



March 28, 2014

Ms. Errin Henggeler
City of Fort Collins
P.O. Box 580
Fort Collins, CO 80522

Via E-Mail: ehenggeler@fcgov.com

**Subject: Proposal for Spill Prevention, Control, and Countermeasure Plan
City of Fort Collins
City Park Shop
413 South Bryan Avenue
Fort Collins, Colorado 80521
CGRS Site ID# 1-73-2082**

Dear Ms. Henggeler,

CGRS, Inc. (CGRS) is pleased to provide this proposal to prepare a Spill Prevention, Control, and Countermeasure (SPCC) plan for the above-referenced facility. The proposal includes a facility inspection and preparing a SPCC plan to comply with current U.S. Environmental Protection Agency (EPA) SPCC plan rule requirements. CGRS will prepare an SPCC plan that conforms to applicable EPA requirements outlined in the Code of Federal Regulations (CFR), Title 40, Part 112, for facilities with aggregate aboveground oil storage capacity greater than 1,320 gallons, which will be organized as follows:

Plan Certification and Management Approval

The Environmental Director or other person responsible for implementing the SPCC plan at the facility signs the document verifying management approval, and the certifying engineer's statement and seal are placed in this section of the document.

General Requirements

Prepare a site diagram detailing the facility layout, listing oil storage container descriptions, describing discharge prevention, control, and countermeasure equipment and procedures, and procedures related to disposal and spill response notification.

Inspections, Tests and Records

Prepare written procedures on performing regular inspections, guidelines on integrity testing and record keeping requirements.

Personnel, Training and Prevention

Describe training requirements, designated person for spill prevention and regular review/briefings of personnel on SPCC requirements and procedures.

Security

This section of the plan describes required security measures implemented at the facility, including fencing of tanks and transfer equipment, securing flow valves, drain valves, pump controls and sealing loading and unloading connections when not in use, and lighting to detect nighttime spills.

Tank Loading/Unloading Area

Describe secondary containment required for tanker trucks in loading and unloading areas and measures taken to prevent spills from occurring during transfer.

Facility Drainages

Describe measures taken to prevent uncontrolled drainage of precipitation from secondary containment/dike areas, management of drain valves, control of drainage from undiked areas and final diversion systems (such as retention basins), if applicable.

Bulk Storage Containers

This section of the plan provides details on all applicable oil storage containers 55-gallons and greater in size, including compatibility of the containers with products stored and construction design, secondary containment capable of containing the contents of the largest tank plus precipitation, rainwater drainage procedures, corrosion protection, visual plus additional integrity testing, overfill prevention, and corrective action procedures to promptly correct and remove leaks.

Transfer Operations

This section includes corrosion protection for buried piping, assuring terminal pipe connections are properly sealed and identified, proper design of pipe supports, regular inspections of piping and associated equipment, and protection of aboveground pipes and transfer equipment from vehicle impact.

Scope of Work

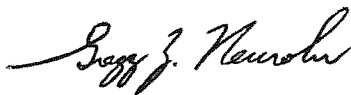
CGRS will perform a site visit to the facility to obtain the necessary information as described above. Based on information gathered during the inspection, CGRS will prepare a Professional Engineer certified SPCC plan for the facility.

Cost Estimate

The estimated cost for CGRS to perform the inspection and prepare an SPCC plan is **\$2,400**. If you choose to accept this proposal, please sign the attached acceptance form and either fax or e-mail to Gregg Neurohr at (970) 493-7986 or greggn@cgrs.com.

CGRS appreciates the opportunity to provide our professional environmental services to the City of Fort Collins. If you have any questions regarding this proposal, please call me at (970) 493-7780.

Sincerely,
CGRS, Inc.



Gregg Z. Neurohr, P.G.
Senior Geologist

ACCEPTANCE FORM

The City of Fort Collins hereby accepts the proposal dated March 28, 2014, by CGRS, Inc., to perform a facility inspection and prepare a Spill Prevention, Control, and Countermeasure (SPCC) plan for the City Park Shop facility located at 413 South Bryan Avenue, Fort Collins, Colorado, and authorizes CGRS, Inc., to commence the scheduling of the proposed services, which schedule shall be set according to our mutual agreement.

Accepted and agreed this 7th day of April, 2014

City of Fort Collins

CGRS, Inc.

By: Mike Calhoun
Print Name: Mike Calhoun
Title: Parks Supervisor
P.O.#: _____

By: _____
Gregg Z. Neurohr, P.G.
Senior Geologist

Client agrees to pay the reasonable attorney's fees and costs incurred by CGRS in enforcing any of the terms of this Agreement, including fees and costs incurred by CGRS to collect any sums due from the Client for services provided by CGRS. Client further agrees that this Agreement shall be governed by the law of the State of Colorado, and that Larimer County, Colorado, shall be the proper jurisdiction and venue for resolving any legal disputes arising out of this Agreement.

EXHIBIT "A"
WORK ORDER FORM
PURSUANT TO AN AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
CGRS, INC.

DATED: April 7, 2014

Work Order Number: City Park SPCC 04_06_2014

Purchase Order Number:

Project Title: 7436 Environmental Services

Commencement Date: 04/01/2014

Completion Date: TBD

Maximum Fee: (time and reimbursable direct costs):\$ 2,400

Project Description: Prepare a Spill Prevention, Control, and Countermeasure (SPCC) Plan for the City Park shop that conforms to applicable EPA requirements outlined in the CFR, Title 40, Part 112

Professional agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Professional Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Professional Services Agreement and this work order (including the attached forms) the Professional Services Agreement shall control.

The attached forms consisting of Exhibits __, __, __, consisting of __ () pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given.

Professional:

By: *[Signature]* CGRS, INC.

Date: 4/7/2014

City of Fort Collins

Submitted By: *[Signature]*
Project Manager

Date: _____

Reviewed by: *[Signature]*
Environmental Regulatory Specialist

Date: _____

Approved by: *[Signature]*
Parks Supervisor

Date: 4/7/14

Approved by: _____

Director of Parks
(if over \$60,000.)

Date: _____

Req. #

Entered by:

Date:

**PURCHASE ORDER REQUISITION
FORT COLLINS UTILITIES**

Vendor CGRS, Inc

Address 1301 Academy Court
Fort Collins, CO 80524

QTY.	DESCRIPTION	UNIT	TOTAL	CHARGE NUMBER
1	SPCC Plan preparation for City park Shop located at 413 s. Bryan		\$2,400	703010.529999.6016.1035.A

Comments _____

Errin Henggeler April 7, 2014
Requested By Date

 4/7/14
Authorized By Date