



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 721  
Denver, CO 80203

October 16, 2015

Colorado Water Trust  
Attn: Amy Beatie, Executive Director  
1420 Ogden Street, Suite A2  
Denver, CO 80218

**RE: Notice to Proceed – WSRA Grant – White River Highland Ditch Diversion  
Project in the Yampa River Basin**

Dear Amy:

This letter is to inform you that the purchase order request for the WSRA grant to assist in the White River Highland Ditch Diversion project in the Yampa River Basin was approved on October 16, 2015.

With the executed purchase order, you are now able to proceed with the project and begin invoicing the State of Colorado for costs incurred through July 31, 2017. 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/

***Craig Godbout***  
***Program Manager***  
***Colorado Water Conservation Board***  
***Water Supply Planning Section***  
*1313 Sherman St, Rm. 721*  
*Denver CO 80203*  
*(303) 866-3441, ext 3210 (office)*  
*(303) 547-8061 (cell)*  
[\*craig.godbout@state.co.us\*](mailto:craig.godbout@state.co.us)

cc: Caroline Bradford, Fundraising Coordinator  
Attachments





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 20150000000000000164		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 10/16/14						
Description: PDAA WSRA-White River Highland Ditch Diversion Yampa Basin		<b>BILL TO</b> COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIP TO</b>				
Buyer:		COLORADO WATER BOARD CONSERVATION				
Email:		1313 SHERMAN STREET, ROOM 718				
<b>VENDOR</b>		DENVER, CO 80203				
COLORADO WATER TRUST		<b>SHIPPING INSTRUCTIONS</b>				
1420 OGDEN ST		Delivery/Install Date:				
STE A2		F.O.B: FOB Dest, Freight Allowed				
DENVER, CO 80218-1910		<b>VENDOR INSTRUCTIONS:</b>				
Contact: .						
Phone: 7205702897						
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$30,000.00	<input type="checkbox"/>
Description: PDAA WSRA-White River Highland Ditch Diversion Yampa Basin						
Start Date: 10/17/14		End Date: 07/31/17				
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>						

**DOCUMENT TOTAL = \$30,000.00**

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

**WATER ACTIVITY NAME - WHITE RIVER-HIGHLAND DITCH DIVERSION & HEADGATE REDESIGN**

**GRANT RECIPIENT – COLORADO WATER TRUST**

**FUNDING SOURCE - YAMPA/WHITE/GREEN BASIN ACCOUNT**

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**INTRODUCTION AND BACKGROUND**

The purpose of White River-Highland Ditch Diversion & Headgate Redesign project is to develop final engineering designs for replacement of the diversion structure and headgate using a modern agricultural diversion system. This design will ensure full and efficient water delivery to the shareholders while significantly minimizing fish entrainment into the ditch and eliminating aquatic habitat degradation and barriers to fish migration associated with the annual building of the push up dam across the river.

**OBJECTIVES**

Develop the design and engineering for a diversion structure and headgate.

1. Protect thousands of fish from becoming entrained in the Highland Ditch.
2. Protect aquatic habitat and restore connectivity within the White River from impacts of building a push up dam each spring and removing the push up dam each fall.
3. Ensure full and efficient water delivery to the Highland Ditch shareholders without negatively impacting water operations.

**PRIOR TASKS**

Matching funds will be used to complete project tasks undertaken in the 9 months prior to NTP with state. These may include but are not limited to:

- MEETINGS WITH STAKEHOLDERS on site and phone meetings and general coordination.
- DATA COLLECTION, including hydraulic survey, base mapping, hydrology, substrate and soil characterization, construction materials characterization.
- HYDRAULIC ANALYSIS, including HEC-RAS (existing and proposed), entrainment analysis, scour potential evaluation, sediment transport evaluation, debris evaluation.

**TASK 1 – DEVELOP PRELIMINARY DESIGN/COST ESTIMATES**

Description of Task

Develop preliminary design, including materials sizing, plan and profile exhibits, cross sections (existing and proposed) cut/fill quantities, diversion and headgate, fish screen and supporting elements.

Method/Procedure

Standard river engineering and design protocol incorporating best management practices.

Deliverables

Preliminary design report, including drawings, exhibits and cost estimates for all supporting elements necessary to bring the project to fruition.

## **TASK 2- PERMITTING**

### Description of Task

Coordinate with ACOE and DWR to ensure smooth communication and understanding of all aspects of the project.

### Method/Procedure

Phone calls/meetings as necessary.

### Deliverable

Written letters of support for the project from ACOE and DWR.

## **TASK 3 - FINAL DESIGN BUILD DOCUMENTS**

### Description of Task

Prepare final design build documents including construction design build plans for bid and contractor design build bid documents.

### Method/Procedure

Standard design and professional engineering methods based on professional experience.

### Deliverable

Final design build documents will be provided electronically and hard copy.

## **TASK 4 - OTHER TASKS AS MAY BE IDENTIFIED DURING THE DESIGN PROCESS**

### Description of Task

Other tasks that may be identified as necessary during the preliminary design process.

### Method/Procedure

Best professional practices.

### Deliverable

A written explanation regarding how the task was identified, what made it necessary and the outcome.

## **REPORTING AND FINAL DELIVERABLE**

### Reporting

The applicant shall provide the CWCB with 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 with 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.

**DRAFT BUDGET (MAY BE REFINED PRIOR TO CONTRACTING WITH STATE)**

Task	Work Activity	Unit	Quantity	Cost Unit	MATCH	CWCB Share	TOTAL Cost
*	PRIOR TASKS (Data Collection; Hydraulic Analysis)	Hours		\$75-110	\$24,940		\$24,940
*	Stakeholder Meetings	Hours	90	\$90-110	\$8,760		\$8,760
1	Preliminary Design & Cost Estimates	Hours	208	\$90-110	\$6,270	\$15,740	\$22,010
2	Permitting	Hours	46	\$90-110		\$5,020	\$5,020
3	Final Design Build Documents	Hours	90	\$90-110		\$9,240	\$9,240
4	Other Tasks as identified in design	Hours	tbd	\$90-110			
*	Funder/landowner Coordination	Hours	225	\$75-\$110	\$22,500		\$22,500
	<b>TOTAL</b>				<b>\$62,470</b>	<b>\$30,000</b>	<b>\$92,470</b>

\*Items will be paid for with funds from match only.

**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.

Tasks <b>WHITE RIVER-HIGHLAND DITCH</b>	Start Date	Finish Date
1. Preliminary Design/Cost Estimates	Upon NTP	9/30/2016
2. Permitting	NTP +/- 90 days	9/30/2016
3. Final Design Build Documents	NTP +/- 90 days	9/30/2016
4. Other tasks as identified during design	NTP +/- 90 days	7/31/2017

NTP = Notice to Proceed

**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.

## EXHIBIT B SITE MAP

