

SCOPE OF WORK

STREAM DEBRIS REMOVAL PROJECT

_____ (the "Contractor") will complete stream debris removal

activities including cutting and removing downed trees, broken tops, and woody debris that impede or potentially impede water flow in the streams and tributaries described in the application submitted by the CONTRACTOR. Debris must be at least 20 feet from the shoreline.

The CONTRACTOR will ensure that all required permits are secured for each site before any work proceeds for that site.

The CONTRACTOR will ensure that it follows the Woody Debris Removal Guidelines to manage all woody debris removed from streams. These guidelines can be downloaded at <http://www.pamlicocounty.org/soil-water-conservation.aspx>

REPORTING

The CONTRACTOR will submit quarterly progress reports, with each report due on or before the last day of April, July, October, and January, continuing until the project is complete and final project report is approved. The quarterly progress report is required even if no activity has occurred for the quarter and no reimbursement is requested for the quarter.

The quarterly and final report shall include a narrative summary of the work completed each quarter and for the project to date and a summary of cash and in-kind expenditures for the quarter and total project. Although the CONTRACTOR is not required to provide cash nor in-kind match for the project, the report should also include the total cash and in-kind match contribution provided by the CONTRACTOR.

INVOICING and PAYMENTS

The CONTRACTOR shall submit a quarterly invoice on the Stream Debris Removal Project Invoice Form indicating total cash and in-kind expenditures for the quarter and for the total project and indicating the amount requested for reimbursement each quarter.

Ten percent (10%) of the contract amount will be withheld until all final work is complete and all reports and work has been satisfactorily completed.

Staff from the Division of Soil and Water Conservation or its designated agent will conduct a site visit and approve the work completed and submitted for reimbursement prior to releasing any payment to the CONTRACTOR. The Division must satisfactorily determine that all work has been completed in accordance with the Woody Debris Removal Guidelines.