

Exhibit A
Statement of Work

WATER ACTIVITY NAME – Plum Valley Heights Water Supply Pipeline

GRANT RECIPIENT – The Plum Valley Heights Sub-District of the Roxborough Water and Sanitation District

FUNDING SOURCE – A combination of property owner contributions, grants and public borrowing.

INTRODUCTION AND BACKGROUND

Provide a brief description of the project. (Please limit to **no more than 200 words**; this will be used to inform reviewers and the public about your proposal)

Douglas County funded the “Northwest Douglas County Rural Water Alternatives Report for Plum Valley Heights and the Town of Louviers. This study was a preliminary engineering evaluation to identify a plan and the costs required to acquire and deliver renewable water to replace the current source of water supply for Plum Valley Heights and the Town of Louviers. As a result of this study, 28 homeowners in the Plum Valley Heights community are in the process of forming a sub-district to acquire renewable water through the purchase of water taps from and gain service deliveries through inclusion in the Roxborough Water and Sanitation District (“RWSD”). Currently, each property has an individual ground water well, and there are no existing water distribution facilities. The \$50,000 in grant funds would be used to construct a water delivery system (PVH Improvements). The lowest cost alternative (Option 1) is for a 4 inch water supply pipeline from the RWSD Water Treatment Plant to North Moore Road and a 4 inch water line loop, estimated to cost \$561,800. The sub-district will be pursuing other financial partners and the possibility of applying for a State Grant and evaluating their ability to fund and construct PVH Improvements, Option 2, an 8 inch water supply pipeline from the RWSD Water Treatment Plant to North Moore Road and a 6 inch water line loop, estimated to cost \$874,517. Option 2 would provide moderate fire flow deliveries. After the construction of the water delivery system, the Plum Valley Heights property owners will be charged monthly service fees for water delivers by the Roxborough Water and Sanitation District.

OBJECTIVES

List the objectives of the project

To provide a reliable and permanent water supply for the homes in Plum Valley Heights, a community that is currently fully dependent on non-tributary groundwater. Maintain the property values in this community. Possibly provide moderate fire flow protection deliveries.

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Form the Sub-District

Description of Task: *the Board of Directors of the Roxborough Water and Sanitation District meets on August 21, 2013 to approve a resolution forming the Plum Valley Heights sub-district.*

Method/Procedure: Board Resolution

Deliverable: Entity formed that will hold an election to authorize debt to purchase taps from RWSD and construct the PVH Improvements.

TASK 2 – Authorize Debt

Description of Task: Hold election in November of 2013 for debt authorization

Method/Procedure: Comply with Title 32 statute and hold a mail ballot election.

Deliverable: Funding for tap fee purchases and PVH Improvements. While unlikely, if the election failed, the project would be funded with service fees.

TASK 3 – Seek other Funding Opportunities

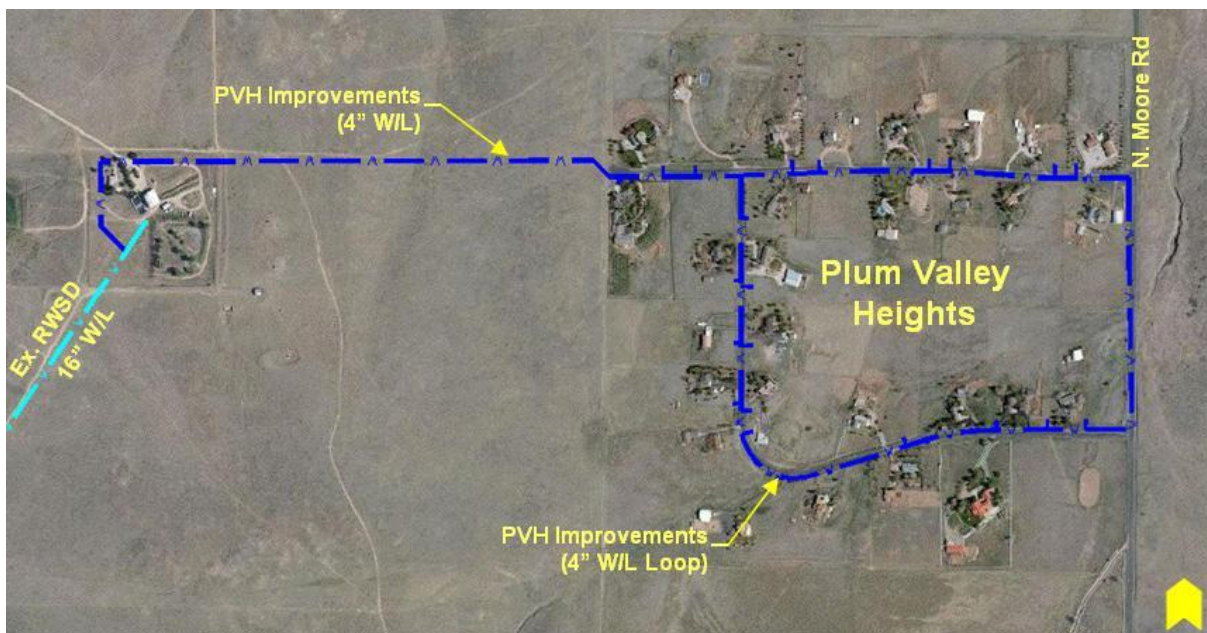
Description of Task: Apply for State Grant and seek funding partnerships with Douglas County and the Town of Louviers.

Method/Procedure: Submit State Grant application to be considered at the March 2014 CWCB Board meeting. Meet with Douglas County and the Town of Louviers to see if funding partnerships exists

Deliverable: If additional funding is obtained, the sub-district would choose to construct PVH Improvements, Option 2.

PVH Improvements, Option 1 (Peak Day Deliveries)

This alternative provides water delivery to Plum Valley Heights for domestic use only. This alternative results in the smallest diameter piping and costs. Water delivered from the RWSD WTP has a static head of approximately 100 feet at the high point of the connection. For a peak day demand for Plum Valley Heights, the pipe sizing would be as shown on Figure 7. The main line piping would be 4 inch diameter PVC pipe, with 4 inch diameter piping completing the loop in W. Trail South Drive and N. Moore Road as shown. Flow deliveries would be at pressures ranging from about 40 psi for properties at the higher elevations to 80 psi on the low end. This assumes pressure losses for service lines, valves and meters to be approximately 5 psi. This is a minimum pressure at the highest properties in the community but is close to the maximum available pressure that can be attained without incorporating a booster system.



**PVH Improvements,
Option 1**

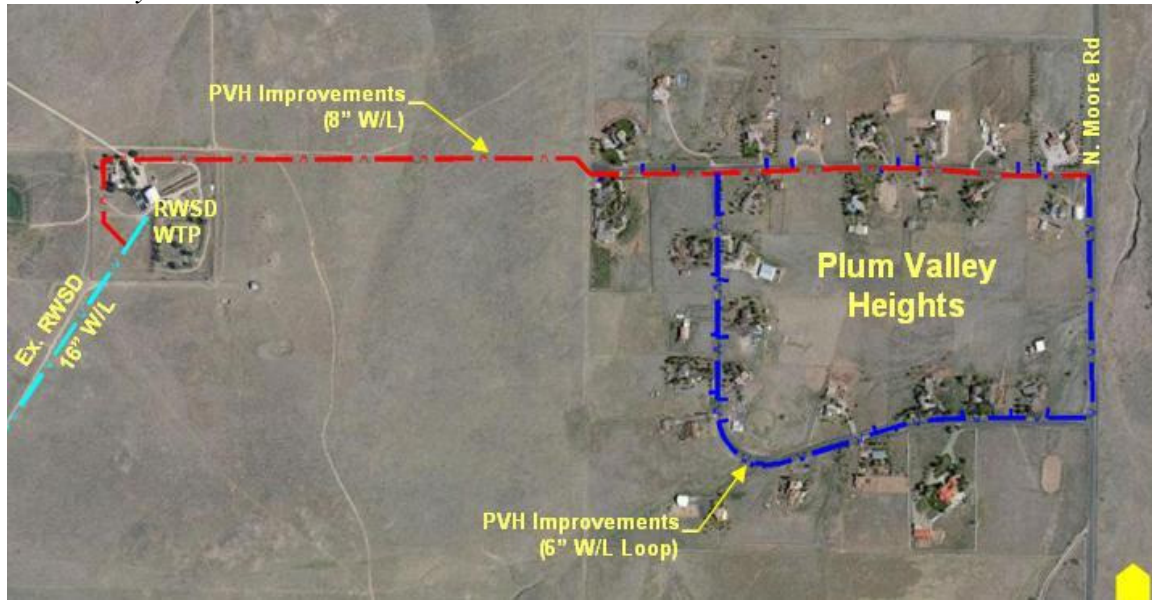
<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>
1	Pothole Existing Utilities to identify all potential conflicts with	40	EA	\$319	\$12,760
2	Furnish and install 4-inch potable PVC C900 Class 150, DR 18 with standard bedding, backfill, and all associated items including joint restraint, complete in place.	11,047	LF	20	220,940
3	Furnish and install 4-inch valve with epoxy coating, including bedding, and all related appurtenances, complete in place	20	EA	750	15,000
4	Tie-into existing 16-inch water line at RWSD-WTP (16" w/l)	1	EA	8,000	8,000
5	Furnish and install- 3/4" service taps (assumes PVC service line - up to 100')	29	EA	750	21,750
6	2-inch air relief valve including all related appurtenances, complete in	1	EA	2,293	2,293
7	2-inch blowoff assembly including all related appurtenances, complete in	1	EA	2,293	2,293
8	Furnish and install 4-inch tee with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	2	EA	300	600
9	Furnish and install 4-inch 45 degree bend with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	17	EA	225	3,825
10	Furnish and install 4-inch 11.25 degree bend with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	9	EA	225	2,025
11	Street cut & repair (15% of PVH roads)	330	TON	85	28,050
12	Furnish, Install and Maintain Vehicle Construction Entrance	2	EA	2,488	4,976
13	Furnish, Install and Maintain Stabilized Staging Area	2,500	SY	2.5	6,250
14	Furnish, Install and Maintain Silt Fence	10,417	LF	1.5	15,626
15	Furnish, Install and Maintain Reinforced Rock Berm	250	LF	20	5,000
16	Furnish, Install and Maintain Concrete Washout Area	2	EA	550	1,100
17	Seeding and Mulching	6.5	AC	1,500	9,750
18	Street Maintenance	1.5	LM	4,000	6,000
19	Furnish and install marker posts, complete in place.	17	EA	200	3,400
20	Mobilization - 5%	1	LS	18,482	18,482
21	Contingency, including easements - 25%	1	LS	92,409	92,409
22	Engineering - 12%	1	LS	44,357	44,357
23	Administrative - 10%	1	LS	36,964	36,964

Total =

\$561,849

PVH Improvements, Option 2 (Moderate Fire Flow Deliveries)

This alternative would be sized for a fire flow demand of 600 gpm. The main line pipe would be an 8 inch diameter pipe, with 6 inch diameter piping in W. Trail South Drive and N. Moore Road as shown in Figure 8. This would provide a substantial fire flow from a hydrant, albeit well below the 1,500 gpm which is the desired flow for fire control in a residential area. Flow deliveries would be about 2.5 psi greater than Option 1, ranging from about 42.5 psi to 82.5 psi, again allowing for 5 psi for service system losses.



**PVH Improvements,
Option 2**

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Price</i>
1	Pothole Existing Utilities to identify all potential conflicts with construction	40	EA	\$319	\$12,760
2	Furnish and install 8-inch PVC pipe C900 Class 150, DR 18 with standard bedding, backfill, and all associated items including joint restraint, complete in place.	6,423	LF	40	256,920
3	Furnish and install 6-inch PVC pipe C900 Class 150, DR 18 with standard bedding, backfill, and all associated items including joint restraint, complete in place.	4,624	LF	28	129,472
4	Furnish and install 8-inch valve with epoxy coating, including bedding, and all related appurtenances, complete in place	10	EA	1,800	18,000
5	Furnish and install 6-inch valve with epoxy coating, including bedding, and all related appurtenances, complete in place (PCVH South Trail Rd)	10	EA	800	8,000
6	Tie-into existing 16-inch water line at RWSD-WTP (16" w/l)	1	EA	8,000	8,000
7	Furnish and install- 3/4" service taps (assumes PVC service line - up to 100')	29	EA	750	21,750
8	2-inch air relief valve including all related appurtenances, complete in place	1	EA	2,293	2,293
9	2-inch blowoff assembly including all related appurtenances, complete in place	1	EA	2,293	2,293
10	Furnish and install 8x6-inch tee with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	2	EA	410	820
11	Furnish and install 8-inch 45 degree bend with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	7	EA	400	2,800
12	Furnish and install 6-inch 45 degree bend with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	10	EA	350	3,500
13	Furnish and install 6-inch 11.25 degree bend with epoxy coating, including bedding, thrust block and all related appurtenances, complete in place	9	EA	350	3,150
14	Furnish and install Fire Hydrants	10	EA	4,500	45,000
15	Street cut & repair (15% of PVH roads)	330	TON	85	28,050
16	Furnish, Install and Maintain Vehicle Construction Entrance	2	EA	2,488	4,976
17	Furnish, Install and Maintain Stabilized Staging Area	2,500	SY	2.5	6,250
18	Furnish, Install and Maintain Silt Fence	10,417	LF	1.5	15,626
19	Furnish, Install and Maintain Reinforced Rock Berm	250	LF	20	5,000
20	Furnish, Install and Maintain Concrete Washout Area	2	EA	550	1,100
21	Seeding and Mulching	6.5	AC	1,500	9,750
22	Street Maintenance	1.5	LM	4,000	6,000
23	Furnish and install marker posts, complete in place.	17	EA	200	3,400
24	Mobilization 5%	1	LS	29,745	29,745
25	Contingency, including easements - 20%	1	LS	118,982	118,982
26	Engineering - 12%	1	LS	71,389	71,389
27	Administrative - 10%	1	LS	59,491	59,491
<i>Total =</i>					<u><u>\$874,517</u></u>

TASK 4 – Tap Purchases & Project Design

Description of Task: Purchase taps and obtain bids for and award contract to design PVH Improvements.

Method/Procedure: In the first quarter of 2014, homeowners will purchase taps from RWDS and RWSD will contract with an engineering firm to complete the design of the PVH Improvements.

Deliverable: Water taps for the 28 homes and a design for a water delivery distribution system.

TASK 5 – Construction

Description of Task: Obtain bids for and award contract to construct PVH Improvements.

Method/Procedure: In the second quarter of 2014, RWSD will contract for the construction of the PVH Improvements.

Deliverable: A water delivery distribution system.

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.

BUDGET

Provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, \$/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State's contracting and purchase order processes. Sample budget tables are provided below. Please note that these budget tables are examples and will need to be adapted to fit each individual application. Tasks should correspond to the tasks described above.

The \$50,000 in grant funds would be used to construct the water delivery system (PVH Improvements). The grant money will be applied against the total construction cost as established in the construction contract to build the pipelines. .

	Sub-District Estimated Cost	Financial/Consultant Estimated Cost	Engineering Estimated Cost (Design)	Total Costs
Task 1 – Form The Sub-District				\$0
Task 2 – Authorize Debt				\$0
Task 3 – Seek Other Funding		\$5,000		\$5,000
Task 4 – Tap Purchase & Project Design:	\$752,696		\$44,357*	\$797,053
Task 5 – Construction			\$517,492*	\$517,492
Total:				\$1,319,545

**Additional costs would be incur in the event that a larger size pipeline (Option 2) is chosen to be constructed*

SCHEDULE

Provide a project schedule including key milestones for each task and the completion dates or time period from the Notice to Proceed (NTP). This dating method allows flexibility in the event of potential delays from the procurement process. Sample schedules are provided below. Please note that these schedules are examples and will need to be adapted to fit each individual application.

Plum Valley Height Water Supply Pipeline Project Schedule:

Task	First 6 Months						Second 6 Months					
	7/13 – 9/13			10/13 –12/13			1/14 – 3/14			4/14 - 7/14		
1 – Formation of PVH Sub-District												
2 – Authorization of Debt												
3 – Seek other funding opportunities												
4 – Tap Purchase & Project Design												
5 – Construction												

PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.

Appendix 1

Reference Information

The following information is available via the internet. The reference information provides additional detail and background information.

- Water Supply Reserve Account main webpage:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/main.aspx>
- Water Supply Reserve Account – Basin Fund Application Details:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/BasinWaterSupplyReserveAccountGrants.aspx>
- Water Supply Reserve Account – Statewide Fund Application Details:
 - <http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/StatewideWaterSupplyReserveAccountGrants.aspx>
- Colorado Water Conservation Board main website:
 - <http://cwcb.state.co.us/>
- Interbasin Compact Committee and Basin Roundtables:
 - <http://cwcb.state.co.us/about-us/about-the-ibcc-brts/Pages/main.aspx/Templates/BasinHome.aspx>
- House Bill 05-1177 – (Also known as the Water for the 21st Century Act):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=105662&searchhandle=28318>
- House Bill 06-1400 – (Adopted the Interbasin Compact Committee Charter):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=21291&searchhandle=12911>
- Senate Bill 06-179 – (Created the Water Supply Reserve Account):
 - <http://cwcbweblink.state.co.us/DocView.aspx?id=21379&searchhandle=12911>
- Statewide Water Supply Initiative 2010:
 - <http://cwcb.state.co.us/water-management/water-supply-planning/Pages/SWSI2010.aspx>

Appendix 2

Insurance Requirements

NOTE: The following insurance requirements taken from the standard contract apply to WSRA projects that exceed \$25,000 in accordance with the policies of the State Controller's Office. Proof of insurance as stated below is necessary prior to the execution of a contract.

13. INSURANCE

Grantee and its Sub-grantees shall obtain and maintain insurance as specified in this section at all times during the term of this Grant: All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Grantee and the State.

A. Grantee

i. Public Entities

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Grantee shall show proof of such insurance satisfactory to the State, if requested by the State. Grantee shall require each Grant with Sub-grantees that are public entities, providing Goods or Services hereunder, to include the insurance requirements necessary to meet Sub-grantee's liabilities under the GIA.

ii. Non-Public Entities

If Grantee is not a "public entity" within the meaning of the GIA, Grantee shall obtain and maintain during the term of this Grant insurance coverage and policies meeting the same requirements set forth in §13(B) with respect to sub-Grantees that are not "public entities".

B. Sub-Grantees

Grantee shall require each Grant with Sub-grantees, other than those that are public entities, providing Goods or Services in connection with this Grant, to include insurance requirements substantially similar to the following:

i. Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Grantee and Sub-grantee employees acting within the course and scope of their employment.

ii. General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Grantees, products and completed operations, blanket Grantual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Sub-grantee shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Grantee a certificate or other document satisfactory to Grantee showing compliance with this provision.

iii. Automobile Liability

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

iv. Additional Insured

Grantee and the State shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction Grants require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent).

v. Primacy of Coverage

Coverage required of Grantee and Sub-grantees shall be primary over any insurance or self-insurance program carried by Grantee or the State.

vi. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the Grantee and the State by certified mail.

vii. Subrogation Waiver

All insurance policies in any way related to this Grant and secured and maintained by Grantee or its Sub-grantees as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

C. Certificates

Grantee and all Sub-grantees shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Grant. No later than 15 days prior to the expiration date of any such coverage, Grantee and each Sub-grantee shall deliver to the State or Grantee certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Grant or any sub-grant, Grantee and each Sub-grantee shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this §13.

Appendix 3

Water Supply Reserve Account Standard Contract Information

NOTE: The standard contract is required for WSRA projects that exceed \$100,000. (Projects under this amount will normally be funded through a purchase order process.) Applicants are encouraged to review the standard contract to understand the terms and conditions required by the State in the event a WSRA grant is awarded. Significant changes to the standard contract require approval of the State Controller's Office and often prolong the contracting process.

It should also be noted that grant funds to be used for the purchase of real property (e.g. water rights, land, conservation easements, etc.) will require additional review and approval. In such cases applicants should expect the grant contracting process to take approximately 3 to 6 months from the date of CWCB approval.

The standard contract is available here under the header "Additional Resources" on the right side:

<http://cwcb.state.co.us/LoansGrants/water-supply-reserve-account-grants/Pages/BasinWaterSupplyReserveAccountGrants.aspx>

Appendix 4

W-9 Form

NOTE: A completed W-9 form is required for all WSRA projects prior execution of a contract or purchase order. Please submit this form with the completed application. A tax ID will be applied for after the formation of the Sub-District, then a W-9 will be submitted when the tax ID has been assigned.