

Statement of Work

WATER ACTIVITY NAME

Assessment of Viability and Protocol to Convene the Initial Meeting of a Flaming Gorge Task Force

GRANT RECIPIENT–El Paso County Water Authority

FUNDING SOURCE–Proposed Cost \$45,000.00.

Sources:

\$ 5,000.00 from the El Paso County Water Authority

\$20,000.00 from the Arkansas Basin Roundtable basin account

\$20,000.00 from the Metro Basin Roundtable basin account

INTRODUCTION AND BACKGROUND

Identify, interview and engage key stakeholders, Colorado Basin Roundtables and sponsoring entities to assess the viability of a Flaming Gorge Task Force. The Assessment will review constituent agendas, supply alternatives, demand management, environmental impacts and project development strategies to determine if a collaborative task force model (see below) is viable. Keystone Center will prepare a written Assessment Summary, including a recommendation whether to proceed to the convening of a task force. If the recommendation is not to convene, the Summary will identify the obstacles to a successful convening or suggest alternatives to a task force approach. If the recommendation is favorable, Keystone Center will develop a protocol for the task force and convene the preliminary Task Force session (Optional Task 7). The cost of the convening meeting, to facilitate the organization and commencement of a vision task force, is included in this grant request. All subsequent task force meetings, shown here as a possible Phase Two, will proceed under a separate funding methodology, which may or may not include a future WSRA basin or statewide grant application.

OBJECTIVES

The project objectives

1. Assessment of the viability of convening a Flaming Gorge Task Force similar to the Fountain Creek Vision Task Force (previously funded by a \$75,000 WSRA basin grant)
2. If deemed viable, as provided in an assessment summary, development of task force protocols, including funding strategies and commitments
3. Convene initial Task Force meeting

TASKS

TASK 1 –Preparation for Assessment

Method/Procedure

- Organize three (3) meetings of members of basin roundtables, possibly north, west and metro.
- Work with a subcommittee of three basin roundtables to develop list of interviews and list of primary interview questions
- Interview with selected agencies (DNR, CWCB)
- Prepare list of stakeholders with contact info, review list with executive committee

Deliverables

- Interview Questions

Interviewee List

TASK 2 – Stakeholder Interviews

Method/Procedure

- Interview Stakeholders individual or in small focus groups
- Record & collate information

Deliverable

None

Task 3 – Draft Summary of Interviews

Method/Procedure

- Draft text
- Deliver draft (electronically) to interviewees for review

Deliverable

- Draft text that summarizes central themes and enumerates stakeholder views on these topics:
- o Advantages and disadvantages of convening a dialogue
 - o Substantive concerns
 - o Process concerns
 - o Likelihood that a dialogue would successfully address substantive areas of disagreement and could be designed to address process concerns

TASK 4 – Review Summary and Revise Based on Stakeholder Input

Method/Procedure

- Contact stakeholders
- Review summary for accuracy
- Edit as appropriate
- Produce a revised summary

Deliverable

A revised summary

TASK 5 – Prepare Assessment Summary

Method/Procedure

- Summarize the stakeholder views
- Include mediator's view of the situation and the likelihood of success
- State whether convening the dialogue is or is not recommended
- If the recommendation is affirmative, describe recommended protocols
- If the recommendation is affirmative, describe next steps in convening a Task Force

Deliverable

Assessment Summary with Recommendations (budget includes publication and reproduction costs)

Task 6 – Joint Roundtable presentation

Method/Procedure

Joint Roundtable Meeting with stakeholders and interested parties invited

Deliverable

Slide show, graphics and details from the assessment summary

Task 7 – Convene Task Force for Initial Meeting if Appropriate

Method/Procedure

- Schedule the meeting with the participants

- Establish a meeting location and handle all logistics and participant support
- Prepare a draft agenda in consultation with the participants
- Prepare protocols

Deliverable

- Final agenda
- Final protocols
- Meeting summary
- Meeting materials (slide presentations, background information and other materials used during the meeting)
- Draft a schedule, budget and funding plan for discussion during the first meeting
- Actively facilitate the meeting

REPORTING AND FINAL DELIVERABLE

Reporting: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the statement of work including a description of any major issues that have occurred and any corrective action taken to address these issues.

Final Deliverable: At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

SCHEDULE

Task 1: Preparation for Assessment – July 2010
Task 2: Stakeholder Interviews – Summer and Fall 2010
Task 3: Draft summary of results – October 2010
Task 4: Review summary & revise based on Stakeholder feedback – October 2010
Task 5: Prepare final summary – November 2010
Task 6: Roundtable presentation – November 2010
Task 7: Convene Task Force for Initial Meeting if Appropriate – January 2011

BUDGET

Task Name	Estimate Hours	Associate w/ Admin Support (\$92.50/hr)	Cost Estimate	Sr. Associate (\$245/hr)	Cost Estimate	Total	Arkansas BRT WSRA Portion	Metro BRT WSRA Portion	Total WSRA Funds	Matching Funds
Task 1: Preparation for Assessment	32	24	\$2,220	8	\$1,960	\$4,180	\$2,090	\$2,090	\$4,180	
Task 2: Stakeholder Interviews	112	80	\$7,400	32	\$7,840	\$15,240	\$7,620	\$7,620	\$15,240	
Task 3: Draft summary of results	32	24	\$2,220	8	\$1,960	\$4,180	\$2,090	\$2,090	\$4,180	
Task 4: Review summary & revise based on Stakeholder feedback	36	24	\$2,220	12	\$2,940	\$5,160	\$2,580	\$2,580	\$5,160	
Task 5: Prepare final summary	32	24	\$2,220	8	\$1,960	\$4,180	\$2,090	\$2,090	\$4,180	
Task 6: Roundtable presentation	20	14	\$1,295	6	\$1,470	\$2,765	\$1,383	\$1,383	\$2,765	
Task 7: Convene Task Force for Initial Meeting if Appropriate	36	28	\$2,590	8	\$1,960	\$4,550	\$1,025	\$1,025	\$2,050	\$2,500
Labor Subtotal	300	218	\$ 20,165	82	\$ 20,090	\$ 40,255	\$ 18,878	\$ 18,878	\$ 37,755	\$ 2,500
Expenses - Travel and Printing Estimate										
Travel						\$1,500	\$750	\$750	\$1,500	
Printing Assessment Document	100 copies at \$25 each (estimate)					\$2,500	\$372	\$372	\$745	\$1,755
Meeting support (coffee)						\$745			\$0	\$745
Expenses Subtotal						\$4,745	\$1,123	\$1,123	\$2,245	\$2,500
TOTAL:	300	218	\$ 20,165	82	\$ 20,090	\$45,000	\$20,000	\$20,000	\$40,000	\$ 5,000