

**WORK ORDER**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
CGRS

**WORK ORDER NUMBER:** 2020 -1.16  
**PROJECT TITLE:** SPCC update for Portner & Timberline substations  
**ORIGINAL BID/RFP NUMBER & NAME:** 8631- General Environmental Services-  
CGRS  
**MASTER AGREEMENT EFFECTIVE DATE:** 2/28/18  
**OWNER'S REPRESENTATIVE:** Errin Henggeler  
**WORK ORDER COMMENCEMENT DATE:** Jan 21, 2020  
**WORK ORDER COMPLETION DATE:** April 1, 2020  
**MAXIMUM FEE:** (time and reimbursable direct costs): **\$2,876.00**

**PROJECT DESCRIPTION/SCOPE OF SERVICES:**

. Prepare SPCC Plan update for the Timberline and Portner substations in accordance with Code of Federal Regulations (CFR), Title 40, Part 112, prepare site-specific figures, and have the plan reviewed and certified by a Colorado Professional Engineer

The attached Spill Prevention Control and Countermeasure Plan update Proposals for Portner and Timberline substations consisting of six (6) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: CGRS

By: Brannan Davis Date: 1/30/2020  
Name: Brannan Davis Title: CGRS, Senior Engineer

**OWNER'S ACCEPTANCE & EXECUTION:**

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE: Bob Haver Date: 1/30/2020  
Bob Haver, Senior Manager



REVIEWED: DocuSigned by:  
Erin Henggeler  
Erin Henggeler, Env Regulatory Specialist

Date: 1/29/2020

REVIEWED: DocuSigned by:  
Pat Johnson  
Pat Johnson, Senior Buyer, Utilities

Date: 1/29/2020



**Updated Proposal for SPCC Plan Update**  
City of Fort Collins – Portner Substation

January 21, 2020

Ms. Errin Henggeler  
City of Fort Collins  
PO Box 580  
Fort Collins, Colorado 80522

Via E-Mail: [ehenggeler@fcgov.com](mailto:ehenggeler@fcgov.com)

Re: UPDATED Proposal for Spill Prevention, Control, and Countermeasure Plan Update  
City of Fort Collins  
Portner Substation  
6561 Portner Road  
Fort Collins, Colorado  
CGRS Site No. 14811

Dear Ms. Henggeler:

CGRS, Inc. (CGRS) is pleased to provide this proposal to prepare a Spill Prevention, Control, and Countermeasure (SPCC) plan update for the above-referenced facility. The proposal includes a facility inspection and certification of an 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:

## **SPCC Plan Outline**

### **Plan Certification and Management Approval**

The Environmental Director or other person responsible for implementing the SPCC plan at the facility will sign the document verifying management approval. The SPCC plan will be approved, signed and stamped by a CGRS certified professional engineer.

### **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 plan requirements and procedures.



### **Security**

This section of the plan describes required security measures implemented at the facility to secure and control access to the 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, 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 complete the Scope of Work as follows:

- Prepare SPCC Plan update for the site in accordance with Code of Federal Regulations (CFR), Title 40, Part 112, prepare site-specific figures, and have the plan reviewed and certified by a Colorado Professional Engineer.

If additional work is required due to a change in scope of work or unanticipated site conditions, anticipated costs will be presented to the client prior to implementation.



**Updated Proposal for SPCC Plan Update**  
City of Fort Collins – Portner Substation

## Project Cost

The costs for CGRS to complete the scope of work is summarized in the following table:

Service	Description	Quantity	Unit	Unit Rate	Markup	Cost	Total
A.	<b>SPCC Plan Development</b>						
	Staff Scientist	10	hour	\$83		\$830	
	Drafting	2	hour	\$58		\$116	
							TOTAL = \$946
B.	<b>SPCC Plan Certification</b>						
	Senior Engineer	4	hour	\$123		\$492	
							TOTAL = \$492
							<b>TOTAL = \$1,438</b>

Our costs are based in accordance with our current City of Fort Collins contract fee schedule. In addition to all necessary labor equipment, materials, and permits to complete the foregoing work specifications, CGRS will provide commercial general, professional, and pollution liability insurance coverage (\$5,000,000 aggregate), standard workers' compensation, and employers' liability insurance coverage.

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 contact me at (970) 493-7780 or [ewilson@cgrs.com](mailto:ewilson@cgrs.com).

Sincerely,  
**CGRS, Inc.**

Prepared by:

**Brannan Davis,**  
Senior Engineer



**Updated Proposal for SPCC Plan Update**  
City of Fort Collins – Timberline Substation

January 21, 2020

Ms. Errin Henggeler  
City of Fort Collins  
PO Box 580  
Fort Collins, Colorado 80522

Via E-Mail: [ehenggeler@fcgov.com](mailto:ehenggeler@fcgov.com)

Re: UPDATED Proposal for Spill Prevention, Control, and Countermeasure Plan Update  
City of Fort Collins  
Timberline Substation  
1809 South Timberline Road  
Fort Collins, Colorado  
CGRS Site No. 14812

Dear Ms. Henggeler:

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**CGRS, Inc.**

Prepared by:

**Brannan Davis, PE**  
Senior Engineer