



February 10, 2011

Ms. Genevieve Deheza, Chief
Office of Water Conservation and Drought Planning (Office)
Colorado Water Conservation Board (CWCB)
1313 Sherman St., Room 721
Denver, Colorado 80203

Re: Proposal to Provide Professional Services Related to Expanded SWSI Levels Analysis

Dear Ms. Deheza:

Please find herein, Great Western Institute's (GWI) proposal to provide professional services related to the above project being conducted by the CWCB. The Scope of Work involves various tasks designed to characterize and classify water conservation measures and programs currently being conducted by Colorado's water utilities and special districts. Of great importance is that this project will be used to assess ongoing water conservation efforts based upon the new water conservation framework developed by Great Western institute last year for the CWCB. Also vital to the project will be correlation of the Colorado WaterWise's (CWW) recently published Best Practices (BP) Guidebook with the new water conservation framework; and the development of a data base that will be used to summarize information contained within the 48 water conservation plans currently on file with the Office, and up to 8 additional plans currently being evaluated by the Office for approval.

As we have discussed, Great Western Institute is in position to have the project completed and documented fully by the end of the State's fiscal year (i.e., June 30, 2011). The scope, budget and schedule for the project are presented in the writing that follows.

Scope of Work

The specific Scope of Work developed for this project consists of four key tasks, which include:

- Expand the SWSI 2010 Levels Analysis by correlating the CWW BP Guidebook and other relevant Office policies to the new water conservation framework; and
- Analyze all water conservation plans on file with the Office, and additional plans in review, in light of the new water conservation framework and the correlations made with the BP Guidebook, as discussed in more detail below.

Two additional tasks are included in the project scope and budget - meetings and reporting. Therefore a total of four tasks will be conducted to address the needs of the Office and the CWCB under this project.

The overall outcome of this project will be used to inform a number of ongoing CWCB processes and projects. For example, the correlation of the new framework and the CWW BP Guidebook to other CWCB guidelines and policies will be used to help the Office prioritize proposed Water Efficiency Grant Program projects and award grant funds. Results of this analysis will also inform future Office initiatives to provide water conservation technical assistance to water utilities.

Overall, the project will be used to assist the Office in being more consistent in its administration of various programs including:

- Review and approval of submitted Water Conservation Plans
- Review and award of Water Efficiency grant funds for planning projects
- Review and award of Water Efficiency grant funds for implementation projects
- Review and award of Water Supply Reserve Account grant funds

Finally, this project will be used to help inform the development of the ongoing SWSI Water Supplies Strategies Assessment.

Task Details

Expand the SWSI Levels Analysis

This task involves better defining the nature and context of the revised SWSI 2010 Levels Analyses by correlating the new framework with the CWW BP Guidebook and other CWCB policies and guidelines - including but not necessarily limited to the CWCB 2007 Water Loss Control Report and the current effort to revise the CWCB Water Conservation Planning Guidance Document. The outcome of this task will involve mapping the connectivity between all of the planning and policy documents to develop a single, coordinated, and consistent approach for the Office regarding water conservation planning and implementation.

In performing this task, particular attention will be given to defining the nature and scope of the foundational components of water conservation planning by the State's covered entities through the correlation of the content of the different source documents. Additional attention will be given to the context and use of the three other framework "measures and program categories" related to ongoing water use, ordinances, and education.

One key outcome of this task will be to develop mapping of a database that will serve two purposes.

1. To capture the information about current water conservation programs being implemented in the State by covered entities and other organizations with Water

- Conservation Plans on file with the Office in a consistent and assessable manner;
and
2. To support creation of the Basin Needs Decision Support System (BNDSS) being developed by the CWCB.

In that the creation and use of the database is the key deliverable of this project, substantial effort will be focused on this part of the project.

Analyze Plans and Create Database

All the plans on file with the Office (a total of 48), and up to 8 additional plans currently under evaluation by the Office for approval, will be provided to Great Western Institute in electronic format by the Office such that they can be reviewed, cataloged and chronicled in the database developed as part of Task 1. Relevant components of each plan will be captured in a MS Excel workbook for later incorporation into the BNDSS. Specific attributes to be captured and chronicled in the database will be determined during the project; however, it is anticipated that the key attributes will include some, if not all of the following:

- Name of the planning entity;
- Stated goals for future water conservation efforts;
- Historical water use data, population served, and types and numbers of customers served;
- Types and costs of water conservation measures and programs selected for implementation now and in the future;
- Quantified water savings for each current and anticipated to be implemented water conservation measure and program as listed in the individual plans (to the extent that this data is available in the plans on file with the Office); and
- Planning horizon.

The database will be created to not only record those key data in tabular form, but also to qualify the data as needed (e.g., indicating if the data was estimated or directly reported in the plan, etc.).

Meetings

The project can only be successfully completed with the close coordination of performing the various tasks with the Office and other CWCB staff, and in some cases CWCB's consultants (e.g., Riverside Technologies). To this point, numerous meetings will be needed to begin the project, maintain communications during the project, and to collect comments and guidance as the project is completed. For budgeting purposes, it is assumed that up to nine meetings will occur during performance of the project including: up to six with CWCB staff and up to three with the CWCB's Water

Conservation Technical Advisory Group (WCTAG). One meeting will be included in the project to allow for one presentation to the CWCB Board at their July 2011 meeting.

These meetings will be used to present summaries of information, draft data sets and analyses, and promote discussions to help frame the project and develop its recommendations. Given that this project is a key component of the Office's 2011 priorities and work plan, the project meetings are vital to the process of developing new and meaningful State policy related to water conservation.

Reporting

Great Western Institute will develop a report that describes the current state of M & I water conservation, as defined by the water conservation plans evaluated for this project, for the Office and the CWCB to consider. The report will discuss the current marketplace and technologies; the costs of water conservation (to utilities and to customers); and the link of current water conservation planning to HB 10-1051 data collection efforts. This report will strive to identify ongoing trends in State wide water conservation planning that will help to inform the Office's future initiatives.

The report will also document the project approach and findings, present the results of the expanded SWSI 2010 Levels Analysis, and discuss the database developed to archive the key information contained within the 48 Water Conservation Plans currently on file with the Office, and up to 8 additional plans currently being evaluated by the Office for approval.

The report will be prepared in draft for review by the CWCB and the WCTAG in early May. Great Western Institute will receive and compile comments on the Draft and develop a comment matrix to catalogue them. The matrix will also explain how or if the comment will be integrated into the final report. Comments will be integrated into the final report. The final report will be delivered to the CWCB by June 30, 2011. The draft and final reports, and the comment matrix, will be prepared in electronic format - both in pdf format and Word. The Final Report will also be prepared in hard copy for CWCB staff. Two copies will be provided to the Office for its records in addition to the electronic version.

Schedule

The schedule for this project will be dictated in part by the CWCB procurement process and the end of the State's fiscal year. For these reasons, the project schedule is expected to be as follows:

Task	Finish Date
Expand SWSI 2010 Levels Analysis	April 8
Analyze Plans and Document	May 13
Meetings	June 10
Reporting	
Draft	May 27
Final	June 24

Estimated Project Costs


Based on the Scope of Work, schedule and approach presented herein, it is estimated that Great Western Institute will complete the project for not more than \$24,950 including all labor and expenses. A breakdown of the estimated project costs is provided in the table below.

Great Western Institute will invoice the CWCB monthly for only those hours and expenses incurred to complete the scope of work.

Task	Estimated Cost
Expand the SWSI Levels Analysis	\$ 6,500
Analyze Plans and Document	8,500
Meetings	4,450
Report	5,500
	\$ 24,950

Great Western Institute greatly appreciates the opportunity to submit this proposal to the Office for consideration. As you know, our relationship with the Office and CWCB is of vital importance to our organization and we hope that this project continues our mutually beneficial relationship into the future. Please contact me with any questions that you may have regarding this proposal.

Sincerely,



Tracy Bouvette
Executive Director