

**CUCHARAS SANITATION AND WATER DISTRICT (CS&WD)**  
**16925 STATE HIGHWAY 12**  
**CUCHARA, COLORADO 81055**  
**Work Session- Special Meeting Minutes of the Board of Directors**  
**Pursuant to C.R.S. §32-1-903**  
**August 21st, 2025**

1. **CALL TO ORDER:**

Steven Davis opened the meeting at 10:09 am.

2. **ROLL CALL:**

STEVEN DAVIS: Present

CHRIS SMITH: Absent

CAROLYN ROMINGER: Present

DONA TAYLOR: Present

**Staff present:** Terry Sykes & Julia Shrout

**Visitors present:** Sign in sheet available upon request. The meeting was available for remote teleconference through Zoom. The complete attendance list is located in the 2025 Board Meeting Record book.

3. **Preconstruction Conference Items for the Baker Creek Water Plant:**

Board members met with the owner Mark Carrigan of Carrigan Construction, LLC, Tom McClendon, Johnny Stephens and Mark Hornberger of GMS Engineering Inc., along with several other contractors. This meeting was held to go over pre-construction items for the ongoing Baker Creek Water plant project. Board members advised all companies involved to make sure they are registered with SAM.gov before any work for the project begins. GMS has a copy of the liability insurance declarations page and will share it with CSWD staff. Mark Hornberger explained payments would be submitted by Carrigan Construction, LLC directly to GMS and a % (percent) of completion amount will be approved by the CSWD board. GMS will send the invoice 10 days prior to the scheduled monthly CSWD board meetings. Mark Hornberger is the project manager and will be able to assist with questions throughout the project. The skids will be delivered by Filtertech around September 23<sup>rd</sup>, 2025.

4. **Adjournment**

**Carolyn Rominger made a motion to adjourn today's meeting at 11:21 am. Dona Taylor seconded the motion. All in favor. Motion carried, 3/0,**



Steven Davis: President



Chris Smith: Vice President



Dona Taylor – Secretary



Carolyn Rominger: Director



**GMS, INC.**  
**CONSULTING ENGINEERS**  
**611 NORTH WEBER, SUITE 300**  
**COLORADO SPRINGS, COLORADO 80903-1074**

TELEPHONE (719) 475-2935  
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EDWARD D. MEYER, P.E.  
 ROGER J. SAMS, P.E.  
 JASON D. MEYER, P.E.  
 DAVID R. FRISCH, P.L.S.

THOMAS A. McCLERNAN, P.E.  
 MARK A. MORTON, P.E.  
 KEN L. WHITE, P.L.S.

**RECORD OF PRECONSTRUCTION CONFERENCE**

**PROJECT:** Baker Creek Water Treatment Plant Improvements  
 Base Bid Item Nos. 1, 2 and 3

**NO.:** 2022-050.400

**DATE:** August 21, 2025

**NAME AND ADDRESS OF OWNER**  
 Cucharas Sanitation and Water District  
 16925 State Highway 12  
 La Veta, Colorado 81055

**NAME AND ADDRESS OF CONTRACTOR**  
 Carrigan Excavating, LLC  
 30687 County Road 19  
 Lamar, Colorado 81052

**LOCATION OF CONFERENCE:** Cucharas Sanitation and Water District (CWSD) Office, 16925 State Highway 12, La Veta, CO 81055

**TIME:** 10:00 a.m.

**PERSON TAKING NOTES:** Jonny M. Stephens, Project Engineer, E.I., GMS, Inc.

<b><u>NAMES IN ATTENDANCE</u></b>	<b><u>REPRESENTING</u></b>	<b><u>PHONE</u></b>	<b><u>CELL</u></b>	<b><u>EMAIL</u></b>
Steven Davis	Cucharas S&W District	816-665-6313		dir4@cuchara.org
Jim Alt	Cucharas S&W District	303-912-1881	303-912-1881	dir1@cuchara.org
Julia Shrout	Cucharas S&W District	719-742-3108	719-890-4234	admin@cuchara.org
Carolyn Rominger	Cucharas S&W District		903-841-8278	dir3@cuchara.org
Dona Taylor	Cucharas S&W District	214-244-2170	214-244-2170	dir5@cuchara.org
Terry Sykes	Cucharas S&W District	719-742-3108	970-216-3383	tsykes@cuchara.org
Mark Carrigan	Carrigan Excavating, LLC	719-336-3313	719-688-3313	mcarrigan@carriganinc.com
Andy Bellomy	Carrigan Excavating, LLC	719-336-3313	719-246-9610	carriganexcavatingllc@gmail.com
Jon England	Carrigan Excavating, LLC	719-336-0778	719-336-0778	carriganexcavatingllc@gmail.com
Pedro Ore Grillo	Filter Tech Systems, Inc.	970-254-2855	925-339-8649	pedro@filtertechsystems.com
Deb Jensen	Filter Tech Systems, Inc.	970-254-2855	970-270-1472	deb@filtertechsystems.com
James Wheatley	CDPHE		720-248-7364	james.wheatley@state.co.us
Thomas McCleman	GMS, Inc.	719-475-2935	719-502-9435	tamccleman@gmsengr.com
Jonny Stephens	GMS, Inc.	719-475-2935	719-660-6408	jmstephens@gmsengr.com
Mark Hornberger	GMS, Inc.	719-475-2935	719-648-8456	mghornberger@gmsengr.com
Richard Van Egmond	San Isabel Electric Association	719-647-6285		richard.vanegmond@siea.com
Jeff Murray	Electrical Systems Prof., Inc.	719-568-5809		espijeff@msn.com

## SUBJECTS DISCUSSED

- A. **Responsibilities of the Owner:** The Owner is responsible for the operation of existing facilities. Responsibilities include coordination with the Engineer to monitor Contractor performance; coordinating water and sewer locations; approving partial payment estimates; making payments to all parties in a timely manner; providing tax exemption number; reviewing and approving Contract Change Orders; monitoring funding contracts; and accepting the final constructed facilities.

**Access to Site** – The Baker Creek Water Treatment Plant project is on District owned property. Lower loop access (first left west of Cuchara Mountain Mercantile) may be used for deliveries as coordinated with the Owner. Daily activities shall have primary access from the upper loop (second left west of the Cuchara Mountain Mercantile). Maintenance of the gravel road shall be conducted by the Contractor and must be restored equal to or better than original condition. Snow clearing will be conducted by the Owner.

**Reference Points** – No reference points. All work being conducted inside building. Horizontal and vertical layouts for the Water Treatment Plant Improvements are shown on the Drawings. The Contractor is responsible for the layout of the treatment plant as designed. Adjustments shall be determined and approved by the Engineer prior to beginning installation of any equipment.

**Communicate through Engineer** - All communications are to be routed through GMS, Inc.'s on-site Resident Project Representative, Mark Hornberger, to ensure all parties are in the communication loop. The primary contact for the District will be Terry Sykes. Communication includes requests, questions or input provided from a District representative and/or Board Member(s), and Contractor's inquiries.

**Payments** - The Owner meets on the second Wednesday of each month, at 1:00 pm, to conduct normal business including disbursements on accounts payable. The Contractor should submit a Contractor-prepared Application and Certificate for Payment a minimum of ten (10) days prior to the second Wednesday each month, in accordance with the General Conditions. The Contractor shall prepare his Application and Certificate for Payment after reviewing the form with the Engineer's on-site Resident Project Representative to verify percentage of completion for lump sum bid items. The Owner will review lump sum percentages with the Engineer. Disbursements will occur within approximately forty-five (45) days following Owner approval. Payment requests submitted by the Contractor are subject to construction draws from the State of Colorado for Drinking Water Revolving Fund funds. The Engineer's standard form is to be used and will be provided to the Contractor electronically. Five (5) original signed copies are required. GMS, Inc. will email draw package to the District three (3) days prior to the board meeting so it can be included in board packet and be reviewed by Board members.

The funding for this project requires Davis-Bacon wage compliance along with tracking weekly Certified Payroll Reports (CPRs). The Resident Project Representative will conduct employee interviews, as required. Weekly payroll reports shall be sent to Erica Countryman, GMS, Inc. via email [emcountryman@gmsengr.com](mailto:emcountryman@gmsengr.com) for preliminary review, but the original CPRs, plus one additional hard copy, must be provided to GMS, Inc. for final review and processing. The Engineer has provided James Wheatley with the bid and contract dates. Wage rates published in the Project Manual are applicable to this project.

The project funding **does** require American Iron and Steel (AIS) documentation.

**Utilities:** The Contractor is responsible to contact the Utilities Notification Center of Colorado (UNCC) prior to any excavation. Coordination also needs to take place with the District for the locations of utilities in the WTP yard.

**Owner Furnished Equipment** - The Owner will perform the following work:

1. The Owner is providing a Filter Tech Systems, Inc., Grand Junction, CO, packaged ultrafiltration treatment skid, raw water pump skid, raw water tank, backwash pump tank, backwash pump skid, off skid valves, instrumentation and control devices, and chemical feed systems as defined in the Appendix of the Project Manual and as shown on the Drawings. The Contractor is responsible to coordinate with Filter Tech the delivery of, unloading, storage and placement of the skids and equipment in place
  2. Undertake District owned yard utility locations and operations.
  3. Operate existing water and sewer systems.
  4. The Contractor may obtain construction water from the Owner. The Owner is to coordinate with the Contractor in the future for construction water.
- B. Responsibilities of Engineer:** The Engineer does not "supervise" the Contractor's employees, equipment or operations. As the Owner's representative, the Engineer interprets Plans and Specifications, reviews and approves shop drawings, prepares as-built drawings, certifies test results, provides the Contractor with direction, makes inspections, prepares, and justifies "Change Orders," provides Certification of Substantial Completion and recommends final acceptance.

**Site Observation for Compliance** - Mark Hornberger, GMS, Inc., will be the on-site Resident Project Representative for the project. Close coordination between the Contractor and Mark Hornberger is required to determine schedules and construction activities. Mark Hornberger will be responsible for observing construction, maintaining daily reports, performing employee interviews for Davis Bacon wage compliance, verifying all materials being used comply with the American Iron and Steel Act, and maintaining communication between all parties.

**Monitor Progress and Approval of Payments** - The Contractor shall review with Mark Hornberger the monthly payments in advance of formal submission. Agreement should be achieved in the field on the percentage complete on lump sum items. The Engineer is to receive the pay request ten (10) days prior to the second Wednesday of each month. The Engineer will review and make recommendations on the pay request for action at the Board meetings. The Engineer will also compile the appropriate financial draw requests for the Owner's regularly scheduled board meeting to secure the committed loan and local match funds. The Engineer will provide the pay request to the Owner three (3) days prior to the second Wednesday of each month.

**Interpret Contract Documents** - Clarification will be provided through the Resident Project Representative. If additional consultation or clarification is required, the Resident Project Representative will contact the Engineer's office for additional input.

**Process Changes and Claims** - The on-site Resident Project Representative is authorized to issue Field Orders that result in no increase in monetary compensation or alterations to the contract documents or duration. In the event a Change Order is requested for additional compensation, the Engineer will review and, if appropriate, compile and recommend the Change Order for the Owner's consideration. Once the Owner has approved the Change Order, it must be sent to and approved by James Wheatley with the CDPHE.

- C. Responsibilities of the Contractor:** The Contractor is responsible for all work requirements in the Contract Documents to include any work performed by their subcontractors. Work is

to be accomplished in a quality manner complying with all applicable employment, safety, and environmental requirements and regulations. The Contractor shall maintain constant communication with the Resident Project Representative to include pointing out potential problems and providing advance notice of needed engineering services. Compliance is required with all Davis-Bacon wage and related requirements.

**Report Conflicts, Errors and Discrepancies** - The Contractor is responsible to report any conflicts, errors and/or discrepancies in the Construction Drawings or the Project Manual immediately upon finding such conflict, error and/or discrepancy. The Engineer will bring clarification to these matters as quickly as possible.

**Prepare and Update Progress Schedules** - The Contractor is responsible to keep the Owner and the Engineer up to date on his schedule of activities and the progress of the project. This is critical to ensure that the GMS, Inc. Resident Project Representative will not make a trip to the site when construction activity is not occurring. The initial construction schedule will be provided to the Engineer by Mark Carrigan once Filter Tech submits finalized delivery date. Filter Tech provided a tentative availability date from the warehouse on September 22, 2025, with an estimated delivery date of September 23, 2025.

**Submit and Update Insurance Certificates** - The Contractor has provided all required insurance certificates to GMS, Inc. They will be incorporated into the Contract Documents and distributed to the Owner and Contractor.

**Prepare and Submit Schedule of Values** - The Bid Form will be used as the Schedule of Values. Quantities will be monitored on a percent complete of lump sum items for the first three items on the bid form. These items are to be discussed and agreed upon in the field with the Resident Project Representative prior to submission of the Pay Application. The Contractor will use the Bid Form.

**Designate Resident Superintendent** – Mark Carrigan

**Obtain Approval of Subcontractors** - The Contractor is responsible for all of his respective subcontractors. Only one subcontractor is identified:

Electrical Systems Professionals Inc., Trinidad, CO. The electrical subcontractor must be sam.gov registered.

**Obtain Approval of Testing Laboratories** – None.

**Certify, Review and Approval of Shop Drawings** - The Contractor is to submit each product submittal electronically. Submittals will be returned to the Contractor, Owner and Resident Representative electronically by email within 14 days.

**Maintain Accurate Record Documents for Owner** - The Contractor is to compile his own independent set of As-Constructed documents reflecting all changes made and dimensional data secured during the course of construction. A complete set of red lined As-Constructed Record Drawings must be submitted at project completion as part of the project close out. The Engineer will utilize that information and the Resident Project Representative's information to compile final As-Constructed Drawings. A complete set of As-Constructed Record Documents will be provided to the District.

**Submit Sales and Use Tax Affidavits** - The project is tax exempt. The Contractor shall use the Owner's tax-exempt number for use in purchasing material/equipment for this project. This number was provided to the Contractor.

**Continuous Cleanup** - Continuous cleanup shall be accomplished in accordance with the project Specifications. The Contractor anticipates using a roll-off dumpster.

**Operating and Maintenance Manuals** - As indicated in Section 01730 of the Project Manual, O&M Manuals are required on the following components.

1. Section 02641: Valves and Accessories (all valves incorporated into the project)
2. Section 11214: Vertical Multistage Centrifugal Pumps
3. Division 16: Electrical

**Temporary Utilities** – The Owner has indicated that power is available in the snowmaking room at the WTP site. 240V power may be available. The Contractor can request a temporary construction service from San Isabel Electric Association if greater power is necessary for welding. Other temporary facilities include water, sanitary sewer, heating and ventilation.

**Field Offices** – The Contractor plans to use a Conex on site for storage.

**Staging Areas** – All work shall be confined to the WTP site. Motors, electrical gear, specialty valving, and other special equipment shall be appropriately protected from the weather and elements upon delivery to ensure safekeeping. The Owner's pole barn is available for the Contractor's deliveries and materials.

**Fences and Barricades** - The Contractor is responsible for maintaining fences affected by the work until completion of the work. At the completion of the work, restore fences to their original or better condition and to their original location unless otherwise indicated on Drawings or Specifications.

**Layout of Work** - The Contractor is required to undertake all construction layout.

4. **Awarded Contract:** Baker Creek Water Treatment Plan Improvements: Base Bid Item Nos. 1, 2 and 3

5. **Contract Time of Performance:**

**Commencement Date:** Filter Tech has provided a preliminary date for delivery of September 22, 2025, which would allow for the project to start on September 23, 2025. The Contractor agreed for a Notice to Proceed (NTP) for September 23, 2025.

**Duration:** 120 consecutive calendar days.

**Completion Date:** January 21, 2026

**Liquidated Damages** - As noted in the Project Manual, liquidated damages for the contract are \$1,000 for each consecutive calendar day beyond the contract completion date.

**Schedule** – The Engineer will compile a master schedule based on Filter Tech and Carrigan schedules and provide to the Owner and Contractor.

6. **Requests for Extension of Time:**

**Excusable Delays** - Adverse, extended weather conditions and equipment delivery delays may constitute excusable delays. The Contractor shall clarify any delays that occur at the time they occur, to provide for a timely extension of the contract completion period, if warranted. The

Engineer and Contractor agreed that time extensions would be granted if Filter Tech deliveries do not happen by September 22, 2025.

**Requirement of Notice** - The Contractor is to submit to the Engineer in writing, any request for time extensions including the rationale for the extension, together with the time requested. If approved, the time extension will be incorporated into a Change Order.

## 7. Payment Applications:

**Format** - As furnished by the Engineer. The Engineer has provided the Contractor with the standard Pay Application form to be used.

**Prepared by Contractor** - The Contractor is to prepare and submit five (5) executed originals for each Pay Application. The quantities are to be reviewed and agreed upon in the field between the Contractor and Resident Project Representative prior to submission.

**Materials Suitably Stored** - Materials suitably stored on-site on which invoicing is available and quantities can be confirmed, may be included on Contractor's Pay Application. The invoicing shall not include sales tax. Owner is providing the pole barn onsite for the Contractor to store all materials. Filter Tech estimates one to two pallets of loose materials in addition to the three skids.

**Submittal Date** - Pay Application to be submitted ten (10) days in advance of the second Wednesday of each month. The Engineer will finalize the pay application and submit to the Owner three (3) days prior to the Board Meeting.

## 8. Changes in the Work:

**Owner's Authority to Order** - The Owner is to coordinate requested project changes through the Engineer. Any changes that constitute a monetary change will be formatted into a standard Change Order by Engineer to be approved by the Owner, Contractor, and the Engineer. Change orders must be approved by CDPHE which includes additions to the current scope.

**Requirements of Notice of Claim and Written Authorization** - The Contractor is to submit to the Engineer, in writing, any notice of claim for additional work. If additional compensation is requested, approval must be obtained prior to the initiation of the additional work.

**Methods of Determining Compensation** - In the event any additional work is required or requested on which unit pricing is not available, the Contractor will be requested to provide a price and rationale for the cost.

9. **Dispute Handling Procedures:** Disputes should be attempted to be resolved in the field between the Resident Project Representative and the Contractor's representative. In the event additional input is required, the Project Engineer and Owner may become involved. Dispute resolutions beyond that are defined within the Specifications.

## 10. Additional Subjects Discussed:

A. James Wheatley, CDPHE Grants and Loans Project Manager, presented the State Revolving Fund (SRF) requirements. The SRF Pre-Construction Meeting Agenda is attached to these preconstruction meeting minutes.

- 1) The Engineer confirmed with James Wheatley that the wage determination included in the Project Manual does not need to be updated.

- 2) AIS certifications must be submitted with each pay application.
  - 3) Treatment related Change Orders will be routed through the CDPHE engineering unit for review. James recommended submitting changes early in the process as the review process can take months to complete.
  - 4) CDPHE must be notified 30 days prior to completion for final inspection.
- B. The existing WTP has a 120/240V, 3 phase service transformer. The improvements require a 480V, 3 phase service. San Isabel Electrical Association indicated that the snow making room service transformer, rated at 480V, 3 phase transformer, is capable to handle up to 300 kVA and is not concerned about an additional 81 kVA from the WTP improvements. Therefore, the new service for the WTP will be from the snow making room transformer. Loading from the snowmaking building should be verified prior to utilizing the transformer. The Owner understands that a common meter will be used for both services.
  - C. The Owner suggested modular baffling in the clearwell instead of steel baffles into the tank. This requires bolting instead of welding. The Engineer indicated that the hardware must be stainless steel to prevent corrosion. The Contractor had no objections with suggestion and will do what the Owner and Engineer agree upon. The Engineer will forward the modular baffling specification to the Contractor, for consideration.
  - D. The Engineer discussed the design clearwell tank cover with six modular PVC pieces. The Engineer and Owner are open to discussion if Contractor finds an alternate solution that meets CDPHE Design Criteria.
  - E. The project budget has contingency funds. The Engineer requested the Owner provide a priority list for additional improvements not in the current scope including HVAC, insulation, doors/windows, structural repairs, and lighting. The intake structure and piping has been contracted by the Owner and is no longer in the priority items. The Owner has solicited heating and ventilation improvement estimates and will forward these to the Contractor.
  - F. The Engineer confirmed that a 5% retainage will be held until the completion of the project.
  - G. The Resident Representative and Contractor will confirm with Owner on lump sum completion percentages for each pay application prior to submission to the Engineer.
  - H. The Engineer will forward two (2) additional project manuals and (2) full size drawings to the Owner once contract documents are compiled.

**The above items were discussed, decisions reached and directions given. If there is any item which is not properly represented or has been misstated, the reader is requested to contact GMS, Inc. within three (3) days of receipt of this conference record for clarification.**

SIGNED: \_\_\_\_\_  DATE: 9/4/2025  
**Project Director**

Attachment: Pre-Constructed Meeting Agenda – SRF Requirements

**ROSTER OF ATTENDANCE**

**Cucharas Sanitation and Water District  
Baker Creek Water Treatment Plant Improvements  
PRECONSTRUCTION CONFERENCE**

Date: August 21, 2025 Time: 10:00 a.m.

<u>Name</u>	<u>Organization/Address</u>	<u>TELE Number</u>	<u>CELL Number</u>
<u>Paul Caraga</u>	<u>Caraga etc</u>	<u>719-538-3513</u>	<u>719-688-5515</u>
<u>Andy Bellows</u>	<u>Caraga, W etc</u>	<u>719-538-3313</u>	<u>719-538-9610</u>
<u>Jon England</u>	<u>Carrigan Inc</u>	<u>719-336-0778</u>	<u>719-336-0778</u>
<u>Pedro Gregillo</u>	<u>Filter Tech systems</u>	<u>925-329-8649</u>	
<u>Deb Jensen</u>	<u>Filter Tech Systems District</u>	<u>970 254 2855</u>	<u>970 270 472</u>
<u>Carolyn Reminger</u>	<u>H2O Board</u>		<u>903.841.8278</u>
<u>Donata Taylor</u>	<u>CSUD</u>	<u>214-244-2170</u>	<u>Same</u>
<u>Jim Ault</u>		<u>303, 912.1881</u>	<u>Same</u>
<u>Rubén Vandy</u>	<u>Sar Escobal Electron</u>	<u>718-647-6258</u>	
<u>Jeff Murray</u>	<u>Electrical Systems Prof. Inc</u>	<u>719-568-5809</u>	<u>→</u>
<u>Steven Davis</u>	<u>CSWD Board chair</u>	<u>816-665-6313</u>	<u>-</u>
<u>Julia Strout</u>	<u>CSWD Bus. Admin</u>	<u>714-742-3108</u>	<u>719-890-4234</u>



## Pre-Construction Meeting Agenda - SRF Requirements Cucharas SWD, 140622D-F, 8/21/2025

### 1. SRF Project Roles and Responsibilities

- **Owner (borrower), Contractor, Sub-Contractor**
  - Owner is responsible for the design, construction, and O&M of the facility to comply with all applicable statutory and regulatory requirements.
  - Owner is responsible for the SRF program loan and conditions requirements stated in the State of Colorado Specifications for SRF Loan Projects.
  - Owner can delegate reporting and/or duties to the consulting engineer, general contractor, and/or subcontractor resulting in shared responsibility.
- **WQCD Grants and Loans Unit (GLU)**
  - Review Pay Requests and Change Orders
  - Monitor SRF program requirements:
    - Davis Bacon Wages
    - American Iron and Steel (AIS)
    - Scope / Environmental changes
    - Conduct final inspection - Project closeout

### 2. SRF Loan Conditions

- Maintain required O&M reserve
- Complete O&M manual and Plan of operations
- Review loan agreement for additional requirements and covenants.

### 3. SRF Program Requirements

- Davis-Bacon (Prevailing Wages)
  - Based on locked-in Wage Decision in specs.
  - Certified payrolls (may use own forms but check Form WH-347), must conduct on-site interviews (Form 1445), and must post job-site poster.
  - The Request for Authorization of Additional Classification & Rate (Form 1444) may require proof of backpay.
  - Submit SRF Davis Bacon certification form with each Pay Request
- American Iron and Steel (AIS)
  - All iron and steel materials as well as some construction materials.
    - Examples include manhole covers, gratings, rebar, valves, couplings, restraints, hydrants, reinforced precast concrete, etc.
  - Obtain manufacturer AIS certification letters
  - Owner or representative required to collect, track, and maintain all manufacturer AIS certifications.



- Submit SRF Certification Form, Tracking Log, and all manufacturer certs with each pay request.
- Suspension & Debarment
  - Must verify contractors and subcontractors are not excluded from federal contracts (<https://sam.gov/SAM/pages/public/index.jsf>)
- Other SRF Requirements
  - Equal Employment Opportunity Requirements - follow all EEO regulations and display EEO poster  
<https://www.dol.gov/agencies/ofccp/posters>
  - OSHA -regular safety meetings
  - Archeological findings - work stop, Notify SHPO and SRF Project Manager

#### 4. Pay Requests

- Pay requisitions are submitted through CEOS on a monthly basis.
- GLU PM review - certs and compliance verification prior to approval
- Disbursements typically within 7-10 days of request.

#### 5. Change Orders

- State approval for eligibility is required.
- Changes to the scope of work or changes requiring additional loan funds require prior written state approval.
- May require a review of design approval by the WQCD engineering section and/or environmental approval.
- Contract time extensions require approval to assure eligibility of applicable costs.
- Adequate breakdown of costs including approval by Owner, engineer, and contractor must be submitted.

#### 6. Project Closeout - Construction Completion

- Notify Grants and Loans Unit 30 days before substantial completion.
- Owner is responsible for submitting the following documentation before the final payment is released:
  - 30-day notice substantial completion
  - Submit the DWRP or WPCRF Construction Completion form
  - Resolution from Borrower to contractor accepting construction
  - 30-day legal notice regarding the contractor's final payment
  - Final project budget summary
- Closeout and Final Inspection: Complete project files must be submitted to the project manager in addition to a final inspection performed before the final pay request is processed.

All SRF forms for tracking and reporting may be found on our [website](#).