

SCOPE OF WORK – SAMPLE MUNICIPAL WATER EFFICIENCY PLAN

CWCB Project Manager: Kevin Reidy

Consultant: Aquacraft, Inc.

Project Goal

The goal of this project is to develop a sample water efficiency plan for the Colorado Water Conservation Board, per the 2012 Municipal Water Efficiency Plan Guidance Document.

Approach

Aquacraft, Inc. will work closely with CWCB staff to develop a Sample Municipal Water Efficiency Plan. The Sample Plan will be based on the same fictional Colorado community used for the Sample Municipal Drought Management Plan completed in June 2011. The Sample Water Efficiency Plan will be prepared in accordance with the CWCB's recently revised water efficiency planning guidance documents. The draft Sample Plan will be reviewed by CWCB staff and selected stakeholders, including the Water Conservation Technical Advisory Group, over several iterations. Aquacraft will incorporate comments and feedback and will submit the final Sample Municipal Water Efficiency Plan as the key deliverable for this project.

Project Tasks

Task 1: Prepare Draft Sample Municipal Water Efficiency Plan

As a follow-up to the creation of the 2012 Municipal Water Efficiency Plan Guidance Document (Guidance Document) the CWCB wishes to develop a Sample Municipal Water Efficiency Plan (Sample Plan). This Sample Plan will be a complimentary technical resource to the Guidance Document and will closely correspond to the Municipal Water Efficiency Plan Model Template (Template) and the recommendations outlined in the Guidance Document.

The Sample Plan will be developed for the same fictitious municipal water provider (City of Shallow Creek, Fiction County, Colorado) used in preparation of the companion Sample Municipal Drought Management Plan (June 2011). In the interest of creating a more useful Sample Plan, additions and modifications to the water resource portfolio, treatment capacity, demographics, and other specifications for the City of Shallow Creek are permissible, but the goal will be to use the same specifications whenever possible.

Aquacraft will prepare a Sample Municipal Water Efficiency Plan that includes elements of the Water Efficiency Template provided in the Guidance Document. All items specified as *statute* and *essential* in the Template will be incorporated into the Sample Plan in addition to the majority of beneficial items. Many of the public items will also be incorporated with the

objective of providing text that water providers can apply to their own plans with minor and appropriate modifications.

Some items in the Template will intentionally not be incorporated into the Sample Plan to demonstrate that CWCB does not require water providers to include every component listed in the Template. CWCB staff will assist Aquacraft in determining exactly which elements shall be included and excluded in the Sample Plan.

Where applicable, figures and tables modeled after the Guidance Document worksheets will be included in the Sample Plan as a means to present consolidated information.

Task 1- Key Inclusions for the Sample Municipal Water Efficiency Plan

The items listed below are key elements to be included in the Sample Plan:

- The connection of water efficiency to other statewide IPPs (agricultural transfers, new supply projects) and the Statewide Water Supply Initiative 2010 efforts will be incorporated.
- Examples showing how a water efficiency plan fits in with utility integrated resources planning will be incorporated.
- *Introduction to the Sample Plan* – This text will illustrate the purpose and features of the Sample Plan.
- *Completed Guidance Document Template* – This information demonstrate how the Template can be used to develop a plan.
- *Completed Guidance Document Worksheets* – The Guidance Document provides eleven worksheets which, while not essential, are useful for developing and consolidating data. These worksheets will be completed according to the characteristics of the fictitious water provider – Shallow Creek. To the extent possible, the worksheets or elements of the worksheets will also be incorporated into the main body of the Sample Plan as tables.
- *Sample Plan Summary Table* – CWCB believes that if a good summary table can be included in all water efficiency future plans it will expedite the review and approval process. Major elements of the Sample Plan to be summarized in a table designed by Aquacraft and CWCB.

Task 1- Deliverables

- Electronic First Draft of Sample Plan for review by CWCB
- Introduction to the Sample Plan (1-2 pages)
- Completed Guidance Document template
- Completed Guidance Document worksheets
- Sample Plan summary table

Estimated cost for Task 1 - \$13,890

Task 2: CWCB and Stakeholder Review Processes

2.1 Draft 1

CWCB staff will review the first draft Sample Municipal Water Efficiency plan and will provide comments back to Aquacraft. CWCB shall complete their review within two weeks of receiving the draft Sample Plan. Aquacraft will incorporate recommended changes into the draft Sample Plan and will prepare the second draft.

2.2 Draft 2

Next the second draft Sample Plan will be reviewed by the CWCB's Water Conservation Technical Advisory Group (WCTAG) using a process similar to the one used to review the Municipal Water Efficiency Plan Guidance Document.

2.3 WCTAG Review Process

Aquacraft will conduct one meeting with the CWCB's Water Conservation Technical Advisory Group (WCTAG) to review the draft Sample Plan and all the components of it. This meeting will be one of the 2 meetings/presentations called for in the Project Administration and Deliverables section of this Scope of Work. The WCTAG will have the opportunity to review the draft Sample Plan and additional materials for approximately two weeks prior to the meeting. Following the meeting, the WCTAG will have an additional week to submit comments on the draft Sample Plan. Aquacraft will assemble (in a customized Excel spreadsheet matrix) and review all WCTAG comments and will incorporate as many comments and suggestions as possible into the final Sample Plan.

2.4 Draft 3

Aquacraft will prepare the draft 3 final Sample Municipal Water Efficiency Plan and will provide it to CWCB for approval.

2.5 Final Sample Plan

It is anticipated that only minor modifications will be made based on the final CWCB review after which Aquacraft will prepare the final Sample Plan and provide it and all supporting documents and information to CWCB for public release.

Task 2 – Key Inclusions

Aquacraft will complete the following as part of Task 2:

- Provide first draft of Sample Plan to CWCB for review
- Prepare second draft Sample Plan and associated materials, incorporating a single set of CWCB comments.
- Schedule WCTAG meetings for Sample Water Efficiency.

- Distribute second draft Sample Plan and associated materials to the WCTAG for review approximately two weeks in advance of the workshop.
- Facilitate WCTAG meetings to receive general feedback on the second draft Sample Plan.
- Receive detailed comments from the WCTAG on the second draft Sample Plan using customized review worksheet prepared by Aquacraft.
- Incorporate WCTAG comments into a third draft of the Sample Plan for final review by CWCB.
- Incorporate CWCB's comments into the final draft of the Sample Plan.

Task 2- Deliverables

- Draft 1, Draft 2, Draft 3 Final, and Final Sample Municipal Water Efficiency Plan. All drafts will be electronic unless hard copies are specifically requested. Aquacraft will print and bind up to 15 hard copies (total of all drafts) under this contract. Additional hard copies can be printed, but additional charges may apply.
- Invitation letter (or email) to the WCTAG for the Sample Plan meetings
- PowerPoint presentation for the meetings
- Customized Excel spreadsheet review matrix, provided to the WCTAG to assist in organizing WCTAG review of the draft Sample Plan.
- Assembled comment matrix that indicates how each WCTAG comment was addressed.

Estimated cost for Task 2 - \$15,420

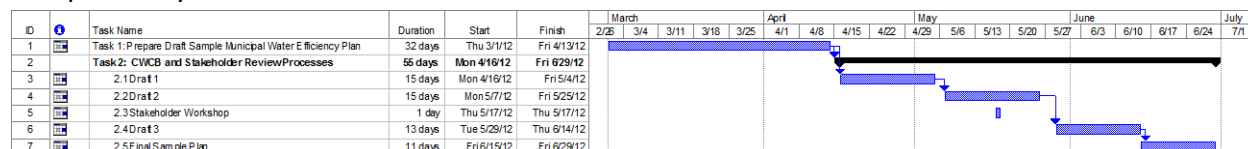
Project Administration and Deliverables

Aquacraft will:

- Act as the lead author of the Sample Plan and will ensure compliance with all noted criteria and guidelines.
- Complete all tasks and subtasks described in this scope of work.
- Provide all deliverables listed in the task descriptions above.
- Provide monthly invoices with brief progress reports summarizing the monthly work performed.
- Provide PowerPoint presentations for two Water Conservation Technical Advisory Group (WCTAG) meetings.
- Provide all written materials and graphics included in the sample in an electronic format that can be used in the creation of web pages.
- Provide three hard copies of the completed final Sample Municipal Water Efficiency Plan.
- Provide a CD or DVD containing original (.docx and .xlsx) and PDF formats of all final documents resulting from this scope of work.
- Prepare and submit monthly invoices and brief status reports.

Project Schedule

Aquacraft has prepared a project schedule using Microsoft Project that utilizes the proposed dates in the original CWCB scope of work. This schedule is presented below. Maintaining the proposed schedule relies on a start date of March 1 and prompt completion of all writing tasks by Aquacraft and review tasks by the stakeholders. If all deadlines are met, this project can be completed by the end of June 2012.



Project Budget

Aquacraft prepared a task by task budget for this project which is presented below. The total cost for completing this project is: \$29,310.

| Task | Description | Labor | Expenses | Total |
|-------------------|-----------------------------------|----------|----------|----------|
| 1 | Task 1: Prepare Draft Sample Plan | \$13,890 | | \$13,890 |
| 2 | Task 2.1: Draft 1 Review | \$3,690 | | \$3,690 |
| 3 | Task 2.2: Draft 2 Review | \$3,300 | | \$3,300 |
| 4 | Task 2.3: WCTAG Meetings | \$2,640 | | \$2,640 |
| 5 | Task 2.4: Draft 3 Review | \$2,640 | | \$2,640 |
| 6 | Task 2.5: Final Plan | \$3,150 | | \$3,150 |
| Total for Project | | \$29,310 | | \$29,310 |

Aquacraft's billing rates and the numbers of hours assigned to each staff member are shown in the table below.

| TASK | DESCRIPTION | RATE | RATE | RATE | Total |
|-----------------------|-----------------------------------|----------------------|-------------------|----------------------|--------|
| | Hourly Rate | \$195 | \$165 | \$90 | |
| | | William DeOreo (Hrs) | Peter Mayer (Hrs) | Leslie Martien (Hrs) | (Hrs) |
| 1 | Task 1: Prepare Draft Sample Plan | 6.00 | 64.00 | 24.00 | 94.00 |
| 2 | Task 2.1: Draft 1 Review | 2.00 | 20.00 | | 22.00 |
| 3 | Task 2.2: Draft 2 Review | | 20.00 | | 20.00 |
| 4 | Task 2.3: WCTAG Meetings | | 16.00 | | 16.00 |
| 5 | Task 2.4: Draft 3 Review | | 16.00 | | 16.00 |
| 6 | Task 2.5: Final Plan | 4.00 | 10.00 | 8.00 | 22.00 |
| Total Hours Estimated | | 12.00 | 146.00 | 32.00 | 190.00 |

