

# Stream Crossing Replacement Project: Lifecycle Checklist

7/2022  DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Crossing Identifier: \_\_\_\_\_

*This checklist is meant to summarize the major events in development and implementation of a stream crossing replacement. This form (but not individual checklists) is required to be completed and kept in project file.*

Contact List	Contact Name	Phone Number	E-mail Address
Grant Applicant			
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			
_____			
_____			

- Pre-Application Meeting:** The District is required to hold a preapplication meeting prior to a grant recipient applying for program funds for a stream crossing project. Initial site visit and subsequent follow up visits for project planning. See *Pre-Application Meeting Checklist* for meeting talking points. As a reminder, a longitudinal profile / cross-section survey must be completed prior to QAB recommendation for funding (see below). Submit online notification to SCC if project is likely to be funded.

- Initial Site Visit Date:** \_\_\_\_\_
- Attendees:** \_\_\_\_\_
- Notes:** \_\_\_\_\_  
\_\_\_\_\_

- Longitudinal Profile Survey:** A longitudinal profile survey must be conducted for each stream crossing prior to the QAB recommending the project for funding. Engineer may utilize the District survey for design or conduct another survey, in concert with the District. Refer to DGLVR Program’s Stream Crossing Standard for survey requirements. See *Chapter 4 of Stream Technical Manual* and *Longitudinal Profile Technical Bulletin* for guidance.

- Initial Survey Date:** \_\_\_\_\_
- Participants:** \_\_\_\_\_
- Notes:** \_\_\_\_\_  
\_\_\_\_\_

Was a second (engineer’s) survey completed (in concert with the District)?      YES                      NO

- Engineer’s Survey Date:** \_\_\_\_\_
- Participants:** \_\_\_\_\_
- Notes:** \_\_\_\_\_  
\_\_\_\_\_

- Contract and Attachments:** Grant recipient reviews the contract and attachments. Acknowledge attachments and sign contract. Return to the County Conservation District.
  - **Application Submitted Date:** \_\_\_\_\_ **Request: \$** \_\_\_\_\_
  - **Contract Date:** \_\_\_\_\_ **Contract Amount: \$** \_\_\_\_\_
  - **Notes:** \_\_\_\_\_  
\_\_\_\_\_
  
- Professional Design Services:** Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of 20% of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total. The use of the DGLVR Program's *Stream Crossing Replacement Request for Proposal Template* or an alternative which incorporates the required service details is highly recommended. Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.
  - **Project Engineer:** \_\_\_\_\_
  
- Pre-Design Meeting:** The District, Project Participant, and Engineer/Consultant of record for the project are required to meet on site prior to the start of the design. District staff may ask technicians from TU, CDGRS or others to attend and provide assistance. See *Pre-Design Meeting Checklist* for meeting talking points.
  - **Pre-Design Meeting Date:** \_\_\_\_\_
  - **Attendees:** \_\_\_\_\_
  - **Notes:** \_\_\_\_\_  
\_\_\_\_\_
  
- Pre-Permit/Design Submittal Review:** The DGLVR Program's Stream Crossing Standard requires that draft final project design package (permit, E&S Plan, construction drawings, etc.) be submitted (or resubmitted) to the conservation district for review prior to permit submittal. The district may ask for assistance in reviewing the plans from outside sources such as the SCC, CDGRS, and TU. This package must include all drawings necessary for construction. See *Design Plan Review Checklist* for review guidance.
  - **Date of plan submission:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_
  - **Plan Reviewers:** \_\_\_\_\_
  - **Notes:** \_\_\_\_\_  
\_\_\_\_\_
  
- Bid Package Review:** If any subcontracted work is needed, grant recipients should follow their own bidding requirements. Bid packets or purchase orders and associated shop drawings for made to order products (ex. Stream crossing structures) must be provided to the conservation district for review and approval that they meet program policy and the DGLVR Standard prior to acknowledging an order or advertising the bid. See *Bid Package Review Checklist* for review guidance.
  - **Date of bid package submission:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_
  - **Bid package reviewer:** \_\_\_\_\_
  - **Notes:** \_\_\_\_\_  
\_\_\_\_\_
  
- Bid Site Showing:** It is recommended that the Grant Recipient hold a bid site showing and invite the engineer, district, any potential bidders. The district is required to attend if a bid site showing is held. The purpose of the meeting is to walk through the project plan and allow potential bidders to ask questions in order to receive better bids for project work. See *Bid Site Showing Checklist* for meeting talking points.
  - **Bid Site Showing date:** \_\_\_\_\_
  - **Attendees:** \_\_\_\_\_  
\_\_\_\_\_

○ **Notes:** \_\_\_\_\_

\_\_\_\_\_

□ **Construction Notification:** The project participant is required to notify the Conservation District \_\_\_\_ days prior to the start of construction.

○ **Date of notification:** \_\_\_\_\_ **Proposed Start Date:** \_\_\_\_\_

□ **Pre-Construction Meeting:** The District is required to hold an on-site meeting prior to project work beginning and should include the grant recipient, contractor (if applicable), and the project engineer. The purpose of this meeting is to ensure all parties understand the construction plans and to answer any questions before project work begins. See *Pre-Construction Meeting Checklist* for meeting talking points.

○ **Pre-Con Meeting date:** \_\_\_\_\_ **Proposed Start Date:** \_\_\_\_\_

○ **Attendees:** \_\_\_\_\_

\_\_\_\_\_

○ **Notes:** \_\_\_\_\_

\_\_\_\_\_

□ **Project Inspection:** District must be on site regularly to ensure program policies and standard are being met. Ensure any proposed “field changes” to what is on the plan are approved by the design engineer. See *Construction Inspection Checklist* for guidance. Note inspection visits on the log on this form.

□ **Project Completion:** District and the grant recipient must meet onsite for a final project walkthrough. It is advantageous to do this immediately following construction with the contractor and engineer, so that minor issues can be addressed while equipment is still on site. See *Project Completion Checklist* for guidance.

○ **Completion date:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

○ **Attendees:** \_\_\_\_\_

○ **Notes:** \_\_\_\_\_

○ \_\_\_\_\_

