur in the APE
4. Determine Proposals' Potential Effects
 - Direct Effects
 - Indirect Effects
 - Cumulative Effects
5. Submit Analysis to Regulatory Agency
6. Document Research and Consultation in the ER
7. Describe the Mitigation Measure to be implemented



Other Evaluated Documents

- Minutes of the General Public Meeting
- Intergovernmental Review Letters
- FEMA 81-92 Standard Flood Hazard Determination (Buildings Only)*
- RD Form 81-93 Env. Justice and Civil Rights Impact Analysis*

*Completed by USDA RD



Publication Requirements

Categorical Exclusions

Proposing to Convert Important Farmland,
Wetlands, Floodplains, Historic Properties?

YES = Publish Preliminary and Final Notice

NO = Publication Not Required

Preliminary Notice Review Period = 30 Days

Final Notice Review Period = 0 Days



Publication Requirements (continued)

Environmental Assessment

Regardless of whether or not the project proposes to convert Important Farmland, Wetlands, Floodplains, Historic Properties, applicant is required to publish:

- Notice of Availability of an EA
- Notice of FONSI

Notice of Availability Review Period = 30 Days

Notice of FONSI Review Period = 0 or 15 Days



Publication Requirements (continued)

Newspaper Notices

- Reasonable size and prominence
- NOT printed in the classifieds or legal section
- NOT printed in an obscure portion of the newspaper
- Printed for 3 consecutive days for daily newspapers
- Printed for 2 consecutive weeks in weekly newspapers
- Proof of publication/publisher's affidavit



Do's and Don'ts

Do

- Apply NEPA early in the planning process
- Involve the Public early in the planning process
- Author the ER as a stand alone document
- Follow the format as outlined in 1794A-602

Don't

- Take action on the proposal that would affect the Agency's ability to evaluate environmental impacts of the proposed action, or alternatives to the proposed action
- Publish EA or FONSI notices until authorized by the Agency



Pitfalls and Common Mistakes

- Making foregone conclusions
- Assuming State approval will equal Federal approval
- Making a finding w/o supporting documentation
- Unsupported determination of “No Practical Alternative”
- No consideration of the “No Action” Alternative
- Referring the reader the PER for further information
- Consultation letters not specific to Regulatory Agency’s environmental resource
- Generalizing mitigation measures



Conclusion

The NEPA process is meant to protect Public, not the Government.

QUESTIONS?

Thank you.



Godzilla versus the bureaucracy

WE ALL NEED LUNCH!



Committed to the future of rural communities.

PRELIMINARY ENGINEERING REPORTS

ALTERNATIVES CONSIDERED

- **Complete Details of Each Alternative Considered**
 - Description of all required facilities per Alternative
 - Design Criteria
 - Maps & Schematics
 - Environmental Impacts
 - Land Requirements
 - Construction Problems
 - Complete Cost Estimates
 - Construction Costs Details
 - Non-Construction Costs Details
 - Annual O&M Cost Details
 - Discussion of Advantages & Disadvantages



PRELIMINARY ENGINEERING REPORTS

ALTERNATIVE ANALYSIS & SELECTION

- **LIFE CYCLE COST ANALYSIS (LCCA) OF EACH ALTERNATIVE (PRESENT WORTH METHOD)**
 - 20-year LCCA period
 - OMB Circular A-94 “Real” Discount Rate
 - Salvage Values of elements with > 20 year life cycle
 - » Pipes & Structures
- **MATRIX OF NON-MONETARY ISSUES CONSIDERED**
- **RUS Instruction 1780.57 (n) Requires;**
 - “The facility’s design must provide the most economical service practicable.”
 - Selection based on other than the lowest Present Worth Cost Analysis must demonstrate why the most economical solution is not feasible.



PRELIMINARY ENGINEERING REPORTS

PROPOSED PROJECT ALTERNATIVE

- **Fully Developed Description of Selected Alternative**
- **Technical Description**
 - Total System Design Elements
 - Unit Processes & Design Criteria
 - WASTEWATER
 - » Collection, Pumping, Treatment, Discharge
 - WATER
 - » Supply Source, Treatment, Storage, Pumping, Distribution Layout
- **Total Project Cost Estimate**
 - Based on projected mid-point of construction period
 - Planning, Engineering, Construction, Inspection, Land Acquisition, Easements, Administrative, Legal, Construction Financing Interest



PRELIMINARY ENGINEERING REPORTS

PROPOSED PROJECT ALTERNATIVE

Total Project Cost Estimate

- Construction Cost (separate identified construction contracts)
- Environmental Report
- Engineering Fees.....
 - Preliminary Engineering Report.....
 - Basic Services.....
 - Res. Project Rep Inspection.....
 - Additional Services (itemized list with cost estimates)
- Land Acquisition & Rights-of-Way Costs.....
- Legal Fees.....
- Bond Counsel Fees.....
- Construction Loan Interest.....
- Administrative.....
- Material & Equipment Purchases.....
- Project Contingency.....

SUM = TOTAL PROJECT COST



PRELIMINARY ENGINEERING REPORTS

PROPOSED PROJECT SELECTION

- Annual Operating Budget
 - Income / Rate Schedule
 - O&M Costs / Itemized List
 - Debt Repayment / Based on RUS Loan Only
 - Debt Service Reserves
 - Short-Lived Asset Schedule and Reserves



PRELIMINARY ENGINEERING REPORTS

CONCLUSIONS & RECOMMENDATIONS

- Recommended Work Not Included in the Project
- Need for Additional Studies
 - Pilot Treatment Studies
 - Sewer System Evaluation Study
 - New Source Test Wells
- Project Delivery & Implementation Schedule
 - Design & Construction Schedules
 - Design – Bid – Build
 - Multiple Construction Contracts & Schedule
 - Phased Construction Program Schedule
 - Regulatory Review, Approval & Compliance Schedule



Rural Development PER Review

- **Loan Specialist Reviews for:**
 - Adequate description of project proposed ?
 - Complete assessment of existing facilities ?
 - Whether all feasible alternatives considered ?
 - Details of system user volume & quantities?
 - Rate schedule for all user categories?
 - Realistic Total Project Cost estimate?
 - Incomplete or missing information ?
 - Environmental impacts considered in alternatives?
 - Processing office site visit (SI 1780-2, 2.4)



Rural Development PER Review

- **State Office / State Engineer Reviews for:**
 - Whether all appropriate alternatives were analyzed
 - Design Criteria used for comparison of alternatives
 - Reasonable cost estimates of each alternative
 - Proposals being modest in size, cost, and design
 - Realistic & sound engineering practices
 - Compliance with RUS Design polices in Instruction 1780.57
 - Design Criteria appropriate for selected project alternative



Typical PER Weaknesses

- Missing information required by RUS Bulletins (1780-2 & -3)
- Incomplete description of existing conditions
- Missing history of growth / high fire protection criteria
- Missing or incomplete analysis of alternatives
- Incomplete Present Worth/Life Cycle Cost Analysis
- Proprietary material or equipment selection
- Unrealistic construction cost estimates (High or Low)
- Incomplete O&M costs (No supporting details)
- Missing or incomplete short lived asset reserve schedule & details
- Missing Implementation Plan & Schedules



NEED ANOTHER BREAK?



AGREEMENTS & CONTRACT DOCUMENTS

- RUS Regulatory Requirements
 - 7 CFR 1780.39b and 1780.54 establish the requirement that RD review & concur in all professional service agreements and construction contracts financed with RUS funds.
 - 7 CFR 1780.75 requires all Agreements & Contracts to include specific federal agency contract provisions.
 - All Fees for services require RD review & approval
 - **“not in excess of those ordinarily charged by the profession as a whole for similar work when RUS financing is not involved.”**



AGREEMENTS & CONTRACT DOCUMENTS

- **RUS BULLETIN 1780-26 (August 2009, w/10/2009 revisions)**

<http://www.usda.gov/rus/water/ees/englib/index.htm>

- Guidance and Instruction on using EJCDC Funding Agency Edition forms for Professional Services & Construction Contracts
- RUS B1780-26, Exhibit B –Owner’s Instructions to Engineer for Preparing Construction Contract Documents
- Requires the use of specific RUS Attachments in lieu of standard EJCDC forms & exhibits



AGREEMENTS & CONTRACT DOCUMENTS

PROFESSIONAL SERVICES AGREEMENT

- **Professional Services Agreements**

- EJCDC E-500 ©2008 w/ RUS B1780-26 Attachment C
- Fees for Engineering, Inspection and Additional Services as presented in the Preliminary Engineering Report & RD Letter of Conditions
- Study & Report Phase – included both PER & ER
- Basic Services – Design thru Warranty Inspection
- Additional Services – Requires Details & RD concurrence
- Resident Project Rep. – Full-time Inspection Required by
 - 7CFR 1780.76 (c) Inspection.



AGREEMENTS & CONTRACT DOCUMENTS

PROFESSIONAL SERVICES AGREEMENT

- EJCDC E-500 ©2008 with exhibits & RUS 1780-26 Attachment C replace all prior Agreements between Owner & Engineer
 - Exh. A is Engineer Services
 - Exh. B is Owner Responsibilities
 - RUS Attachment C is Payment Terms & Conditions
 - Exh. D is Res. Project Rep. (Inspector)
- Other forms of Agreements or Contracts require OGC review and approval to be used. Letter of explanation of why EJCDC docs are not appropriate or can not be used.



AGREEMENTS & CONTRACT DOCUMENTS

PROFESSIONAL SERVICES AGREEMENT

SERVICES and FEES

- | | |
|--|------------------------------------|
| • Study & Report Phase – PER & ER | Lump Sum or Hourly Rates |
| • Design thru Warranty Inspection | Lump Sum or Hourly Rates |
| • Resident Project Rep. | Hourly Rates & Expenses |
| • Additional Services | Hourly Rates & Expenses |

FEES FOR PROFESSIONAL SERVICES MUST BE REASONABLE AND SHOULD BE SUPPORTED BY DETAILS OF A WORK BREAKDOWN SCHEDULE INDICATING TASKS, DESCRIPTIONS, LABOR HOURS BY STAFF CATEGORY, HOURLY BILLING RATE AND DETAILS OF REIMBURSIBLE EXPENSES



AGREEMENTS & CONTRACT DOCUMENTS

CONSTRUCTION CONTRACT DOCUMENTS

- **EJCDC C-520 - ©2007 & RUS B1780-26 Forms**
- **Assemble as Instructed in RUS Bulletin 1780-26 & Attachment B**
- **EJCDC documents for Construction Contract Documents assume all documents will be organized and located according to the CSI Manual of Practice Project Manual concept -16 Division Format**
- **Suggested Table of Contents for Construction Project Manual is included in Notebooks**



AGREEMENTS & CONTRACT DOCUMENTS

CONSTRUCTION CONTRACT DOCUMENTS

7 CFR 1780.61 (a): Standard Construction Contract Documents

- Other Contract forms require approval of RD's Office of General Counsel (OGC) to use on Agency funded projects.
 - 60 – 90 day review period by OGC
 - Request to use documents “not in the format previously approved” also require a detailed narrative description of why preapproved EJCDC documents can not be used for proposed project.
- EJCDC examples on USDA web sites are **no longer approved for projects funded after August 2009!!**
 - <http://www.usda.gov/rus/water/ees/englib/index.htm>



AGREEMENTS & CONTRACT DOCUMENTS

ANY QUESTIONS or DISCUSSION?



Committed to the future of rural communities.

DESIGN, BIDDING & CONSTRUCTION

- **PRELIMINARY DESIGN SUBMITTAL REVIEW**
 - **Final Design Criteria**
 - Civil, Architectural, Structural, Process, Mechanical, I&CS, Electrical
 - Unit Process Design, Structures & Equipment
 - Storage Tanks
 - Pump Stations
 - Collection & Distribution System Piping
 - Preliminary Drawings w/ field surveys, topographic & utility mapping
 - Outline Specifications – CSI Format / Project Manual Table of Contents
 - Map of Required Easement Locations
 - Revised Opinion of Probable Construction Cost



DESIGN, BIDDING & CONSTRUCTION

- **FINAL DESIGN SUBMITTAL REVIEW**
 - **Full Set of Construction Contract Documents (Drawings & Project Manual w/ Bidding Requirements)**
 - Signed, Dated & Sealed by Colorado P.E.
 - Bound sets as intended to be issued to prospective Bidders
 - **Revised Opinion of Probable Construction Cost**
 - **Information for Owner to obtain State Regulatory Agency approval and assist Owner in obtaining approvals**



DESIGN, BIDDING & CONSTRUCTION

BIDDING

- RD approval required to Advertise for Bids
- Contract Documents must be available in local & regional locations for public inspection
 - Regional Plan rooms
 - Owner's Office
 - Engineer's Office
 - Public Library
- Bid Opening - Accessible to the Public
- Tabulation of Bids & Recommendation of Award to RD
 - RD approval required to issue Notice of Award
 - Notice of Award - EJCDC C-510 Copy to RD

Also Refer to: 7CFR 1780.70 Owner's procurement regulations.



DESIGN, BIDDING & CONSTRUCTION

CONSTRUCTION PHASE

- **Commences on RD concurrence of executed Contract**
- **Preconstruction Conference**
 - **Scheduled & Conducted by the Engineer**
 - **Documented with Colorado RD 1924-16**
- **Notice to Proceed**
 - **EJCDC C-550 copy to RD**
- **Resident Project Rep.**
 - **RPR Experience & Qualifications require RD approval**
 - **Must attend Preconstruction Conference**
 - **Duties & Responsibilities per Professional Services Agreement, Exhibit D**
 - **Daily Inspection Reports – RUS Bulletin 1780-18**
 - **Document quantities or units of construction completed daily**



AGREEMENTS & CONTRACT DOCUMENTS

CHANGE ORDERS

Regulatory Requirements:

RUS Instruction 1780.76 (h) Changes in development plans:

Review & Approval by RD to ensure:

1. Funds are available to cover additional costs
2. Change is for an eligible purpose
3. Is within the scope of the existing contract

Use of EJCDC C-941 required with full back-up & documentation of proposed change to contract work (e.g. revised drawings, supplemental specifications, engineer's explanation of need, etc.)

RD must concur prior to Contractor performing the Work



DESIGN, BIDDING & CONSTRUCTION

ANY QUESTIONS, COMMENTS or DISCUSSION?



Committed to the future of rural communities.

Processing Pay Requests, Invoices and Outlay Reports



Committed to the future of rural communities.

PROGRESS PAYMENTS & OUTLAY REPORTS

ENGINEER'S INVOICES FOR SERVICES

Engineer's Standard Billing Invoice

Requires RD concurrence before payment by Owners

**Details and Backup per Professional Services Agreement T&C
(E-500, Attachment C)**

CONSTRUCTION APPLICATION FOR PAYMENT

EJCDC C-620 – Contractor's Application for Payment

Requires RD concurrence before payment by Owner

Details and Backup per Construction Contract T&C

OTHER PROJECT COSTS & EXPENSES

**For Eligible expenses included in PER Total Project Cost and Letter of
Conditions Issued by RD**



PROGRESS PAYMENTS & OUTLAY REPORTS

Payments processed & monitored by RD processing office

Review and processing of project cost, including construction pay requests does not attest to the correctness of the amounts, the quantities shown or that the work has been performed in accordance with the terms of any agreements or contracts 1780.45(e)(4)

Calculated based on terms of agreements or contracts



PROGRESS PAYMENTS & OUTLAY REPORTS

Process Sequence of pay requests

- Contractor and the RPR/Inspector agree on Work completed for Contractor to prepare the pay estimate and submit to the Engineer
- Project Engineer reviews, verifies numbers and work completed then recommends to the Owner that they accept application for payment and pay the Contractor
- Owner reviews pay estimate and submits to RD for concurrence
- Owner can pay the Contractor after RD concurrence



PROGRESS PAYMENTS & OUTLAY REPORTS

Process Sequence of pay requests (cont.)

– RD

- checks for math for accuracy of amounts
- compares details of construction contract payments allowed with payments requested
- should not process payments in excess of contract amounts, regardless of funds available
- does not “approve” pay requests, we only concur



RD Contacts

Bob Scarpa

State Engineer/Assistant Environmental Coordinator

P: 720-544-2930 F: 720-544-2972

robert.scarpa@co.usda.gov

Sandy Edens

State Engineer

P: 720-544-2922 F: 720-544-2972

sandy.edens@co.usda.gov

Thom Sakata

State Architect/Environmental Coordinator

P: 720-544-2912 F: 720-544-2969

thom.sakata@co.usda.gov





Questions?

Thank you
for your
interest!



Committed to the future of rural communities.