**Permanent Water Quality Mitigation Pool Combination Projects**

The purpose of this Bulletin is to provide direction on setting up Permanent Water Quality (PWQ) Combination projects. A project follows this procedure anytime both PWQ Mitigation Pool funds and other fund sources are used.

Work with the region Water Quality Specialist and Hydraulic Engineer to determine eligibility for Pool funds and whether the project must be submitted to and selected by the Permanent Water Quality Mitigation Pool Committee to receive those funds. The Region Planning and Environmental Manager (RPEM) and the New Development and Redevelopment (NDRD) Program Manager may be consulted on questions regarding PWQ requirements and regulations. NDRD Program requirements and guidance can be found at:

<http://teams/dtd/epb/waterquality/ndrd.form/Test/Home.aspx>

**Background:**

CDOT’s municipal separate storm sewer system (MS4) Permit requires CDOT to implement a NDRD program. This program requires CDOT to install PWQ best management practices (BMPs) on all sites that disturb one or more acres. CDOT has revised this program to be more efficient and streamlined. As part of the NDRD program, a Permanent Water Quality Mitigation Pool (the Pool) has been created to fund water quality projects on a watershed and priority basis. As a result, fewer of CDOT’s projects will require onsite permanent water quality. CDOT has determined the Pool will not exceed the annual NDRD Program/Permit required amount. Because of this, not every Priority project will be funded or fully funded by the Pool. Additional funds may be required from other sources to complete the PWQ project.

The Colorado Department of Public Health and Environment (CDPHE) requires CDOT to report and track how the Pool is spent. This is done by creating a PWQ project separate from the main project. This means that a separate subaccount for the Project work and a separate subaccount for the PWQ work must be created and advertised jointly.

Additionally:

1. RAMP projects can use the new PWQ standards to determine if PWQ features are required.
2. The Pool funds will not be used on Priority Projects (including Priority RAMP Projects) with a total budget (including Design) over $100 million.
3. Generally, the Pool funds will not be used for water quality costs less than $25,000, since the level of effort for setting up and managing two separate subaccounts outweighs the benefit of using the Pool. If the Resident Engineer feels there is an unusual benefit in using the Pool money for PWQ costs under $25,000 on a particular project, the RE will coordinate with the Region Environmental /Water Quality Staff, NDRD Manager and OFMB for a final decision.
4. RAMP projects that are also Priority Projects and using the Pool will only pay for the CDOT-percent of the PWQ features (i.e., if the RAMP project is funded by CDOT at 80%, then only 80% of the PWQ feature is eligible for the PWQ Mitigation Pool reimbursement). However, these funds will offset their RAMP funding, not augment it.
5. In order to avoid double-dipping, when RAMP projects participate in PWQ mitigation pool reimbursement, the same amount of RAMP money must be returned to the RAMP pool.
6. Regardless of funding source, all Priority Projects must build onsite Water Quality.
7. Only PWQ Priority Projects are eligible for funds without approval from the PWQ Mitigation Pool Committee. All other types of projects must be approved by the PWQ Mitigation Pool Committee to receive funds and this includes the Plus Portion of Priority Plus projects.

**Web Trns\*port and SAP Guidance:**

The combination project approach allows for associating several SAP projects under one construction contract, with one Trns\*port prime project, and one proposal. In SAP CJ20N Project Builder, each project is created as a separate project with a unique five-digit project code (or subaccount) and associated funding.

The same basic functionality for transferring projects from Trns\*port Accessories into web Trns\*port Pre-construction will remain, with an added option of selecting which project subaccount will be the prime project and which will be the associated project subaccount. The web Trns\*port Pre-construction Quick Steps document is available with guidance (see below link) on the automated steps for creating a combination project; the system sets up all the components and relationships in the very first step. This process allows for continuity and data integrity from beginning (proposal) to end (construction). When naming the prime subaccount the following convention will be used: XXXXX – Combo. The PWQ subaccount will not be selected as the prime subaccount.

For assistance with the Trns\*port transfer and set up; please consult the web Trns\*port Pre-construction Quick Steps found on the Trns\*port web page:

<http://internal/trnsapps/docs/PES%20QUICK%20STEPS.pdf>

**PWQ Guidance:**

1. At the scoping phase, start work with the region Water Quality Specialist and region Hydraulic Engineer to determine whether the project qualifies as a Priority or Priority Plus project and is eligible for the Pool funds. The Region Planning and Environmental Manager (RPEM) and/or the HQ NDRD Program Manager may be consulted on questions regarding PWQ requirements and regulations.
2. The development and administration of the project remains the same. However, the Project Manager (PM) and Resident Engineer (RE) must account for the Pool funds separate from other funds. The Designer will label the PWQ work and quantities to clearly differentiate from other work in the plans including the Plan sheet tabulations.
3. When the Scoping, FIR and FOR cost estimates are developed, the PM will send a copy of the estimate to the NDRD Program Manager. The NDRD Program Manager will use this information to make sure CDOT meets our commitment to CDPHE and for budgeting Pool funds. Since the Pool funds are not guaranteed, submitting the estimate early increases a project’s chance of receiving funds.
4. The project’s PWQ requirements will be determined at scoping and at a minimum will be re-evaluated at the FIR and FOR milestones.
5. Pre-construction phase charges, such as Design, Right of Way, Environmental, etc., to develop the PWQ features will be funded by the Pool in the PWQ subaccount. The Project Manager will develop a design estimate and work with the NDRD Manager, Region Business Manager and the Office of Management and Budget (OFMB) to budget the appropriate pre-construction and construction phase funding. Time spent during the pre-construction phases designing the PWQ work by CDOT personnel and consultants will be charged to the PWQ subaccount’s pre-construction WBS.
6. The NDRD Evaluation and Tracking Form (the Form) must be completed and reviewed by the NDRD Manager prior to funds being transferred. The Designer will work with Region Environmental to complete the Form and submit it to the Headquarters NDRD Program Manager.
7. The Funding in web Trns\*port Pre-construction will match the SAP information in ZJ20 Project Financial Statement 65 and ZF70 FM – Budget to Actual Report.
8. The PWQ work is not exempt from the Construction Engineering (CE) and Indirect rate. When you budget the Construction phase of the PWQ subaccount you will need to account for the associated CE rates.
9. The Pool will only be used for elements necessary for the design and construction of the PWQ features. The Pool will not pay for elements of the project that would exist irrespective of the PWQ feature. The Pool will pay for elements that exist solely for the PWQ. For example, the Pool would pay for an inlet that has the sole purpose of routing flows to a feature such as a pond. The Pool would not pay for an inlet that would be necessary without the PWQ feature, solely for drainage purposes.
10. Payment for lump sum items that are required for both the PWQ work and other work and do not typically overrun will be prorated. An example is *Clearing and Grubbing*. The Project Manager and Resident Engineer will determine the percent of the total item applicable to the PWQ work compared to the other work. Decimal equivalents will then be listed in the tabulations for the two Site Manager categories of work so that the total on the Summary of Approximate Quantities is a value of one.
11. Itemsthat are not quantified as lump sum need to be analyzed and proportioned so that the total quantity for PWQ work and the other work is tracked separately. An example is *Seeding*.
12. Because SiteManager has an auto-pay feature on the 630 Traffic Control items and Mobilization, these items will always be included in the Prime subaccount and not prorated between the subaccounts.
13. The Pool will not pay for items that are required for the project like the Field Office, the Field Laboratories and Sanitary facilities. These items will be included in the Prime subaccount.
14. The PM and RE may include a planned force account for the Minor Contract Revisions (MCR) related to the PWQ work. The Project Manager will budget the PWQ subaccount with a MCR force account at 4% of the Pool dollars in the subaccount.

If you have questions regarding whether water quality is required on site, please first consult the RE, the region Water Quality Specialist, region Hydraulic Engineer, and the Environmental Designer. This team is critical in determining the water quality needs on the project.

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For questions regarding the eligibility to use the Pool, NDRD Program requirements or regulations, please contact the NDRD Program Manager, Amber Williams at (303) 757-9814 or dot\_pwq@state.co.us.

For questions regarding web Trsn\*port Pre-construction please contact the Project Support Unit Manager, BethAnn Wieder at (303) 757-9541 or bethann.wieder@state.co.us.

For questions regarding funding the project phases, contact your region Business Office Manager.

**References:**

Design Bulletins can be found on the CDOT website at:

<http://www.coloradodot.info/business/designsupport/bulletins_manuals/design-bulletins>

Permanent Water Quality Guidance can be found at:

<http://teams/dtd/epb/waterquality/ndrd.form/Test/Home.aspx>