



Boulder County Collaborative

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March 4, 2019

Leslie Irwin, Policy Analyst
Boulder County Commissioners' Office
1325 Pearl Street, 3rd Floor
Boulder, CO 80302

**RE: Desk Monitoring of Boulder County Countywide Debris Removal and High Hazard Mitigation
PWs 286, 968, 1074, 1088 (Projects # INF-00042, INF-00061, INF-00062, INF-00063)**

Dear Ms. Irwin:

The City of Longmont, as Lead Agency for the Boulder County Collaborative (BCC), conducted a desk monitoring review of Boulder County's Countywide Debris Removal and High Hazard Mitigation PWs 286, 968, 1074, 1088 (Projects # INF-00042, INF-00061, INF-00062, INF-00063) for the purpose of removing debris and clearing high hazards from streams. The desk monitoring took place between February 7, 2019 and March 1, 2019. These activities were funded by an Intergovernmental Grant Agreement (IGA) for Community Development Block Grant Disaster Recovery (CDBG-DR) funding. The IGA Amendment funding this project was originally executed on March 1, 2016, as amended most recently on March 4, 2019, by and between Longmont as the Lead Agency for the BCC and Boulder County.

The desk monitoring was conducted by Molly O'Donnell, CDBG Disaster Recovery Project Manager, City of Longmont, and Deb Siefert, CDBG-DR Specialist for Hagerty Consulting. See details of monitoring results below.

SCOPE OF REVIEW

Project & Programmatic Grant Management

The following areas of project and programmatic grant management were reviewed:

1. National Objective (Section IV-A)
2. Environmental Review (Section IV-B)
3. Procurement (Section IV-D)
4. Public Improvements (Section IV-F)
5. Duplication of Benefits (Section IV-M)

The following documentation was available in the Salesforce data system files during the review to assist with the determination of compliance:

- Project files (disaster relatedness, project scope, and funding)
- Duplication of Benefits (DOB) review and verification of all funding sources
- Environmental review and clearance

- Supporting documentation for procurement and management of CAP Excavating and TFR Enterprises.

Overall Observations of Countywide Debris Removal and High Hazard Mitigation Project

Boulder County is proposing to expend \$778,464.98 of CDBG-DR funds for the projects, which was determined to significantly aid in the immediate flood recovery efforts countywide.

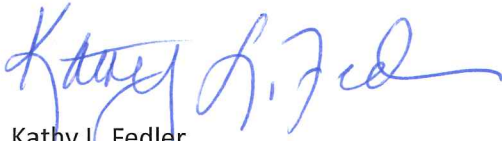
Summary of Results and Conclusions

The monitoring team had two findings and no concerns after review of the project files.

1. **National Objective (Section IV-A)** – No findings, no concerns
2. **Environmental Review (Section IV-B)** – No findings, no concerns
3. **Procurement (Section IV-D)** – Two findings, no concerns
 - a. **Finding 1** – The reviewed Request for Proposals (RFP) that resulted in the contract with TFR Enterprises did not meet the regulatory requirements of 2 CFR 200.320(d)(1). The RFP states “The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.” The RFP includes a pricing sheet and requests relevant experience of personnel, copy of the contract if required to be used, and three references of similar projects. There is no weighting to the criteria as required by 2 CFR 200.320(d)(1): “Requests for proposals must be publicized and identify all evaluation factors and their relative importance.” However, the reviewed procurement was completed prior to the receipt of CDBG-DR funding in the State of Colorado. RFP/RFQs for subsequent federally-funded projects were modified to ensure that weighted evaluation criteria was included. Based on this observation, this finding is considered closed and no corrective action is necessary.
 - b. **Finding 2** – A bid guarantee/bond of at least 5% was not required by the Invitation to Bid (ITB) that resulted in the contract with CAP Excavating, Inc. and thus was not submitted by bidders, but is a requirement of 2 CFR 200.325(c). However, the reviewed procurement was completed prior to the receipt of CDBG-DR funding in the State of Colorado. ITBs for subsequent federally-funded projects were modified to ensure that the proper bonding requirements were included in ITBs and submitted by contractors as required. Based on this observation, this finding is considered closed and no corrective action is necessary.
4. **Public Improvements (Section IV-F)** – No findings, no concerns
5. **Duplication of Benefits (Section IV-M)** – No findings, no concerns

Please share this letter with Boulder County staff as appropriate.

Sincerely,



Kathy L. Fedler
BCC CDBG Disaster Recovery Program Manager

cc: Molly O'Donnell, BCC CDBG Disaster Recovery Project Manager
Brian Graham, Boulder County Flood Recovery Coordinator

Enclosures: Final Compliance Monitoring Forms