STATE OF COLORADO

Colorado Water Conservation Board
Department of Natural Resources
1580 Logan Street, Suite 600
Denver, Colorado 80203
Phone: (303) 866-3441
Fax: (303) 894-2578
www.cwcb.state.co.us

February 12, 2014

Rocky Mountain Field Institute
Attn: Rebecca Jewett, Executive Director
815 South 25th Street, Suite 101
Colorado Springs, CO 80904

RE: Notice to Proceed - WSRA Grant – Bear Creek Sediment Mitigation Phase I

Dear Rebecca,

This letter is to inform you that the purchase order to assist in the Bear Creek Sediment Mitigation Phase I project in the Arkansas River Basin was signed on January 4, 2014. The original purchase and Exhibits will be mailed to you.

With the executed purchase order, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through June 30, 2015. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 45 days. I wish you much success in your project.

If you have any questions or concerns regarding the project, please contact me.

Sincerely,

//s//

Chris Sturm
Stream Restoration Coordinator
Watershed and Flood Protection Section
Colorado Water Conservation Board
Department of Natural Resources
1313 Sherman St., Room 721
Denver, Co 80203
Phone: (303) 866-3441 ext. 3236
Fax: (303) 866-4474
chris.sturm@state.co.us
www.cwcb.state.co.us

WATER CONSERVATION BOARD
1313 SHERMAN STREET, ROOM 721
DENVER, CO 80203

Buyer: ALLAN SMITH
Phone Number: 303-866-3292
Agency Contact: DORI VIGIL
Phone Number: 303 866 3441

DATE: 02-04-14

IMPORTANT
The PO# and Line # must appear on all invoices, packing slips, cartons and correspondence

ACC: 02-03-14

PURCHASE ORDER
STATE OF COLORADO

P.O. # OE PDA 14IBC000031 **Page#** 01

State Award #

BID #

FEIN 742225140 **Phone:** 719-471-7736
Vendor Contact: REBECCA JEWETT
Purchase Requisition #:

VENDOR
ROCKY MOUNTAIN FIELD INSTITUTE INC
815 S 25TH ST STE 101
COLORADO SPRINGS CO 80904

Invoice in Triplicate
To: DOUG HOMAN ADMIN ASSIST
NORTH FORK HPP COMMITTEE
878 3675 ROAD
HOTCHKISS, CO 81419

Payment will be made by this agency

Ship To: DOUG HOMAN
NORTH FORK HPP COMMITTEE
878 3675 ROAD
HOTCHKISS, CO 81419

Delivery/Installation Date: 06-30-15
F.O.B. DESTINATION STATE PAYS NO FREIGHT

INSTRUCTIONS TO VENDOR:

1. If for any reason, delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side.

SPECIAL INSTRUCTIONS:

LINE ITEM	COMMODITY/ITEM CODE	UNIT OF MEASUREMENT	QUANTITY	UNIT COST	TOTAL ITEM COST
001	91843000000				$100,000.00
	CMS#65226 - BEAR CREEK SEDIMENT MITIGATION PROJECT PHASE I				

DOCUMENT TOTAL = $100,000.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
This PO is effective on the date signed by the authorized individual.
EPSPO PAA

FOR THE STATE OF COLORADO

Authorized Signature

2/4/14
Date

DP-01 (R-02/06)

Exhibit A
Statement of Work

WATER ACTIVITY NAME – Bear Creek Sediment Mitigation Project (Phase I)

GRANT RECIPIENT – Rocky Mountain Field Institute

FUNDING SOURCE – Statewide Water Supply Reserve Account

INTRODUCTION AND BACKGROUND
Provide a brief description of the project. (Please limit to **no more than 200 words**; this will be used to inform reviewers and the public about your proposal).

Just west of Colorado Springs, Bear Creek holds the only remaining population of greenback cutthroat trout (Metcalf 2012). As the highest priority site for conservation of the greenback, project partners have been working to better manage activities within this high-value watershed and minimize impacts to the fish and its habitat. Our goal is to ensure a thriving population of greenbacks in a watershed that will be resilient to changing climate conditions. One of the key issues in the watershed is sedimentation and its potential impact on stream conditions. An unpaved, gravel road adjacent to the stream is a known source of sediment. The Bear Creek Sediment Mitigation Project (Phase I) will restore in-stream fish habitat and concurrently begin to address the sources of sediment from the road system. Phase I of the project will accomplish these tasks:

- Restore .75 mile of in-stream fish habitat and restore channel function
- Stabilize one ephemeral draw that contributes excessive sediment into Bear Creek
- Address the cause of degradation: Prioritize, design and implement highest priority sediment control features on High Drive to reduce sediment delivery into Bear Creek

OBJECTIVES
List the objectives of the project

Project Goal: To improve the aquatic habitat, improve the resiliency of Bear Creek and protect the genetically pure cutthroat population it contains by reducing sediment delivery and restoring habitat.

Project Objectives:

- Eliminate sedimentation off of the historical High Drive by prioritizing, designing and implementing sediment control features to reduce sediment delivery into Bear Creek. CH2MHill

will serve as the project lead for this portion. The High Drive Road Assessment completed by CH2MHill in 2012 will provide project planning guidance and prioritization of work.

- Improve in-stream habitat along a 0.75 mile stretch of Bear Creek adjacent and parallel to High Drive. 80 stream pools will be created or enhanced and 1,200 feet of stream bank will be stabilized.
- Stabilize an erosive ephemeral draw that has deposited an alluvial fan into Bear Creek. Using techniques implemented in the Trail Creek Watershed Restoration Project in the same soil type, we will use native material to stabilize the channel and reduce the inputs into Bear Creek. This work will be completed using both contracted and volunteer labor.

TASKS
Provide a detailed description of each task using the following format

TASK 1 – High Drive sediment abatement

Description of Task

Identify priority sites on High Drive and design sediment controlling measures. These measures may include altering the road geometrics, such as reversing the cross slope; improving water conveyance elements that route flow to cross culverts or to rundowns; increasing the number of cross drains; reducing the road prism width; designing sediment traps at culvert entrances or exits; stabilizing cut and/or fill slopes and more.

Method/Procedure

We will implement sediment controlling measures on the highest priority sites. A road assessment and preliminary engineering has identified the location and number of these highest priority treatment sites. The road assessment follows a process that has been used successfully on other road/stream situations. The implementation work will be completed using both contracted and volunteer labor, and park staff. It is important to note that closing the road is not an option for several reasons. Removing vehicle traffic does not eliminate the need to adequately convey water through the road corridor, nor would it dramatically reduce sediment delivery. The City would still need vehicle access to maintain culverts and cross drains. This is also a popular recreation route and the partners are sensitive to potential harm of this important population.

Deliverable

Completion of sediment control measures including: sediment removal from existing culverts, excavation of damaged or buried culverts, installation of sediment traps, removal of roadside gravel berms, sediment removal from ditches, installation of posts to define grading limits.

TASK 2 – Alluvial fan removal

Description of Task

Stabilize an erosive ephemeral draw that has deposited an alluvial fan into Bear Creek. Using techniques implemented in the Trail Creek Watershed Restoration Project in the same soil type, we will use native material to stabilize the channel and reduce the inputs into Bear Creek. This work will be completed using both contracted and volunteer labor.

Method/Procedure

Depositional material will be removed from existing roadways and along the Bear Creek riparian corridor. The erosive slope will then be stabilized using cross log placement (perpendicular to fall line). Soils will be raked and environmental cloth will be staked down using biodegradable pins. Seeding with native species and placement of other woody plants will then be placed within the area covered by the environmental cloth.

Deliverable

Stabilized and revegeatated slope to eliminate further erosion into Bear Creek.

TASK 3 – Bear Creek in-stream habitat improvement

Description of Task

Restore .75 mile of in-stream habitat using proven design methods.

Method/Procedure

We will restore pool habitat by creating or enhancing a minimum of 80 pools in this reach using native rock and large woody material. We will also stabilize a minimum of 1200 feet of stream bank and re-vegetate with native material. The restored channel will be able to move future sediment loads through the system. This work will be completed using both contracted and volunteer labor.

Deliverable

Restoration of approximately .75 miles of Bear Creek to provide normal stream function and increase trout habitat.

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the statement of work including a description of any major issues that have occurred and any corrective action taken to address these issues.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

BUDGET

Provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, $/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State's contracting and purchase order processes. Sample budget tables are provided below. Please note that these budget tables are examples and will need to be adapted to fit each individual application. Tasks should correspond to the tasks described above.

PARTNER MATCH FUNDING			
Partner	**Cash**	**In-kind**	**TOTAL**
CWCB - WSRA	$100,000		$100,000
CS Parks & Recreation		$29,000	$29,000
*Trout Unlimited	$5,000		$5,000
Trout Unlimited - Embrace A Stream Grant (Pending)	$10,000		$10,000
*Western Native Trout Initiative Grant	$50,000		$50,000
*CH2MHill		$25,000	$25,000
Agency Staff work		$15,000	$15,000
*Section 6 grant –USFWS	$75,000		$75,000
Roundtable Volunteers		$40,000	$40,000
TOTAL	$240,000	$109,000	$349,000

*denotes secured funding

TOTAL COSTS BY TASK	
Task	**Total Costs**
Task 1 - High Drive sediment abatement	$257,000
Task 2 - Alluvial fan removal	$15,000
Task 3 - Bear Creek Instream Habitat Improvement	$77,000
Total	$349,000

DETAILED BUDGET			
CATEGORY	**CWCB - WSRA**	**Partner Match**	**TOTAL**
Project Design/Evaluation			
Task 1 - High Drive sediment abatement		$6,000	$6,000
Task 2 - Alluvial fan removal		$1,000	$1,000
Task 3 - Bear Crk Instream Habitat Improvement		$12,000	$12,000
Project Management			
Task 1 - High Drive sediment abatement		$30,000	$30,000
Task 2 - Alluvial fan removal		$2,000	$2,000
Task 3 - Bear Crk Instream Habitat Improvement		$20,000	$20,000
Materials			
Task 1 - High Drive sediment abatement		$36,000	$36,000
Task 2 - Alluvial fan removal		$3,000	$3,000
Task 3 - Bear Crk Instream Habitat Improvement		$9,000	$9,000
Equipment / Construction			
Task 1 - High Drive sediment abatement	$100,000	$85,000	$185,000
Task 2 - Alluvial fan removal		$9,000	$9,000
Task 3 - Bear Crk Instream Habitat Improvement		$36,000	$36,000
TOTAL			
Task 1 - High Drive sediment abatement	$100,000	$157,000	$257,000
Task 2 - Alluvial fan removal		$15,000	$15,000
Task 3 - Bear Crk Instream Habitat Improvement		$77,000	$77,000
GRAND TOTAL	$100,000	$249,000	$349,000

SCHEDULE

Provide a project schedule including key milestones for each task and the completion dates or time period from the Notice to Proceed (NTP). This dating method allows flexibility in the event of potential delays from the procurement process. Sample schedules are provided below. Please note that these schedules are examples and will need to be adapted to fit each individual application.

Task	1st – 6 month						2nd – 6 month						3rd – 6 month						4th – 6 month					
	10/13-12/13			1/14-3/14			4/14-6/14			7/14-9/14			10/14-12/14			1/15-3/15			4/15-6/15			7/15-9/15		
#1- High Drive restoration																								
#2 – Alluvial fan removal																								
#3 – Bear Creek instream habitat																								
Final Reports																								

PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.

Exhibit B

Rocky Mountain Field Institute
Water Supply Reserve Account Grant
Performance Monitoring Provisions

Statutory Requirements

2) Each personal services contract entered into pursuant to this code with a value of one hundred thousand dollars or more shall contain
(a) Performance measures and standards developed specifically for the contract by the governmental body administering the contract. The performance measures and standards shall be negotiated by the governmental body and the vendor prior to execution of the contract and shall be incorporated into the contract. The measures and standards shall be used by the governmental body to evaluate the performance of the governmental body and the vendor under the contract.
(b) An accountability section that requires the vendor to report regularly on achievement of the performance measures and standards specified in the contract and that allows the governmental body to withhold payment until successful completion of all or part of the contract and the achievement of established performance standards. The accountability section shall include a requirement that payment by the governmental body to the vendor shall be made without delay upon successful completion of all or any part of the contract in accordance with the payment schedule specified in the contract or as otherwise agreed upon by the parties.
(c) Monitoring requirements that specify how the governmental body and the vendor will evaluate each others' performance, including progress reports, site visits, inspections, and reviews of performance data. The governmental body shall use one or more monitoring processes to ensure that the results, objectives, and obligations of the contract are met.
(d) Methods and mechanisms to resolve any situation in which the governmental body's monitoring assessment determines noncompliance, including termination of the contract.

Performance Monitoring Standards

Performance monitoring for this contract shall include the following:

(a) Performance measures and standards: The grantee shall restore in-stream fish habitat and concurrently begin to address the sources of sediment from the road system into Bear Creek.. Grantee will produce detailed deliverables for Tasks 1 to 3 as specified in Exhibit A. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions per the budget in Exhibit A. Per WSRA Criteria and Guidelines, retainage of 5% of the grant funds shall be withheld until receipt of the final report and all other deliverables.

(b) Accountability: Per WSRA Criteria and Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must certify that all grant conditions have been complied with on each invoice. In addition, per WSRA Criteria and Guidelines progress reports must be submitted at least once every 6 months. A final project report must be submitted and approved before final project payment and release of retainage.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A and Paragraphs 9 & 19 of the contract. Progress shall be detailed in the required invoice documentation and progress reports as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Per paragraphs 9, 14, 15, and 19 of the contract: payment will be withheld until grantee is current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the purchase order.