



Colorado Emergency Watershed
Protection (EWP) Program

Sponsored by the Colorado Water Conservation Board (CWCB)
Administered by the Natural Resources Conservation Service (NRCS)

Communication Recommendations during Project Construction

This handout is intended for Local Project Sponsors, Construction Contractors, and Construction Oversight Consultants and provides recommendations for communicating with each other, state and federal funding agencies, and landowners during the construction of EWP projects.

Communication Channels

The Local Sponsor's Project Manager (Sponsor's PM) is the first point-of-contact for questions and concerns on the project. For many projects, this will be the watershed coalition coordinator.

The Sponsor's PM, Construction Oversight Team, and Contractor Team should be coordinating daily during a project's construction.

Sponsors' PMs direct program and funding questions for 1) EWP to: [Chris Sturm](#) and [Jeff Sickles](#), and for 2) CDBG-DR to: [KC McFerson](#).

Weekly Progress Updates

Weekly Construction Meetings

The Contractor Team, Construction Oversight Team, and Sponsor's PM should meet weekly to review project status: activities that have occurred, next steps, issues/concerns, and potential problems and changes. The Contractor Team should prepare a one-week look back and two-week look ahead for this meeting. A landowners' representative or liaison may also participate.

Weekly Update Notes by Construction Oversight Team

The Construction Oversight Team should develop a brief summary of work completed or in-progress; upcoming activities in the next couple weeks (schedules provided by Contractor Team); and photos of construction, especially before and after photos. These notes should be written in layperson's language and used to keep landowners and other stakeholders updated. For example, the notes can be posted weekly on the sponsor's website. See the available template with example. These weekly updates are very different from the daily Construction Observation Reports, which are detailed and technical, serve as official record, and are not intended for a public audience.

Weekly Contractor Summary of Completed Work

The Contractor Team submits this weekly report of items completed. This report is more technical and detailed than the weekly updates by the Construction Oversight Team and serves as the record documenting construction activities.

Team Responsibilities

Local Sponsor's Project Manager

- Develop a plan for communicating with landowners during project construction and make landowners aware of it prior to construction start. Make sure they know who to go to with questions and concerns (you) and where they can find updates on progress and timelines.
- Work with your Contractor Team to clearly sign and mark where work will occur, which trees are coming down, etc. Review these areas with the landowner prior to construction start.
- Approve all design changes from the field in writing. No design changes or change orders should be authorized without written documentation of approval.
- Submit weekly construction schedules and weekly update notes to: [KC McFerson](#) and [Chris Sturm](#), please copy [Jeff Sickles](#), [Katie Jagt](#) and, [Kim Lennberg](#).

Landowner Communication

- All questions and requests from landowners should be directed to the Sponsor's PM or their designee.
- No change requests should be agreed to in the field. This helps manage expectations and avoids non-reimbursable work.
- The Sponsor's PM should make updated information on project status and timelines readily available to landowners.



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Construction Oversight Team

- Oversee the construction of the project as designed and ensure specifications are being met. Provide field fit adjustments as appropriate and necessary.
- Submit daily Construction Observation Reports to the Sponsor's PM (template available).
- Provide the Sponsor's PM with weekly update notes based on the Contractor's schedule for construction activity. These should be written for the general public to understand (template and example available).
- Do not verbally authorize additional work. Approve with Sponsor's PM and authorize in writing.
- Document and be ready to communicate work completed for each hour billed.

Contractor Team

- Provide Sponsor's PM with weekly updates on construction activity including one-week look back and two-week look ahead.
- Communicate risks to schedule, budget, and/or project quality, early and often. The Weekly Construction Meeting is one place to do this.
- If landowners approach you in field with questions or requests, direct them to the Sponsor's PM.

Visit coloradoewp.com for more information, available resources, and project contacts.

Program Contacts

Chris Sturm, Stream Restoration Coordinator
Colorado Water Conservation Board
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Jeff Sickles, Program Manager
EWP Technical Assistance Team
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KC McFerson, CDBG-DR Watershed Program Manager
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