

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

**Applicant:** Pike's Peak Regional Water Authority

**Water Activity Name:** Arkansas Basin Implementation Plan

**Water Activity Purpose:** All inclusive

**River Basin:** Arkansas

**Water Source:** Arkansas River and tributaries

**Amount Requested:** \$19,000 Arkansas Basin Account

<b>Staff Recommendation:</b>
Staff recommends conditional approval contingent upon Arkansas Basin Roundtable approval (anticipated on July 9, 2014) of up to \$19,000 from the Arkansas Basin Account to help complete the project titled: Arkansas Basin Implementation Plan, contingent on roundtable approval.

**Water Activity Summary:** WSRA funds will be expended to complete the Arkansas Basin Implementation Plan, specifically the drafting and revisions to the plan in response to roundtable comment and input from the public. This grant will also cover presentation to third parties, and final distribution of the Plan after roundtable approval.

*Threshold and Evaluation Criteria:*

The application meets all four Threshold Criteria.

**Discussion:**

No additional discussion is needed.

**Issues/Additional Needs:**

This WSRA Arkansas Basin Account grant request requires Arkansas Basin Roundtable approval, which is anticipated to occur on July 9, 2014 (nine days from the drafting of this document, and eight days prior to the CWCB meeting on July 17, 2014; therefore the Basin Roundtable Chair Approval Letter will be distributed via hardcopy prior to July 17, 2014 in Rangely if the request is approved by the Arkansas Basin Roundtable).

**Staff Recommendation:**

Staff recommends conditional approval (contingent upon **Issues/Additional Needs**) of up to \$19,000 from the Arkansas Basin Account to help complete the project titled: Arkansas Basin Implementation Plan.

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.

**Exhibit A**  
**Statement of Work**

**WATER ACTIVITY NAME – Basin Implementation Plan – Arkansas Basin**

**GRANT RECIPIENT – Pikes Peak Regional Water Authority**

**FUNDING SOURCE – \$19,000 of Arkansas basin funds**

**INTRODUCTION AND BACKGROUND**

This grant provides project management and development of the Arkansas Basin Implementation Plan as a component of Colorado's Water Plan.

**OBJECTIVES**

1. Project management of the Basin Implementation Plan process for generation of the Plan.
2. Review and revision of the Plan through interaction with the Arkansas Basin Roundtable.
3. Interaction with Ad Hoc groups and public agencies as called for in the Governor's Executive Order D 2013-005.

**TASKS (See table attached for greater detail)**

***Task 1 – Project Management***

This Task includes the overall project management of the program. Subtasks include meeting preparation, an initial kick-off meeting, monthly progress reports to the Executive Committee (up to 10) and leadership of the consulting team.

***Task 2 – Draft Basin Plan Elements***

WestWater will be responsible for drafting certain elements of the plan and managing third party contractors to complete other elements. In addition, CDM Smith will also be responsible for completing some elements of the plan. The Table attached at Exhibit A provides detail on the elements of the plan that will be complete by WestWater, third party contractors, and/or CDM Smith. The Table also identifies those portions of the Plan which are not yet fully funded but will be funded through follow-on WSRA grant(s).

***Task 3 – Presentation and Revisions***

This task brings the draft Basin Implementation Plan to the Arkansas Basin Roundtable for presentation, feedback, discussion and suggested revisions. The assumption is that elements of the Plan will be presented to the Executive Committee as they are drafted, modified as appropriate, presented to the Arkansas Basin Roundtable at its regularly scheduled meetings and integrated into a cohesive document. The final draft will be electronically distributed to roundtable members.

***Task 4 – Presentation of the Plan to Third Parties***

The roundtables are charge to “actively seek the input and advice of affected local governments, water providers and other interested stakeholders and persons...” and to “serve as a forum for education and debate regarding methods for meeting water supply needs.” To that end, the Governor’s Executive Order directs CWCB to “assemble ad-hoc panels of Coloradans and inter-agency working groups to develop recommendation regarding specific topics as it deems necessary.” Task 4 provides for these interactions, presentations and, if appropriate, modifications to the Basin Implementation Plan prior to final submission to CWCB.

## 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.

Task 1: Project Management	\$6,000
Task 2: Draft Basin Plan Elements	\$9,200
Task 3: Presentation & Revision	\$(400)
Task 4: Presentation to Third Parties, Final Distribution	\$3,200
<b><i>Subtotal of Labor</i></b>	<b>\$18,000</b>
Project Expenses	<u>\$1,000</u>
<b>Total Project Cost</b>	<b>\$19,000</b>

## 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.

Task	Start Date	Finish Date
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Task 1: Project Management	Upon NTP	NTP + 270 days
Task 2: Draft Basin Plan Elements	Upon NTP	NTP + 180 days
Task 3: Presentation & Revision	Upon NTP	NTP + 270 days
Task 4: Presentation to Third Parties, Final Distribution	Upon NTP	12/10/14

NTP = Notice to Proceed

Project Schedule	3rd Qtr '13	4th Qtr '13	1st Qtr '14	2nd Qtr '14	3rd Qtr '14
Task 1: Project Management					
Task 2: Draft Basin Plan Elements					
Task 3: Presentation & Revision					
Task 4: Presentation to Third Parties, Final Distribution					

## 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.