Wetland Restoration Construction
Presentation Topics

- Workload and Technical Assistance
- Pre-Design Considerations
- Design/Construction Plans
- Hiring Contractors and Getting the Work Done
Workload and Technical Assistance
## CREP CP23/23A Workload

<table>
<thead>
<tr>
<th>Practice</th>
<th>Current Status</th>
<th>Projected Totals*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apps Funded</td>
<td>Acres Enrolled</td>
</tr>
<tr>
<td>CP23</td>
<td>54</td>
<td>1,989</td>
</tr>
<tr>
<td>CP23A</td>
<td>133</td>
<td>9,083</td>
</tr>
</tbody>
</table>

*Low Range – Could be Higher
CREP CP23/23A Enrollment/Project Status

RIM Reserve Wetland Restoration History

57,000
Acres of Restored Wetland

5,252
No. of Restored Wetlands

Years of Restoration Projects and Wetlands Restored:
- CREP I
- RIM
- CREP II
- RIM-WRP I
- RIM-WRP II
- RIM

Restoration Projects
Wetlands Restored

Years:
CREP CP23/23A Enrollment/Project Status

RIM Reserve Wetland Restoration History

57,000 + 16,000 (or more)
Acres of Restored Wetland

5,252 + 1,700 (or more)
No. of Restored Wetlands

3/15/2019 MN Board of Water and Soil Resources | www.bwsr.state.mn.us
## CREP CP23/23A Enrollment/Project Status

<table>
<thead>
<tr>
<th>Sign-Up Year</th>
<th>Engineering/Construction*</th>
<th>Crop Cessation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>26</td>
<td>6</td>
</tr>
<tr>
<td>2018</td>
<td>108</td>
<td>37</td>
</tr>
<tr>
<td>TOTALS</td>
<td>134</td>
<td>43</td>
</tr>
</tbody>
</table>

*Single or Multiple Easement Construction Projects

---

**Eng/Const. Projects**

- **134**

**Surveyed**

- **132**

**Designed**

- **38**

**Constructed**

- **4**
Workload and Technical Assistance

BWSR Engineering Support Staff for CREP (1/1/2019)

- Bruce Wilken
  Eng. Tech.
  BWSR Detroit Lakes Office

- Mike Anderson
  Eng. Tech.
  Kandiyohi SWCD Office

- Scott Santjer
  Eng. Tech.
  BWSR Marshall Office

- Tom Wenzel
  Engineer
  BWSR Mankato Office

- Karen Bonde
  Eng. Tech.
  BWSR Mankato Office

- Jared Schmitz
  Eng. Tech.
  BWSR Mankato Office

- Mark Yrjo
  Eng. Tech.
  BWSR Mankato Office

- Terry Ragan
  Engineer
  BWSR Mankato Office

- Mitch Cabak
  Eng. Tech.
  BWSR Mankato Office

- Jim Luniewski
  Eng. Tech.
  BWSR Mankato Office
Technical Assistance Relationships

Contractor
Pre-Design Considerations
✓ Review Concept Plan with all Partners
✓ Resolve Cultural Resource Concerns
✓ Check Acres/Funding
✓ Consider Requirements for Necessary Permits, Approvals, Permissions, etc.
✓ Determine JAA Requirements
Design/Construction Plans
- Construction Drawings
- Construction Specifications
- Inspection Plan
- Cost Estimate
- Appropriate Job Approval Authority (JAA)
- 657 and Other NRCS Practice Standards
## Construction Cost Estimate

### COST ESTIMATE FORM

<table>
<thead>
<tr>
<th>Item / Spec. No.</th>
<th>Description of Bid Item</th>
<th>Pay Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Sub Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization (not to exceed 5% of total bid price)</td>
<td>L.S.</td>
<td>1.0</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>2.210</td>
<td>Salvage and Spread Topsoil (P) Stripping Existing Minimum Maintenance Road</td>
<td>C.Y.</td>
<td>293.0</td>
<td>$6.00</td>
<td>$1,758.00</td>
</tr>
<tr>
<td>2.120</td>
<td>Removal and Disposal of Existing 12&quot; CMP Under Minimum Maintenance Road</td>
<td>L.S.</td>
<td>1.0</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>4</td>
<td>Tile Block/Removal Type &quot;A&quot;, See Details Sheet #2</td>
<td>L.F.</td>
<td>100.0</td>
<td>$4.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>2.391</td>
<td>Earthfill - Minimum Maintenance Road (P) (CV) (Includes volumes for subcut area and settlement allowance)</td>
<td>C.Y.</td>
<td>1041.0</td>
<td>$4.00</td>
<td>$4,164.00</td>
</tr>
<tr>
<td>6</td>
<td>F&amp;I 18&quot; Class V RCP Pipe Under Minimum Maintenance Road</td>
<td>L.F.</td>
<td>32.0</td>
<td>$30.00</td>
<td>$960.00</td>
</tr>
<tr>
<td>2.340</td>
<td>(All Pipe Joints Shall be Wrapped &amp; Tied, See Details Sheet #2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>F&amp;I Class V Gravel for Top Dressing on Minimum Maintenance Road, See Details Sheet #2</td>
<td>C.Y.</td>
<td>112.0</td>
<td>$20.00</td>
<td>$2,240.00</td>
</tr>
<tr>
<td>8</td>
<td>F&amp;I 8&quot; Trickle Drain, See Bill of Materials &amp; Details Sheet #2</td>
<td>L.S.</td>
<td>1.0</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>2.340</td>
<td>Seedling - Native Construction Mix 32-241 (Embankment tops and other disturbed upland areas)</td>
<td>Acre</td>
<td>0.1</td>
<td>$525.00</td>
<td>$52.50</td>
</tr>
<tr>
<td>10</td>
<td>Seedling - Dry Swale / Pond Mix 33-262 (Road side slopes, borrow areas, other disturbed wet areas)</td>
<td>Acre</td>
<td>0.6</td>
<td>$600.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>11</td>
<td>Mulching (P) (Road side slopes)</td>
<td>Acre</td>
<td>0.3</td>
<td>$600.00</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

**Subtotal** $14,414.50  
**15% Contingency** $2,162.18  

**TOTAL** $16,576.68
Hiring Contractors and Getting the Work Done
- Bid Documents
- Soliciting Bids
- Reviewing and Accepting Bids
- Pre-Construction Meeting
- Construction Observations
Bid Documents

- Construction Drawings
- Construction Specifications
- Bid Form

“$50 Billion here, $50 Billion there—pretty soon we’re talking about some money!”
### Bid Form

**Project Name:** We Are Wetland Restoration Inc. MNCREP  
**Project No:** 2017-000  
**Date:** March 5, 2019

#### Contractor Information
- **Contractor/Company Name:**  
- **Business Phone No.:**  
- **Cell Phone No.:**  
- **Address:**  
- **City/State/Zip Code:**  
- **Contractor Signature:**

#### Description of Bid Item

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Bid Item</th>
<th>Pay Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Sub Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove &amp; Dispose of Existing Pump Station</td>
<td>L.S.</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Remove &amp; Dispose of 12&quot; CMP Pipe Through County Road #138</td>
<td>L.S.</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Salvage &amp; Spread Topsoil for Road Slope Fill (P)</td>
<td>C.Y.</td>
<td>275.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Excavation - Spillway</td>
<td>Hour</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5        | Grading & Compacting - Road Slope & Road Fill (P) (CV)  
  (PA Provided by County Highway Department) | C.Y. | 1,200.0 |  |  |
| 6        | Grading & Compacting-salvaged Gravel & New Class S Gravel(P) (CV)  
  (PA Provided by County Highway Department) | C.Y. | 200.0 |  |  |
| 7        | Tile Block / Removal | L.F. | 200.0 |  |  |
| 8        | Install 60 L.F. of 14" CMP Pipe  
  (PA Provided by County Highway Department) | L.S. | 1.0 |  |  |
| 9        | #16" Non- Perforated Pipe Outlet #1 & 2  
  (Includes Junctions) | L.F. | 115.0 |  |  |
| 10       | #8" CMP For Pipe Outlet #1  
  (Includes CMP Pipe, Junction, Rodent Guard, & Outlet Channel) | L.S. | 1.0 |  |  |
| 11       | #6" CMP For Pipe Outlet #2  
  (Includes CMP Pipe, Junction, Rodent Guard, & Outlet Channel) | L.S. | 1.0 |  |  |
| 12       | #1.5 HDPE Dual Walled Pipe, 10.8 psi Bell & Spigot  
  (See Bill of Materials Sheet #3) | L.S. | 1.0 |  |  |
| 13       | F&B/Wetland #1, Rock Outlet  
  (See Bill of Materials Sheet #4) | L.S. | 1.0 |  |  |
| 14       | Seeding - Wetland Construction Mix  
  (Tillroom, Road Slope FILL, Borrow Areas & All Other Disturbed Areas) | Acre | 2.5 |  |  |
| 15       | Mulching  
  (Spillways & Road Slope FILL) | Acre | 0.75 |  |  |

**TOTAL**

Part B - Page 1 of 1

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#### Bid Form

**Project Name:** WE Are Wetland Restoration Inc. MNCREP  
**Project No:** 2017-000  
**Date:** 5-May-2019

#### Contractor Information
- **Contractor/Company Name:**  
- **Business Phone No.:**  
- **Cell Phone No.:**  
- **Address:**  
- **City/State/Zip Code:**  
- **Contractor Signature:**

#### Description of Bid Item

<table>
<thead>
<tr>
<th>Spec. No.</th>
<th>Description of Bid Item</th>
<th>Pay Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Sub Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.210</td>
<td>Salvage and Spread Topsoil (P)</td>
<td>C.Y.</td>
<td>75.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.212</td>
<td>Miscellaneous Earthwork - Grading, Excavation, Earthfill</td>
<td>Hour</td>
<td>40.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.230</td>
<td>Provide a description (type, size, etc.) of the construction equipment that will be used for this general bid item. Also, based on the total hours estimated for this bid item, provide an estimated subtotal of hours and unit price (hourly rate) that will be used for each piece of equipment. These are just estimates and the actual hours of each piece of equipment will be used for payment. Note however that the total hours of all equipment used under this bid item shall not exceed the total estimated quantity listed without prior approval of the Engineer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment #:**  
- **Hour:**  
- **Equipment #2:**  
- **Hour:**  
- **Equipment #3:**  
- **Hour:**  
- **Equipment #4:**  
- **Hour:**  
- **Equipment #5:**  
- **Hour:**

<table>
<thead>
<tr>
<th>Spec. No.</th>
<th>Description of Bid Item</th>
<th>Pay Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Sub Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.260</td>
<td>Tile Block/Removal</td>
<td>L.F.</td>
<td>100.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.260</td>
<td>Tile Block/Removal</td>
<td>L.F.</td>
<td>100.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.250</td>
<td>Seeding - Wetland Construction Mix</td>
<td>Acre</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.250</td>
<td>(Embarkment, spillways, slopes, other disturbed areas)</td>
<td>Acre</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.250     | Mulching (P)  
  (Embarkments and spillways) | Acre | 1.0 |  |  |

**TOTAL**

Part B - Page 1 of 1
Hiring Contractors and Getting the Work Done

Soliciting Bids

- Why do this?
- Who Should do This?
- When Should This be Done?
- How Many Bids should be Obtained?

Instructions for Soliciting Bids for BWSR Designed/Coordinated Wetland Restorations on BWSR Conservation Easements

1. Field office (SWCD, NRCS, or other program partner) should provide contractor (landowner) with copies of all construction documents. All of the documents together make up the construction plan. Review these documents and the bidding process outlined herein with the contractor. When multiple landowners are involved (group projects) a primary contractor should be identified as a main contact for bidders.

2. For bidding purposes, PDF copies of the plans can be made available to the contractor upon contractor’s e-mail request to the engineer or engineer’s representative.

3. Cooperators should be identified on the construction plans when required. Cooperators should be selected in the field office.

4. Prior to bidding, the field office should ensure that all funding has been secured or obligated for the project. Unless other circumstances warrant it, the engineer’s cost estimate should be used as the amount to be secured or obligated.

5. Cooperators are responsible for hiring a contractor. Field office should provide contractor with a list of proposed contractors for bid consideration.

6. In an attempt to receive at least 3 bids on the project, the cooperators should be instructed to solicit bids from at least 5 contractors. Cooperators can either send out solicitations for bids themselves or have the field office coordinate the process.

7. The engineer’s cost estimate that is provided is for field office use only. It should not be made available to prospective bidders and only provided to cooperators under special circumstances.

8. For large and/or complex projects, a pre-bid meeting may be desired or deemed necessary. The field office should assist the contractor in scheduling a meeting with the selected contractors and the engineer or engineer’s representative.

9. Bid due dates should be established and made known to all prospective bidders. 15 to 30 days is an appropriate timeframe. When appropriate, construction completion dates should also be identified and made known to prospective contractors who will be bidding on the project.

10. Field office should provide oversight to the bidding process, review bids for accuracy (calculation errors), and confirm the cooperators’ selection of a contractor. Although not required, a minimum of 3 bids should be received by the cooperative and submitted to the field office for review.

11. It is preferred to have the contractor consider hiring the contractor with the lowest bid.

12. Bids that exceed the engineer’s estimate shall not be accepted without the engineer’s approval.

13. The contractor shall be responsible to notify the bidding contractors of their hiring decision. The contractor should be reminded of the construction due date, if established.

14. The contractor shall also have the decision of whether or not to share the awarded bid information with unsuccessful bidders.

* If the returned bids exceed the engineer’s estimate, the field office should contact the engineer or engineer’s representative. To remain eligible for maximum practice reimbursement benefits, the contractor will be instructed to either solicit additional bids or negotiate with current bidders in an attempt to correct unbalanced or unreasonable bid items. In some situations, it may not be feasible to negotiate or consider a new bid solicitation and exceptions to exceeding the engineer’s estimate may be allowed. In other cases, the contractor may be asked to cover any unfunded balance should they desire to proceed with hiring a contractor whose bid exceeds the engineer’s estimate.
Who Accepts a Bid and Hires the Contractor?
Soliciting Bids

All bids should be carefully reviewed for accuracy and completeness.

### BID FORM

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Bid Item</th>
<th>Pay Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Sub Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove &amp; Dispose of Existing Pump Station</td>
<td>L.S.</td>
<td>1.0</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>2</td>
<td>Remove &amp; Dispose of 12&quot; CMP Pipe Through County Road #138</td>
<td>L.S.</td>
<td>1.0</td>
<td>$495.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>3</td>
<td>Salvage &amp; Spread Topsoil for Road Slope Fill (P)</td>
<td>C.Y.</td>
<td>275.0</td>
<td>$6.10</td>
<td>$1,677.50</td>
</tr>
<tr>
<td>4</td>
<td>Excavation - Spillway</td>
<td>Hour</td>
<td>0.5</td>
<td>$175.00</td>
<td>$87.50</td>
</tr>
<tr>
<td>5</td>
<td>Grading &amp; Compacting - Road Slope &amp; Road Fill (P) (CV) (Fill Provided by County Highway Department)</td>
<td>C.Y.</td>
<td>1200.0</td>
<td>$3.65</td>
<td>$4,380.00</td>
</tr>
<tr>
<td>6</td>
<td>Grading &amp; Compacting-Salvaged Gravel &amp; New Class 5 Gravel<a href="CV">P</a> (Gravel Provided by County Highway Department)</td>
<td>C.Y.</td>
<td>200.0</td>
<td>$4.95</td>
<td>$990.00</td>
</tr>
<tr>
<td>7</td>
<td>Tile Block / Removal</td>
<td>L.F.</td>
<td>200.0</td>
<td>$4.25</td>
<td>$850.00</td>
</tr>
<tr>
<td>8</td>
<td>Install 60 L.F. of 24&quot; CMP Pipe (Pipe Provided by County Highway Department)</td>
<td>L.S.</td>
<td>1.0</td>
<td>$1,875.00</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>9</td>
<td>6&quot; Non- Perforated Pipe Outlets #1 &amp; 2 (Includes Junctions)</td>
<td>L.F.</td>
<td>115.0</td>
<td>$6.75</td>
<td>$776.25</td>
</tr>
<tr>
<td>10</td>
<td>8&quot; CMP For Pipe Outlet #1 (Includes CMP Pipe, Junction, Rodent Guard, &amp; Outlet Channel)</td>
<td>L.S.</td>
<td>1.0</td>
<td>$415.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>11</td>
<td>8&quot; CMP For Pipe Outlet #2 (Includes CMP Pipe, Junction, Rodent Guard, &amp; Outlet Channel)</td>
<td>L.S.</td>
<td>1.0</td>
<td>$415.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>12</td>
<td>12&quot; HDPE Dual Walled Pipe, 10.8 psi Bell &amp; Spigot (See Bill of Materials Sheet #5)</td>
<td>L.S.</td>
<td>1.0</td>
<td>$0.48</td>
<td>$0.48</td>
</tr>
<tr>
<td>13</td>
<td>Wetland #1 Rock Outlet</td>
<td>L.S.</td>
<td>1.0</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>14</td>
<td>Seeding - Wetland Construction Mix (Spillways, Road Slope Fill, Borrow Areas &amp; All Other Disturbed Areas)</td>
<td>Acre</td>
<td>2.5</td>
<td>$900.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>15</td>
<td>Mulching (Spillways &amp; Road Slope Fill)</td>
<td>Acre</td>
<td>0.75</td>
<td>$850.00</td>
<td>$637.50</td>
</tr>
</tbody>
</table>

Subtotal $18,099.23

TOTAL $18,099.23
Soliciting Bids

- Does cooperator have to hire contractor with lowest bid?

- What if desired contractor’s bid and/or lowest bid exceeds cost estimate amount?

---

**Instructions for Soliciting Bids for BWSR Designed/Coordinated Wetland Restorations on BWSR Conservation Easements**

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2. For bidding purposes, PDF copies of the plans can be made available to the contractor upon contractor’s e-mail request to the engineer or engineer’s representative.

3. Cooperators should be obtained on construction plans when required. Cooperators shall be kept on file in field office.

4. Prior to bidding, the field office should ensure that all funding has been secured or obligated for the project. Unless other circumstances warrant it, the engineer’s cost estimate should be used as the amount to be secured or obligated.

5. Cooperators should be hired to select a contractor. Field office should provide cooperators with a list of suggested cooperators for bid consideration.

6. In an attempt to receive at least 3 bids on the project, the cooperator should be instructed to solicit bids from at least 5 cooperators. Cooperators can either send out solicitations for bids themselves or have the field office coordinate the process.

7. The engineer’s cost estimate that is provided is for field office use only. It should not be made available to prospective bidders and only provided to cooperators under special circumstances.

8. For large and/or complex projects, a pre-bid meeting may be desired or deemed necessary. The field office should assist the cooperator in scheduling a meeting with the selected contractors and the engineer or engineer’s representative.

9. Bid due dates should be established and made known to all prospective bidders. 15 to 30 days is an appropriate timeframe. When appropriate, construction completion dates should also be identified and made known to prospective contractors who will be bidding on the project.

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11. It is preferred to have the cooperator consider hiring the contractor with the lowest bid.

12. Bids that exceed the engineer’s estimate shall not be accepted without the engineer’s approval.

13. The cooperator shall be responsible for notifying the bidding contractors of their hiring decision. The contractor should be reminded of the construction due date, if established.

14. The cooperator shall also have the decision of whether or not to share the awarded bid information with unsuccessful bidders.

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Pre-Construction Meeting

- **Purpose**
- **When to Have**
Construction

Hiring Contractors and Getting the Work Done

Layout and Staking

[Images of construction sites and layout work]

[Images of people surveying and marking the land]
Construction

Hiring Contractors and Getting the Work Done

Oversight/Observations
Construction

Post-Construction Items

- As-Built Survey/Measurement of Final Quantities
- Final Quantities/Contractor Invoice
- Construction Certification
- Process Payments

Hiring Contractors and Getting the Work Done
Hiring Contractors and Getting the Work Done

As-Builts

- Purpose
- Always needed?
- How to complete
Contractor’s Invoice

- Should be based on final, measured and agreed to quantities/work items
- Needs to be carefully reviewed
- Becomes basis for submitting cost-share/practice payment requests
Construction Certification

- Required before payments can be processed
- Requires appropriate JAA
- Done as part of signed As-Builts or via separate form

Hiring Contractors and Getting the Work Done

CONSTRUCTION CERTIFICATION FORM

CONSTRUCTION STATUS
- The project is fully constructed and deemed complete.
- Only "stand alone components" or "designated phasos" of the project were completed. Describe in detail below:

VERIFICATION OF QUANTITIES
- A final check-out has occurred and the project or project components were constructed as bid with no changes. The contractor's invoice should match the accepted bid for the components that were completed.
- A final check-out has occurred and an adjustment of the original bid quantities is necessary and/or approved supplemental construction items were added to the project.
- Said construction changes are identified on change orders or thru other appropriate documentation (attach).
- Said quantity changes and/or supplemental construction items are described below:

STATUS OF AS-BUILTS
- As-built plans have yet to be prepared for this project.
- As-built plans have been prepared, and:
  - A copy is enclosed for your files.
  - A copy should already be in your possession.

CONSTRUCTION CERTIFICATION STATEMENT

I hereby certify that, to the best of my professional knowledge, judgement, and belief, that the completed work as identified on this form has been reviewed and was done in accordance with the approved construction plans and specifications. Any changes to the plans and/or specifications are or will be so indicated on the prepared as-built plans.

Signature: 
Date: 3/17/2014
## Processing CRP Cost-Share and RIM Practice Reimbursement Payments

### Construction

**Hiring Contractors and Getting the Work Done**

### Description

**COST-SHARE VOUCHER & PRACTICE CERTIFICATION FORM**

<table>
<thead>
<tr>
<th>Name:</th>
<th><strong>R. Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td><strong>Site Name</strong>:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Practice ID:</td>
</tr>
<tr>
<td>Total Cost of Project:</td>
<td><strong>Reimbursed</strong>:</td>
</tr>
</tbody>
</table>

### Table: COST

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>100</td>
<td>Square Foot</td>
<td>$50</td>
<td>$5,000</td>
</tr>
<tr>
<td>Item 2</td>
<td>50</td>
<td>Linear Meter</td>
<td>$100</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Certification**

[Insert certification section with signatures and dates]

**PAYMENT INFORMATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Cost of Practice</th>
<th>Reimbursement (a) Amount Paid (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Item 2</td>
<td>$7,500</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

**OTHER FUNDING SOURCES**

- [ ] Other Federal
- [ ] State
- [ ] Local
- [ ] District

#### LANDOWNER / LABOR CERIFICATE COST:

- **Percentage of Total Cost**
  - [ ] Whole
  - [ ] Partial
  - [ ] None

**Funding Source**

- [ ] Cost-Share Reimbursement Requested
  - [ ] Percentage
  - [ ] Amount

**Certification**

[Insert certification section with signatures and dates]
Construction

Processing CRP Cost-Share and RIM Practice Reimbursement Payments

- Will be complicated for some sites
- Regular Communication and Coordination needed