



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

1313 Sherman Street, Room 721  
Denver, CO 80203

September 24, 2014

Pikes Peak Regional Water Authority  
Attn: Elise Bergsten, Manager  
231 Security Blvd.  
Colorado Springs, CO 80911

**RE: Notice to Proceed – WSRA Grant – Amendment #2 Arkansas Basin  
Implementation Project Supplemental Funding**

Dear Elise:

This letter is to inform you that the amendment contract for the WSRA grant to assist in the Arkansas River Basin Implementation Project – Supplemental Funding in the Arkansas River Basin was approved on September 22, 2014.

With the executed contract, you are now able to proceed with the project and continue invoicing the State of Colorado for costs incurred through December 31, 2014. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 45 days. I wish you much success in your project.

Sincerely,

/s/

***Brent Newman***  
***Program Manager***  
***Colorado Water Conservation Board***  
***Water Supply Planning Section***  
*1313 Sherman St, Rm. 721*  
*Denver CO 80203*  
*(303) 866-3441, ext 3222 (office)*  
[\*brent.newman@state.co.us\*](mailto:brent.newman@state.co.us)

Attachments



## CONTRACT AMENDMENT

<b>Amendment #2 C150545</b>	<b>Original Contract CMS # 64669</b>	<b>CORE#2015-537 Amendment CMS # 72105</b>
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### 1) PARTIES

This Amendment to the above-referenced Original Contract (hereinafter called the Contract) is entered into by and between Pikes Peak Regional Water Authority (hereinafter called "Contractor"), and the STATE OF COLORADO (hereinafter called the "State") acting by and through the Department of Natural Resources, Colorado Water Conservation Board, (hereinafter called the "CWCB").

### 2) EFFECTIVE DATE AND ENFORCEABILITY

This Amendment shall not be effective or enforceable until it is approved and signed by the Colorado State Controller or designee (hereinafter called the "Effective Date"), but shall be effective and enforceable thereafter in accordance with its provisions. The State shall not be liable to pay or reimburse Contractor for any performance hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date.

### 3) FACTUAL RECITALS

The Parties entered into the Contract to draft an Arkansas Basin Implementation Plan that conforms to the Basin Implementation Plan Guidance Document to include Sections 1-6 on behalf of the Arkansas River Basin Roundtable. The plan will provide project management of the Basin Implementation Plan process for generation of the Plan, review and revision of the Plan through interaction with the Arkansas Basin Roundtable and interaction with Ad Hoc groups and public agencies as called for in the Governor's Executive Order D 2013-005.

### 4) CONSIDERATION

Consideration for this Amendment consists of the payments to be made hereunder and the obligations, promises, and agreements herein set forth.

### 5) LIMITS OF EFFECT

This Amendment is incorporated by reference into the Contract, and the Contract and all prior amendments thereto, if any, remain in full force and effect except as specifically modified herein.

### 6) MODIFICATIONS. The Contract and all prior amendments thereto, if any, are modified as follows:

7. The State shall, in accordance with the provisions of this **§7**, pay Grantee in the following amounts and using the methods set forth below:

**7. a. Maximum Amount:** The maximum amount payable under this Grant to Grantee by the State is \$235,180 as determined by the State from available funds. Grantee agrees to provide any additional funds required for the successful completion of the Work. Payments to Grantee are limited to the unpaid obligated balance of the Grant as set forth in Exhibit A. The maximum amount payable by the State to Grantee during each State fiscal year of this Grant shall be:

<b>\$235,180 in FY2014</b>
<b>\$235,180 in FY2015, minus any funds expended in FY2014</b>

### 7) EFFECTIVE DATE OF AMENDMENT

The effective date hereof is upon approval of the State Controller or their delegate.

### 8) ORDER OF PRECEDENCE

Except for the Special Provisions, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Contract, the provisions of this Amendment shall in all respects supersede, govern, and control. The most recent version of the Special Provisions incorporated into the Contract or any amendment shall always control other provisions in the Contract or any amendments.

### 9) AVAILABLE FUNDS

Financial obligations of the state payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, or otherwise made available.

**THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT**

\* Persons signing for Contractor hereby swear and affirm that they are authorized to act on Contractor's behalf and acknowledge that the State is relying on their representations to that effect.

**CONTRACTOR**  
Pikes Peak Regional Water Authority

By: Sean P. Chambers  
Title: President

Sean P. Chambers  
\*Signature

Date: Aug. 25, 2014

**STATE OF COLORADO**  
John W. Hickenlooper, GOVERNOR  
Mike King, Department of Natural Resources

By: Rebecca Mitchell  
By: Rebecca Mitchell, Section Chief,  
Water Supply Planning Section, CWCB  
Signatory avers to the State Controller or delegate that  
Grantee has not begun performance or that a Statutory  
Violation waiver has been requested under Fiscal Rules

Date: 8.29.14

**ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER**

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

**STATE CONTROLLER**  
Robert Jaros, CPA, MBA, JD

By: Susan Borup

Name and Title: Susan Borup, DNR Controller

Date: 9/22/14

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

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

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

**FUNDING SOURCE – \$51,709 Statewide and \$183,471 of Arkansas Basin funds for a total of \$235,180 in WSRA funds. Cash match of \$5,750 and In-kind match of \$37,500.**

**INTRODUCTION AND BACKGROUND**

This grant provides project management and development of the Arkansas Basin Implementation Plan as a component of Colorado's Water Plan. It includes assistance for the following components of the Basin Implementation Plan:

	Executive Summary
Section 1	Basin Goals and Measurable Outcomes
Section 2.1	Nonconsumptive Needs
Section 4.1	Education, Participation & Outreach
Section 4.2	Watershed Health
Section 4.3	Conservation
Section 4.4	New Multi-Purpose, Cooperative, and Regional Projects
Section 4.5	M&I Projects and Methods
Section 4.6	Agricultural Projects & Methods
Section 4.7	Non-consumptive Projects and Methods
Section 4.8	Interbasin Projects and Methods
Section 5	Implementation Strategies for the Projects and Methods
Section 6	How the plan meets the Roundtables' Goals and Measurable Outcomes

Six applications have now been combined to create this body of work, and the Tasks address the BIP Outline as follows:

Task #	Task Description	BIP Outline-by section
1	Project Management	All sections
2	Draft Basin Plan Elements	1, 2, 4, 5, 6
3	Presentation & Revision	All sections
4	Final Presentation	All sections
5	Gather Input	Section 4.3
6	Identify Actions	Section 4.3
7	Prioritize Actions	Section 4.3
8	Revise, RT Input	Section 4.3
9	Define Working Group Purpose & Need	Section 4.2
10	Exploration of Current Data	Section 4.2
11	Identification of Key Players & Methods	Section 4.2
12	Prioritization of Planning Efforts	Section 4.2
13	Refinement of Priorities	Section 4.2
14	Review of Draft Action Plan	Section 4.2
15	Operationalizing of How-to-Manuals	Section 4.2
16	Mapping Support	Section 4.7
17	Stakeholder Coordination	Section 4.7
18	Watershed Health Support	Section 4.7
19	Nonconsumptive Use Support	Section 4.7
20	Progress and Coordination Meetings	Section 4.7
21	Mgmt & Coordination by Vendor	Section 4.7
22	Ark River Forum plus 2 'clicker' events	Section 4.1
23	Web recording of Ark River Forum	Section 4.1
24	Website support & summary of input	Section 4.1
25	Collect/collate input forms	Section 4.1
26	Direct Costs: Mileage, Materials, Venues	All sections

## 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.
4. Conservation: Describe actionable steps for what can be done in the realm of water efficiency, what will be done, and what will be done with assistance from external sources. Public process will be utilized.
5. Watershed Health Basin Plan Working Group: 1) invite state, federal, and non-governmental organizations to actively participate in the process of formulating watershed health plans; 2) capture the experience of stakeholders and consumptive water users from the past decade of fire suppression and post-fire mitigation and recovery in Colorado; and 3) develop a common technical platform that integrates with prior basin non-consumptive needs assessments and provides full integration of the non-consumptive needs of each basin in its watershed health plan.
6. Nonconsumptive needs, and Projects and Methods to meet those needs: mapping support, coordination with stakeholders.
7. Education, Participation and Outreach: 1) education about and solicitation of input; 2) direct feedback as to projects and methods; 3) communication to the public regarding the BIP.

## TASKS

### ***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 Arkansas Basin RT Executive Committee (up to 10) and leadership of the consulting team. **As a result of changes to the scope requested by the Executive Committee, BIP Sections 2.1, 4.1 and 4.7 changed considerably from the original scope. The Roundtable agreed to shift much effort towards public outreach and increased incorporation of public input into the Plan, especially for non-consumptive needs. Additional vendor meetings have been required, as well as additional time to manage the process. \$6,000 has been added to Task 1 as a result.**

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

Draft certain elements of the plan and manage third party contractors to complete other elements. In addition, CDM Smith will 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 processing of increased public input and the incorporation of that information into the plan resulted in an addition of \$9,200 to Task 2.**

### ***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. **Vendor was able to limit revisions to the draft document, resulting in a savings of \$400 for Task 3.**

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

The roundtables are charged 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. **The original scope did not include the presentation to CWCB in Rangely, CO. The additional time this required added \$3,200 to this task.**

### **Reporting and Final Deliverables – Basin Implementation Plan**

**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.

***Task 5 – Gather Stakeholder Input on Existing and Potential Efficiency Projects and Methods***

**Description:** Existing efforts and documentation for efficiency initiatives in the basin will be combined with similar initiatives in other parts of the state that are meeting with success, as well as recent statewide data collection efforts. All actionable ideas will be included in this data collection effort.

**Method/Procedure:** Interact with topic experts in the basin and in the state to glean existing initiatives, and meet with stakeholder committees in the basin to add new ideas from a wide range of sources and opinions. At this point, all ideas are welcome.

**Deliverable:** Meetings with stakeholder committees and topic experts, including a session at the Arkansas River Basin Water Forum, April 22-24, Otero Junior College, La Junta, CO.

***Task 6 – Identify Action Items-Conservation Projects and Methods***

**Description:** Working from the list of all ideas, identify those ideas which are in fact actionable and can be implemented with existing resources, or with the addition of incremental financial and non-financial resources.

**Method/Procedure:** Assemble stakeholder committee meetings to separate actionable ideas from lovely thoughts and fanciful notions. What is economic? What is working? What can actually happen? Discuss how much incremental passive or active efficiency is targeted? What rebates make sense?

**Deliverable:** meetings with stakeholders and list of potential actionable items.

***Task 7 – Prioritize Actions - Efficiency Projects and Methods***

**Description:** Once a list of actionable items is created, tasks will need to be prioritized given the resources and other available factors which facilitate or preclude actual adoption of such measures. For example, step-by-step instructions for how all covered entities in the basin will create and implement updated state approved efficiency plans as per HB – 1051. Non-covered entities shall also formulate such plans, or regional plans shall be developed so that everyone is covered by a water efficiency plan. Attention will be paid to consistency of efficiency efforts by user type, i.e., groundwater users vs municipal users vs ag users vs others. Suggested methods of outreach on these efficiency measures will be linked to broader education and outreach efforts on water topics in the basin. Measurable goals and outcomes will be identified.

**Method/Procedure:** Assemble stakeholder committees to prioritize actions steps, and communicate this output throughout the stakeholder community.

**Deliverable:** List of prioritized action items, including a description of implementation steps, a description of how to measure goals and outcomes, and steps to communicate throughout the stakeholder community how these actionable efficiency items shall be realized.

***Task 8 – Revise per Roundtable Input***

**Description:** Present actionable items to Roundtable for feedback and revision. Incorporate feedback into final plan for inclusion in Basin Implementation Plan.

**Method/Procedure:** Present a draft plan to the Roundtable at their June meeting. Incorporate feedback into final version for presentation at their July meeting for inclusion in Basin Implementation Plan.

**Deliverable:** Meetings, as well as draft document, and final plan document.

***Task 9 – Definition of Watershed Health Working Group Purpose and Need***

**Description:** Define purpose, need, participants, and direction of Watershed Health Basin Plan Working Group.

**Method/Procedure:** With CWCB staff and basin roundtable chairs, discuss integration of Watershed Health subject with BIP, identify possible components of the discussion, and selection of working group participants.

**Deliverable:** WSRA grant request from PPRWA and Arkansas Basin Roundtable.

***Task 10 – Exploration of Current Forest and Watershed Health Data (1 meeting)***

**Description:** Synthesize existing and watershed health data to identify key components of watershed health planning.

**Participants:** Basin roundtable chairs, vendors of BIP's and members, high-level representatives from federal and state forestry agencies, Front Range Water Council representatives, NGO stakeholders (e.g., CUSP)

**Potential agenda items:**

- Brief group discussion to develop protocols to guide subsequent discussions
- Presentation of a mapping overlay according to Hydraulic Unit Codes (HUC) that illustrates:
  - Jurisdictions
  - Forest health and status
  - Nonconsumptive values
  - Consumptive infrastructure
- Facilitated discussion to define key components of watershed health and planning, including:
  - How to identify areas that have already burned and areas that are likely to burn in the future
  - Fire suppression planning
  - Post-fire recovery
  - Forest health
  - Watershed needs in non-forested areas



**Deliverable:** Group protocols; meeting report that synthesizes participant feedback about current watershed and forest health information and outlines key components of watershed health planning for Working Group to analyze and discuss.

***Task 11 – Identification of Key Players and Methods (1 meeting)***

**Description:** Explore a path forward that integrates with the efforts of other groups and agencies.

**Participants:** Working Group - Basin roundtable chairs, high-level representatives from federal and state forestry agencies, representatives from other federal and state agencies (e.g., BLM, CPW, NRCS), Front Range Water Council representatives, NGO stakeholders (e.g., CUSP), county commissioners, sheriffs.

**Potential agenda items:**

- Presentation on the status of Forest Service management plans
- Presentation on the status of other work and learning that relates to forest and watershed health (e.g., CUSP report, in-kind methods)
- Facilitated discussion on:
  - Additional perspectives to inform the Watershed Health Basin Plan Working Group
  - Lessons learned by previous efforts
  - Established and new methods for enhancing and coordinating watershed health planning
  - How to integrate the efforts of the Working Group with other agencies

**Deliverable:** Meeting report outlining Working Group path forward and supporting action steps to be pursued by other partners and entities

***Task 12 – Prioritization of Watershed Health Planning Efforts (1 meeting)***

**Description:** Define broad, macro-scale priorities to inform Working Group efforts.

**Potential agenda items:**

- Facilitated discussion on watershed health needs and priorities for:
  - Municipal entities
  - Nonconsumptive values
  - Agriculture
- Facilitated discussion on how the efforts of the Working Group will integrate with the Colorado Water Plan
  - Venn diagram method to create sub-working groups for areas where basin interests overlap
  - Modular planning model defined
- Data protocol that sets method for data collection and presentation (what language will we use to communicate, format for mapping (file types), unit of measure (HUC 8?))

**Deliverable:** Meeting report, including specific needs and priorities identified for municipal entities, nonconsumptive values, and agriculture; Working Group perspective on how its efforts will integrate into the Colorado Water Plan (Organize tech subcommittees to work between this meeting and the next to resolve data protocol and methods.)

***Task 13 – Refinement of Priorities (2 meetings)***

**Description:** Define gaps and overlaps in watershed health knowledge, jurisdictions of authority (who is in charge and when) and management efforts throughout the state.

**Potential agenda items:**

- Presentation by technical parties outlining:
  - Surveys
  - Gaps and overlaps in watershed jurisdiction, health management and knowledge
- Facilitated discussion to define:
  - Where additional information is needed
  - How to gather information about areas where data is not available
  - Whether a one-size-fits-all approach to watershed health management will be appropriate

**Deliverable:** Meeting report that synthesizes gaps and overlaps in current watershed health management and knowledge and summarizes participant feedback about how to address these gaps and overlaps. This report will inform a draft Watershed Health Basin Action Plan which will provide guidance on watershed and forest restoration, fire suppression planning, post-fire rehabilitation efforts, other watershed needs and a preliminary prioritization list of specific infrastructure and nonconsumptive values to be protected.

***Task 14 – Review of Draft of Watershed Health Basin Action Plan (1 meeting)***

**Description:** Gather participant feedback on draft Watershed Health Basin Action Plan.

**Potential agenda items:**

- Presentation of the draft manuals, which will include:
  - Forest and watershed restoration strategies
  - Fire suppression action plan (including chain-of-command and communication protocols)
  - Integrated post-fire rehabilitation strategies
  - Other watershed priority areas
  - Updated mapping overlay by HUC
- Definition and organization of path forward to complete technical “how-to” library and begin integrated planning.

**Deliverable:** Meeting report, program for completing common technical platform and commitment to integrated planning efforts. Priority and timing for integrated planning, funding options and steps for completion of final how-to manuals.

***Task 15 – Operationalizing of the How-To Manuals (1 meeting)***

**Objective:** Define how and by whom the manuals will be implemented.

**Participants:** Watershed Health Basin Plan Working Group, with potential participation from elected officials, IBCC members, and other basin roundtable members.

**Potential agenda items:**

- Presentation of Watershed Health Basin manuals
- Facilitated discussion to identify:
  - Key players in facilitating the Watershed Health Basin manuals
  - How often the manuals should be updated
  - Protocols and guidelines for updating the manuals

**Deliverable:** Meeting report that identifies who, when, and how the Watershed Health Basin how-to manuals will be implemented and by whom, when and how it will be updated.

***Task 16 – Nonconsumptive Use and Watershed Health Mapping Support***

**Description:** Create a GIS database and associated mapping layers in support of the watershed health and nonconsumptive use components of the BIP.

**Method/Procedure:** This task will build upon the Hydrologic Unit Code (HUC) mapping previously developed by the Roundtable, and will include coordination, GIS strategy development, and identification of GIS data gaps. Readily available GIS data gap layers will be provided.

**Deliverable:** GIS data layers and PDF maps.

***Task 17 – Nonconsumptive Use Stakeholder Coordination***

**Description:** In order to obtain basin-wide support of the BIP, a stakeholder group will be developed with members beyond those that are already Roundtable members. Representatives from various interested parties will be invited to participate, including those representing water providers, recreation, environmental stewardship, agriculture, and related groups.

**Method/Procedure:** This task will include the following: 1) Identify interested stakeholders. 2) Contact agencies to determine interest and primary point of contact. 3) Develop a list of stakeholders, including identification of their anticipated interests in the watershed health and nonconsumptive components of the BIP.

**Deliverable:** List of stakeholders and contact information.

***Task 18 – Watershed Health Support***

**Description:** This task involves supporting the integration of Watershed Health goals with the nonconsumptive use strategies of the BIP.

**Method/Procedure:** Coordinate with the watershed health stakeholders and associated core team

regarding their ongoing watershed health activities, current focus areas, and plans for the future. Additional watershed health-focused agencies will be identified and added to the stakeholder list in Task 2. Support the preparation of written text for the watershed health sections of the BIP.

**Deliverable:** Text creation, review, and/or edits, as needed.

***Task 19 – Nonconsumptive Use Support***

**Description:** This task will explore the nonconsumptive uses and needs in the basin.

**Methods/Procedures:**

- Provide an overview of the nonconsumptive uses and needs in the basin.
- Create the framework for a nonconsumptive uses and needs Toolkit, which will illustrate the concepts for opportunities, mechanisms, programs, solutions, and questions that need to be answered that can be used to support nonconsumptive uses and needs. These concepts could include flow management, legislation, water rights transfers, and related concepts.
- Coordinate with workgroup members to develop and refine the elements of the Toolkit.
- Based on stakeholder input, update the Nonconsumptive Needs Committee's priority list of nonconsumptive needs and / or projects for further investigation in the future.

**Assumption:** It is assumed that this task will provide high-level information and concepts. More detailed information will be developed as a future and separate task.

**Deliverable:**

Text for BIP Section 2.1 – Nonconsumptive Needs.

Text for BIP Section 4.7 – Nonconsumptive Projects and Methods.

Nonconsumptive Use Toolkit, anticipated being in Excel format.

***Task 20 – Progress and Coordination Meetings***

**Description:** Vendor will prepare for and attend 1) Four roundtable meetings, held in Pueblo, CO. 2) Six monthly meetings with the watershed health and/or nonconsumptive use stakeholder workgroups, held in various basin locations. 3) Four core group meetings, held in Colorado Springs or Denver, CO. 4) Internal coordination meetings.

**Deliverable:** Meeting handouts, as needed and coordinated with Arkansas Basin Roundtable.

***Task 21 – Nonconsumptive Use Project Management***

**Description:** General project management by vendor; including contracting, invoicing, quality control, and management of the scope, budget, health and safety, schedule, and preparation of invoices.

**Deliverable:** Invoices.

***Task 22 – Obtain Public Feedback and Input***

**Description:** Arkansas River Basin Water Forum, plus 2 "Clicker" events

**Method/Procedure:** Attend the Arkansas River Forum on April 23-25<sup>th</sup>, survey attendees with Clicker

feedback. Organize and attend two (2) other public events to obtain feedback from the public on the Basin Plan.

**Deliverable:** Survey report with data analysis of feedback.

***Task 23 – Web Recording of Ark River Forum***

**Description:** Record Ark River Forum presentations.

**Method/Procedure:** Provide a live webfeed of the event and a record suitable for maintenance on a website for later viewing.

**Deliverable:** Web recording and web broadcast

***Task 24 – Website Support and Summary of Input Received***

**Description of Task:** Develop website for Arkansas River Forum and maintain during Basin Plan process.

**Method/Procedure:** Website construction and maintenance

**Deliverable:** Website with capacity for input and feedback

***Task 25 – Collect/Collate Input Forms***

**Description of Task:** Collect Input Forms, either hard copy or electronically, collate using logical format, deliver to Arkansas Basin Roundtable

**Method/Procedure:** Attend events, provide electronic delivery, and organize hard copies into files

**Deliverable:** Organized, collated input forms

***Task 26 – Direct Costs***

**Description of Task:** Provide locations for public events and appropriate refreshments. Provide hard copies or prints of materials for distribution, and blank Arkansas Basin Implementation Plan Input Forms for completion. Provide for reimbursement of mileage to vendors attending meetings. **Changes to scope added \$1,000 in direct costs related to attendance at additional meetings.**

**Method/Procedure:** Provide or otherwise obtain location and suitable materials. Copier or printer. Travel expenses.

**Deliverable:** Venues, documents.

**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.

**TIMELINE - ARKANSAS BASIN ROUNDTABLE BASIN IMPLEMENTATION PLAN - Combined Grants  
PIKES PEAK REGIONAL WATER AUTHORITY**

[illegible]