

**Water Supply Reserve Account – Grant and Loan Program**  
**Water Activity Summary Sheet**  
**July 16-17, 2014**  
**Agenda Item 20(b)**

**Applicant:** South Metro Water Supply Authority

**Water Activity Name:** South Platte and Metro Integrated Basin Implementation Plan: Phase II – Consumptive Needs

**Water Activity Purpose:** All inclusive

**River Basin:** South Platte

**Water Source:** South Platte River and tributaries

**Amount Requested:** \$170,297 South Platte Basin Account; \$170,297 Metro Account; and \$170,298 Statewide Account

**Matching Funds:** none

**Staff Recommendation:**

Staff recommends conditional approval (refer to **Issues/Additional Needs**) of up to \$170,297 from the South Platte Basin Account; \$170,297 from the Metro Account; and \$170,298 from the Statewide Account to help complete the project titled: South Platte and Metro Integrated Basin Implementation Plan: Phase II – Consumptive.

**Water Activity Summary:** WSRA funds will be expended to assist in the completion of a South Platte and Metro Integrated Basin Implementation Plan: Phase II that addresses consumptive needs, and conforms to the Basin Implementation Plan Guidance Document, with South Metro Water Supply Authority acting as the applicant and fiscal agent on behalf of the South Platte Basin and Metro Roundtables.

*Threshold and Evaluation Criteria*

The application meets all four Threshold Criteria.

**Discussion:**

No additional discussion is needed.

**Issues/Additional Needs:**

CWCB Staff, the Metro and South Basin Roundtables will work cooperatively to refine the Statement of Work, Budget and Schedule for Phase II.

**Staff Recommendation:**

Staff recommends conditional approval (refer to **Issues/Additional Needs**) of up to \$170,297 from the South Platte Basin Account; \$170,297 from the Metro Account; and \$170,298 from the Statewide Account to assist in the completion of the project titled: South Platte and Metro Integrated Basin Implementation Plan: Phase II – Consumptive.

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 will help promote the development of a common technical platform. In accordance with the revised WSRA Criteria and Guidelines, staff would like to highlight additional reporting and final deliverable requirements. The specific requirements are provided below.

**Reporting and Final Deliverable:** 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 scope of work including a description of any major issues that have occurred and any corrective action taken to address these issues. 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.

**Engineering:** All engineering work (as defined in the Engineers Practice Act (§12-25-102(10) C.R.S.)) performed under this grant shall be performed by or under the responsible charge of professional engineer licensed by the State of Colorado to practice Engineering.

June 23, 2014

Craig Godbout  
Colorado Water Conservation Board  
Water Supply Planning Section, WSRA Application  
1580 Logan Street, Suite 200  
Denver, CO 80203

Dear Craig,

Respectively the South Platte Basin and Metro Roundtables voted at its June 10 and 11, 2014 meetings, to approve the two grant applications associated with Phase 2 of development of the Basin Implementation Plan for the South Platte Basin.

Each of the roundtables unanimously approved \$250,000 each from the Basin Accounts, and endorsed the request for \$250,000 from the Statewide Account, for work on the consumptive and recreational/environmental aspects of the South Platte Basin Implementation Plan Phase II. In total, up to \$750,000 is requested for work as described in the Integrated Scope of Work – Phase II – BRT Consultant Component attached to the applications.

The Roundtables underwent an evaluation and approval process, and believe the applications fully meet the Threshold and Evaluation Criteria for the WSRA Grant Program for Basin Implementation Plans. Both the Metro and South Platte Roundtables support the identified scopes of work as required for further development of the South Platte Basin Implementation Plan, and public outreach related to the Plan. During the evaluation and approval process, there were no dissenting votes or opinions expressed, a quorum of the members voted on the applications, and the applications were unanimously supported by both the Metro and South Platte Roundtable membership.

This letter is intended to fulfill Threshold Criteria B (Part III 1.b. in the WSRA Application). The full WSRA Application will be provided separately by the sponsoring agencies. Please let us know if you need any additional information.

Sincerely yours,

Mark Koleber  
Chair, Metro Roundtable



Sean T. Cronin  
Chair, South Platte Basin Roundtable

# South Platte Basin Implementation Plan

## Exhibit A – Scope of Work

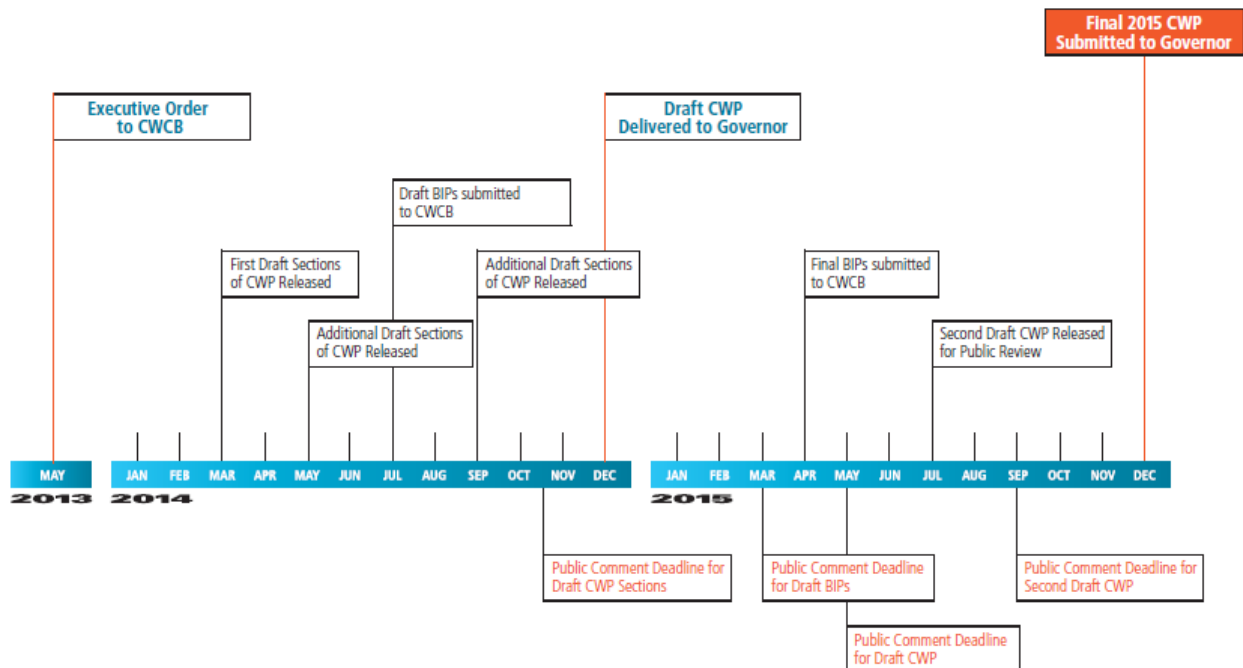
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#### Purpose

Following submission of the Draft South Platte Basin Implementation Plan (SP-BIP) by July 31, 2014, both the South Platte and Metro Roundtables have indicated the need for continued support regarding the SP-BIP process and its incorporation into the Colorado Water Plan (CWP). The Colorado Water Conservation Board (CWCB) has proposed the following timeline related to the development of the final CWP for the Governor.

## COLORADO'S WATER PLAN TIMELINE

CWP = Colorado's Water Plan CWCB = Colorado Water Conservation Board BIP = Basin Implementation Plan 2015 = All 2015 events are recommendations



As shown in the timeline, the Draft SP-BIP will have already been submitted to the CWCB for incorporation into the Draft CWP at the end of July. During the subsequent five month period, CWCB members and staff will be developing the Draft CWP to be delivered to the Governor on December 10, 2014. The purpose of this amended Scope of Work (Scope) is to define the continuing and additional tasks to be completed during Phase 2 of the SP-BIP and CWP process, which is defined herein as the period from **August 1, 2014 through April 1, 2015**.

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**Scope Development Process**

This Scope of Work (Scope) for the SP-BIP was developed based on direct input from members of both the South Platte Basin Roundtable Rio Chato Committee and the Metro Roundtable Executive Committee. These two committees have served as the overall steering committee for the development of the SP-BIP.

**Coordination with Related Programs**

The execution of this Scope will involve coordination with other programs and processes as follows:

1. Nonconsumptive (Environmental/Recreational) Needs and Uses. Concurrently with the execution of this Scope, the South Platte and Metro BRTs, through a second fiscal agent, Ducks Unlimited, have contracted with a consulting team to develop information on non-consumptive water needs and uses in the South Platte basin (the Nonconsumptive Use Team or NCT). New information from this process is to be integrated into the SP-BIP and will require continued coordination between the two consulting teams. The HDR Team will integrate the NCT inputs in the SP-BIP without additional QA/QC and will append the NCT documents to SP-BIP as independent work products.
2. Other Basin Implementation Plans (BIPs or Plans). Draft plans will have been submitted to the CWCB for the State's other river basins and this Scope includes coordination and meetings with other BRTs to the extent provided in Task 200.
3. Interaction with CWCB and other BIP Consulting Teams. The CWCB may identify the need for additional interaction or information exchange between the CWCB and/or BIP consulting teams. This Scope includes provisions only for specified levels and types of coordination as specified in Task 200.

**Work Tasks**

The Scope includes the following five primary Tasks:

Task 100 – Project Management and Administration  
Task 200 – Communication and Stakeholder Outreach  
Task 300 – Define Goals and Measurable Outcomes  
Task 400 – Projects and Methods for Future Water Supply Options  
Task 500 – Prepare Final Basin Implementation Plan

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**TASK 100 – PROJECT MANAGEMENT AND ADMINISTRATION**

This task consists of the overall management of the project and will include the monitoring and control of the project budget, scope of work and schedule, management of the project goals and objectives, management and coordination of resources including staff scheduling, invoicing, coordination and management of team members. It includes implementation of HDR's Quality Assurance (QA)/Quality Control (QC) program to ensure completion of internal QA/QC on primary deliverables before they are submitted. It also includes day-to-day interaction with BRT representatives and the Rio Chato and Executive Committee

***Methods and Assumptions:***

101. *Project Management Calls:* During the first six months of Phase 2 (August 2014 through January 2015), 1-hour in duration project status calls will be conducted bi-weekly with members of the South Platte Basin Roundtable Rio Chato Committee and the Metro Roundtable Executive Committee to update the status of the tasks, solicit both technical and strategic guidance on work products, and identify action items. HDR will prepare agendas, facilitate each call, and prepare brief summaries with action items. Beginning in February 2015, project status calls will be held weekly through the end of March in order to more close coordinate the completion of the Final BIP by April 1st.

***Deliverables:***

1. HDR will prepare brief meeting summaries for each management call and distribute electronically via email to the Rio Chato and Executive Committees.
2. HDR invoices and progress reports to fiscal agent, SMWSA.

**TASK 200 – COMMUNICATION AND STAKEHOLDER OUTREACH**

The purpose of this Task 200 is to support the BRTs with the stakeholder outreach component of the BIP, and to facilitate data gathering and public involvement resulting in a defensible document.

The South Platte Basin is comprised of a diverse group of stakeholders whose involvement and support of the Basin Implementation Plan (BIP) will be vital. Successful engagement of these stakeholders will depend on the implementation of the identified outreach strategy and tools.

***Methods and Assumptions.***

201. *Monthly Basin Roundtable Meetings.* Assume two roundtable meetings each month (one South Platte Roundtable, one Metro Roundtable). Attendance at each regularly scheduled Basin Roundtable meeting by up to two (2) team members. *HDR will prepare necessary materials for each meeting.*

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- 201.1 South Platte Basin Roundtable Groundwater Subcommittee Meetings: The South Platte Basin Roundtable Groundwater Subcommittee will begin addressing the recommendations presented in the HB1278 report in August 2014. One HDR staff member will attend these monthly meetings in order to monitor the subcommittee's proposed strategies for implementing HB1278 recommendations and identify potential areas for integration into the Final BIP.
202. Joint South Platte and Metro Roundtable Meeting. Assume one joint meeting of the SPBRT and MBRT membership to continue collaboration on the Final BIP. Assume attendance by up to four (4) HDR staff. *HDR will prepare agendas, facilitate the meeting, and prepare a brief meeting summary.*
203. Joint Rio Chato/Executive Committee Meetings: Facilitate up to three (3) additional, 4-hour joint meetings to be attended by three (3) HDR staff. *HDR will prepare agendas, meeting materials, and facilitate meetings.*
204. Additional Outreach Meetings and Processes:
- 204.1 Outreach Meetings - A total of five (5) stakeholder outreach meetings will be completed during Phase 2. The target audiences, dates, and locations will be determined by the BRTs. Assume a "Town-Hall" type format to each meeting. Assume each meeting will be three (3) hours in duration attended by up to four (4) HDR staff and several BRT members. Assume 8 hours of preparation time for each meeting. Assume that HDR will send e-mail invitations for the meetings, identify the meeting space and provide conference call services, where appropriate.
- 204.2 General Public - Assume two updates to the online meeting tool ([www.southplattebasin.com](http://www.southplattebasin.com)) to provide information on the BIP process, the purpose of the BIP, how it has been developed and its contents. Assume direct cost for online meeting tool in addition to 40 hours for HDR staff to develop content and 40 hours for coordination to update the site. HDR will provide the required video services; HDR will provide script and video editing. The updated online meeting will also serve as a tool to facilitate the compilation of comments from the general public. HDR will continue to document and analyze public comment submitted through the online meeting tool at a rate of four (4) hours per month.
- 204.3 Interbasin Meetings. Assume two (2) meetings of 2-4 hours in duration with representatives outside of the South Platte basin that would be facilitated by HDR. Assume that one of these meetings is held with representatives from the Arkansas River Basin, specifically water providers and leadership. Assume that HDR provides 2 staff to schedule, plan and facilitate these meetings. Assume 8 hours for HDR staff to develop material for these meetings. Assume that HDR will send e-mail invitations to the meetings, identify the meeting space and provide conference call services, where appropriate.
205. CWCB Board Meetings. HDR will develop necessary presentation materials for two (2) CWCB Board meetings (anticipated meetings include September 2014 and November 2014) and will participate in the relevant portions of each meeting with up to two (2) team members. *Brief meeting summaries and action items will be prepared for each meeting.*

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206. *IBCC Document and Review.* HDR will review key IBCC documents related to the CWP and the SP BIP and prepare brief summaries for the Rio Chato and Executive Committees focusing on consistency with SP-BIP content and goals. These summaries will allow these committees to make informed decisions as it relates to incorporation of IBCC guidance into the SP-BIP. Assume 8 staff hours per month for this task.
207. *Review of Other Draft BIPs:* HDR will review the Draft Basin Implementation Plans submitted by other Basin Roundtables and prepare brief summaries for the Rio Chato and Executive Committees focusing on areas of both consistency and conflict with SP-BIP content and goals. The reviews will assist these committees to identify opportunities for cross-basin collaboration and packages of solutions to address needs in multiple basins. Assume average of 12 staff hours for each Draft BIP (Arkansas, Rio Grande, Southwest, Gunnison, Colorado, Yampa, North Platte) for this task.
208. *Colorado Water Plan Integration:* As shown in the CWP Timeline on page 1, the CWCB staff will be integrating information from the Draft SP-BIP into the Draft CWP during the period of August through September. To date, CWCB staff has released drafts of various chapters/sections of the CWP. Drafts of several additional sections of the CWP are anticipated for release for public review in September. Based on the direction from the South Platte Roundtable Rio Chato Committee and Metro Roundtable Executive Committee, this task during Phase 2 will focus on providing technical reviews of the draft chapters/sections of the CWP in order to:
- (1) Determine the extent to which information from the Draft SP-BIP was incorporated into the Draft CWP
  - (2) Inform the BRTs regarding potential concepts or issues with the Draft CWP that may conflict with the SP-BIP including its goals and measurable outcomes and its projects and methods.
- HDR will perform a general review of each chapter/section of the Draft CWP made available for public review and comment focusing primarily on information relevant to the South Platte and Metro Roundtables as noted above. Assume 4 hours to review each document. HDR will provide a brief review summary for each to the Rio Chato Committee and Executive Committee for their review and feedback. As necessary, HDR will then assist the BRTs with development of formal responses to CWCB regarding each chapter/section.

***Deliverables.***

1. HDR will attempt to provide material that requires action by the BRTs at least one week in advance via e-mail. Assume one (1) round of edits per submittal.
2. HDR will attempt to provide agendas and informational materials that do not require action by the BRTs, at least 2 days in advance via e-mail. Limited hardcopies focused on summary material may be provided.



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**TASK 300: DEFINE GOALS AND MEASURABLE OUTCOMES**

This task is required to provide information requested by the State to help guide the development of the CWP. It includes two separate tasks to define the work completed during Phase 1 that was beyond the original scope of work along with the new work that will be completed during Phase 2.

***Methods and Assumptions.***

301. Phase 1 – Out-of-Scope Work: Significant additional effort was required during Phase 1 to collaboratively develop goals and measurable outcomes from existing information provided by CWCB and their consultant, and then develop into a comprehensive Preface/Introduction Section 1 of BIP. The original scope assumed the G&MOs would be provided to the BRTs for incorporation into the BIP. HDR developed a Draft Technical Memorandum for Section 1 of BIP to include comprehensive preface and introduction.
302. Phase 2 - Refinement of Goals and Measurable Outcomes: Coordination with BRTs and CWCB staff for development and further refinements to the South Platte BRT and the Metro BRT's Goals and Measurable Outcomes. This coordination will result in better framing of the South Platte's Goals and Measurable Outcomes in the Final BIP.

***Deliverables.*** For Task 302, revision of relevant portions of Section 1 of Draft SP-BIP in preparation for submission of Final SP-BIP in April 2015.

**TASK 400 – DEVELOPMENT OF ALTERNATIVES FOR MEETING FUTURE WATER SUPPLY GAP**

This task builds on the information developed in the Draft SP-BIP, primarily the portfolios described within Section 5, to develop potential alternatives for meeting future South Platte basin consumptive and non-consumptive water needs. Specific subtasks are included to focus on areas where additional technical analysis will help define the effectiveness of the potential alternatives at meeting the future gap enhance and improve both the quality and defensibility of the Final BIP. Task 400 will involve coordinating technical analyses and results with the NCT and incorporating the information they provide into the Final Draft SP-BIP in 2015.

***Methods and Assumptions.***

401. Identified Projects and Processes: Incorporate any new IPP information from Metro and South Platte providers into the M&I gap analysis and incorporate into Task 402 as appropriate.
402. Addressing the Water Supply Gap. HDR will organize and facilitate a six (6) hour workshop for members of the Rio Chato and Executive Committees along with members of the NCT and its subcommittee focused on the development of feasible conceptual alternatives for meeting the future water supply gap within the South Platte Basin. Potential concepts will focus on:
- Pumpback options for delivering unappropriated water within the South Platte Basin from areas of availability to areas of demand
  - Conjunctive use of groundwater resources

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- New supply strategies while preserving future options
- Identification of potential Front Range off-channel storage sites or other water supply infrastructure that could provide multi-purpose benefits
- Identification of Colorado River Basin areas to preserve for future generations
- Potential “State Water Projects”
- Consideration of alternatives to “State Water Projects” including possibility of a regional entity or entities to help implement solutions with major upfront capital costs and multi-purpose beneficiaries.

HDR will prepare a summary to document the potential alternatives developed during the workshop. This summary will serve as the basis for subsequent technical analysis within the following subtasks. As determined by the BRTs, up to three (3) additional workshops may be conducted with specific stakeholder groups to solicit specific feedback regarding the potential alternatives. The use of additional budget reserved for Phase 2 for these additional workshops will be subject to a separate scope of work approved by both BRTs.

402.1 Hydrologic Analysis: Facilitate an initial workshop with CWCB modeling staff (Ray Alvarado), MWH (subconsultant), NCT hydrologic analysis expert (Steve Malers), Northern Colorado Water Conservancy District staff, and other interested stakeholders to:

- Review the status of data and hydrologic modeling tools (SPDSS)
- Review changes in river administration that may impact hydrologic analysis
- Determine the extent to which additional analysis of the alternatives identified within Task 402 can be performed in Phase 2 and prior to the submission of the Final BIP to the CWCB in April 2015.
- Develop a work plan for completing additional hydrologic analysis during both Phase 2 and Phase 3 (April 2015 and beyond). Additional budget reserved for Phase 2 will be subject to a separate scope of work approved by both BRTs.

402.2 Technical Assessments and Costs: Prepare assessments of technical requirements, conceptual layouts and preliminary opinions of probable costs focusing on potential feasible alternatives identified within Task 402. Coordinate with NCT on integration of environmental and recreational components into these potential projects.

402.3 Groundwater Resources: Through participation in the South Platte BRT Groundwater Subcommittee’s meetings and through direct guidance from the BRTs, provide requested technical analyses to support implementation of HB1278 recommendations. A scope of work consistent with the allocated budget will be developed as the South Platte BRT Groundwater Subcommittee determines the required technical analyses.

403. Non-consumptive Uses and Needs

403.1 Coordinate with the NCT on their updated information and work products to be incorporated in early 2015 into the Final SP-BIP.

403.2 Incorporate NCT updated information into the updated gap analysis

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***Deliverables.***

1. Tasks 402 - Summary from facilitated alternatives development workshop.
2. Task 402.1 – Initial deliverables will be technical memorandum summarizing workshop results along with the detailed scope of work.
3. Task 402.2 – A technical memorandum will be prepared summarizing the results of the technical assessments and costs.
4. Task 402.3 – Deliverable(s) will be determined within developed scope of work.

**TASK 500: PREPARE FINAL BASIN IMPLEMENTATION PLAN**

The purpose of this task is to integrate all of the information from Tasks 200, 300, and 400 into a Final South Platte Basin Implementation Plan to be delivered to the CWCB by April 1, 2015. As outlined within the previous tasks, HDR will be incorporating new information into the BIP throughout Phase 2.

***Methods and Assumptions.***

501. *Pre-Final Draft BIP:* HDR will prepare a pre-final draft of the BIP to the Metro and South Platte Roundtables for review and comment approximately 6 weeks prior to the required delivery date to the CWCB. This pre-final draft will incorporate to the maximum extent practicable input received during all Task 200 activities along with direct input received from the Rio Chato and Executive Committees.
502. *Final Draft BIP:* HDR will prepare a Final Draft Basin Implementation Plan for submittal to the CWCB. The Final Draft BIP will incorporate to the maximum extent practicable comments received on the Pre-Final Draft BIP.

**SOUTH PLATTE-METRO BASIN IMPLEMENTATION PLAN  
HDR PHASE 2 COST SUMMARY**

	HDR LABOR AND DIRECT COSTS/EXPENSES*	Additional Technical Analyses
<b>Task 100 - Project Management &amp; Admin</b>		
101. Project Management Calls	\$35,800	
<b>Subtotal</b>	<b>\$23,800</b>	
<b>Task 200 - Communication and Stakeholder Outreach</b>		
201. Basin Roundtable Meetings	\$35,000	
201.1 South Platte BRT Groundwater Subcommittee Meetings	\$2,600	
202. Joint South Platte & Metro Roundtable Meeting	\$5,100	
203. Joint Rio Chato/Executive Committee Meetings	\$13,100	
204. Additional Outreach Meetings and Processes		
204.1 Outreach Meetings	\$17,500	
204.2 General Public (Online Meeting Tool)	\$19,100	
204.3 Interbasin Meetings	\$7,200	
205. CWCB Board Meetings	\$13,000	
206. IBCC Document Review	\$14,000	
207. Review of Draft BIPs	\$12,900	
208. CWP Integration	\$22,700	
<b>Subtotal</b>	<b>\$162,200</b>	
<b>Task 300 - Define Goals and Measurable Outcomes</b>		
<b>301. Phase 1</b>	<b>\$15,000</b>	
302. Phase 2	\$6,500	
<b>Subtotal</b>	<b>\$21,500</b>	
<b>Task 400 - Projects and Methods for Future Water Supply Options</b>		
401. IPPs	\$7,600	
402. Addressing the Water Supply Gap	\$30,800	
402.1 Hydrologic Analysis	\$5,200	\$75,000
402.2 Technical Assessments and Costs	\$27,300	\$25,000
403. Groundwater Resources	\$6,500	\$25,000
404. Non-Consumptive Uses and Needs	\$8,800	
<b>Task 400 Subtotal (EXCLUDING additional technical analyses)</b>	<b>\$86,200</b>	<b>\$125,000</b>
<b>Task 400 Subtotal (INCLUDING additional technical analyses)</b>	<b>\$211,200</b>	
<b>Task 500 - Prepare Final Basin Implementation Plan</b>		
501. Prepare Pre-Final Draft	\$8,900	
502. Prepare Final Draft	\$32,600	
<b>Subtotal</b>	<b>\$41,500</b>	
<b>PHASE 2 SUBTOTALS:</b>	<b>\$496,000</b>	
<b>SMWSA Fiscal Agent Fee:</b>	<b>\$2,000</b>	
<b>OVERALL PHASE 2 COSTS:</b>	<b>\$498,000</b>	

\*Direct costs and expenses includes:  
technology charge, mileage, travel,  
copies, and Online meeting tool  
development