

STATE OF COLORADO

Colorado Water Conservation Board Department of Natural Resources

1313 Sherman Street, Room 721
Denver, Colorado 80203
Phone: (303) 866-3441
Fax: (303) 866-4474
www.cwcb.state.co.us



December 7, 2011

El Paso County Water Authority
Attn: Gary Barber, Manager
PO Box 1976
Colorado Springs CO 80901

John Hickenlooper
Governor

Mike King
DNR Executive Director

Jennifer L. Gimbel
CWCB Director

RE: Basin Roundtable Project Exploration Committee: Flaming Gorge

Dear Gary:

This letter is to inform you that the purchase order to assist in the Basin Roundtable Project Exploration Committee: Flaming Gorge project was signed on December 6, 2011. A signed original purchase order will be mailed to you.

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 December 31, 2012. 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/

Eric Hecox
CWCB

Section Chief, Water Supply Planning
1580 Logan, Room 200
Denver, CO 80203
303-866-3441 x3217
eric.hecox@state.co.us
www.cwcb.state.co.us

WATER CONSERVATION BOARD
1313 SHERMAN STREET, ROOM 721
DENVER, CO 80203

DATE: 12-21-12

IMPORTANT

The PO# and Line # must
appear on all invoices,
packing slips, cartons
and correspondence



**PURCHASE
ORDER**
STATE OF COLORADO

Buyer: MAGGIE VAN CLEEF
Phone Number: 303-866-3292
Agency Contact: DORI VIGIL
Phone Number: 303 866 3441

ACC: 07-03-12

P.O. # OE PDA 13IBC000001 Page# 01

State Award #

FEIN 841428849 Phone: 719-520-6300
Vendor Contact: ELISE BERGSTEN
Purchase Requisition #:

BID #

Invoice in Triplicate

To: DIVISION OF WATER CONSERVATION
1313 SHERMAN STREET, ROOM 721
DENVER, CO 80203

Payment will be made by this agency

Ship To: DIVISION OF WATER CONSERVATION
1313 SHERMAN STREET, ROOM 721
DENVER, CO 80203

Delivery/Installation Date: 01-31-13

F.O.B. DESTINATION STATE PAYS NO FREIGHT

INSTRUCTIONS TO VENDOR:

1. If for any reason, delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side.

SPECIAL INSTRUCTIONS:

GOODS ARE NOT TO BE DELIVERED, OR SERVICES PERFORMED
PRIOR TO 7/01/2012

NOTE THIS ORDER WAS MODIFIED ON 12-19-12

LINE ITEM	COMMODITY/ITEM CODE	UNIT OF MEASUREMENT	QUANTITY	UNIT COST	TOTAL ITEM COST
001	91843000000				\$58,568.08
	CMS#39162 BRT PROJECT EXPLORATION COMMITTEE-FLAMING GORGE				

DOCUMENT TOTAL =

\$58,568.08

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
This PO is effective on the date signed by the authorized individual.

EPSPD PAA

FOR THE STATE OF COLORADO

Para D. Smith
Authorized Signature

12/21/12
Date

Basin Roundtable Project Exploration Committee: Flaming Gorge Project

Scope of Work September 21, 2011

Task 1: Identification of Interests and Issues

- Prepare preliminary list of interests and issues based on SWSI 2010 analysis, Flaming Gorge Task Force Situation Assessment interviews, and public comment
- Send preliminary list of interests and issues to IBCC members and roundtable chairs and encourage roundtable discussion (in-person or via email) to identify interests and issues in advance of IBCC discussion
- Work with Director of the IBCC to schedule IBCC discussion to identify additional interests and issues
- Finalize preliminary list of interests and issues for first Project Exploration Committee meeting

Number of Meetings	Cost	Travel Pool for Non-RT Members	RT Member Travel Cost per Person	Deliverable
0	\$500	\$0	\$0	Preliminary list of interests and issues

Task 2: Exploration of Current State of Knowledge Regarding Interests and Issues

- **Logistics**
 - Work with roundtable chairs to ensure that roundtable representatives are identified
 - Convene and facilitate initial meeting of the Committee to finalize participants, develop operating protocols, and determine how to understand a “Flaming Gorge project”
 - Schedule all subsequent meetings, including securing venue, food, and materials as needed
 - Communicate all meeting times and locations to participants and interested parties via email
 - Ensure that all agendas allow for public participation
- **Facilitation of Up to Six Committee Meetings to:**
 - Discuss preliminary list of interests and issues; revise as necessary
 - Prioritize interests and issues for discussion; combine interests and issues as needed
 - Identify and discuss existing documents, reports, and studies that address interests and issues
 - Engage additional stakeholders and experts as needed to inform discussion of existing documents, reports, and studies
 - Engage IBCC in discussion of existing documents, reports, and studies, and work with roundtable representatives to engage full roundtables in this discussion
 - Ensure good-faith effort to incorporate feedback from IBCC, CWCB, roundtables, and the public
 - Seek agreement on 1) list of interests and issues, and 2) range of perspectives/conclusions in existing documents, reports, and studies

Basin Roundtable Project Exploration Committee: Flaming Gorge Project

Scope of Work September 21, 2011

- **Coordination**

- Confer as necessary with participants prior to meetings to ensure a focused and productive discussion
- Work with IBCC director, CWCB staff, roundtable representatives on Committee, and roundtable chairs to ensure regular and meaningful dialogue between Committee and IBCC, IBCC New Supply Subcommittee, and roundtable discussions
- Work with roundtable representatives on Committee and roundtable chairs to ensure opportunities for feedback at roundtable meetings
- Ensure regular updates to IBCC, IBCC New Supply Subcommittee, and roundtables and updates from those entities to the Committee as needed

- **Documentation**

- Prepare draft summaries of all meetings in a timely fashion and distribute to meeting participants to ensure accuracy
- Finalize meeting summaries to reflect feedback from participants; distribute final meeting summaries to participants and interest parties via email
- Prepare final report of this task for distribution to IBCC, CWCB, and roundtables including findings that apply to Flaming Gorge only, to any new supply project, and to any source of water (including conservation or IPPs)

Number of Meetings	Cost	Travel Pool for Non-RT Members	RT Member Travel Cost per Person	Deliverable
6	\$30,000	\$1000	\$1000	Report of 1) interests and issues, and 2) range of perspectives/conclusions in existing documents, reports, and studies

Task 3: Exploration of What Would Be Needed to Address Interests and Issues

- **Logistics**

- Schedule all meetings, including securing venue, food, and materials as needed
- Communicate all meeting times and locations to participants and interested parties via email
- Ensure that all agendas allow for public participation

- **Facilitation of Up to Six Committee Meetings to:**

- Discuss what would be needed to address interests and issues (including additional studies, processes, collaborative discussions, etc.)
- Engage additional stakeholders and experts as needed to inform discussion of additional work that is needed
- Engage IBCC to identify additional work that is needed to address interests and issues, and work with roundtable representatives to engage full roundtables in this discussion
- Ensure good-faith effort to incorporate feedback from IBCC, CWCB, roundtables, and the public

Basin Roundtable Project Exploration Committee: Flaming Gorge Project

Scope of Work September 21, 2011

- Identify pros and cons of using the Project Exploration Committee as the venue for discussions of specific projects
- Seek agreement on additional work that is needed to address interests and issues above and beyond Task 2
- Discuss ideas and options for next steps regarding the work of the Project Exploration Committee
- Seek agreement on recommended next steps for the Committee
- **Coordination**
 - Confer as necessary with participants prior to meetings to ensure a focused and productive discussion
 - Work with IBCC director, CWCB staff, roundtable representatives on Committee, and roundtable chairs to ensure regular and meaningful dialogue between Committee and IBCC, IBCC New Supply Subcommittee, and roundtable discussions
 - Work with roundtable representatives on Committee and roundtable chairs to ensure opportunities for feedback at roundtable meetings
 - Ensure regular updates to IBCC, IBCC New Supply Subcommittee, and roundtables and updates from those entities to the Committee as needed
- **Documentation**
 - Prepare draft summaries of all meetings in a timely fashion and distribute to meeting participants to ensure accuracy
 - Finalize meeting summaries to reflect feedback from participants; distribute final meeting summaries to participants and interest parties via email
 - Prepare final report of this task for distribution to IBCC, CWCB, and roundtables including findings that apply to Flaming Gorge only, to any new supply project, and to any source of water (including conservation or IPPs)

Number of Meetings	Cost	Travel Pool for Non-RT Members	RT Member Travel Cost per Person	Deliverables
6	\$30,000	\$1000	\$1000	1. Report of additional work that is needed to address interests and issues 2. Recommended next steps for Project Exploration Committee (including moving forward or not)

TIMELINE

Complete Task 1	Notice to Proceed + 30 days
Complete Task 2	June 1, 2012
Complete Task 3	December 31, 2012

Basin Roundtable Project Exploration Committee: Flaming Gorge

I. BUDGET SUMMARY

PROJECT COSTS	
Statewide Account	\$50,000
Match	
- Metro RT Account	\$6,700
- Arkansas RT Account	\$3,300
- Pikes Peak Regional Water Authority	\$2,500
TOTAL MATCH	\$12,500
TOTAL BUDGET FOR PROJECT COSTS	\$62,500
BRT REPRESENTATIVE TRAVEL*	
Metro	\$2,000
Arkansas	\$2,000
South Platte	\$2,000
Southwest	\$1,000
Rio Grande	\$1,000
Colorado	\$2,000
Gunnison	\$2,000
TOTAL BRT REPRESENTATIVE TRAVEL	\$12,000

WSRA match/not reflected in WSRA actual funds encumbered.

II. WSRA REQUEST

Statewide	\$50,000
Metro	\$8,700
Arkansas	\$5,300
South Platte	\$2,000
Southwest	\$1,000
Rio Grande	\$1,000
Colorado	\$2,000
Gunnison	\$2,000
TOTAL WSRA REQUEST	\$72,000

III. LINE ITEM BUDGET FOR PROJECT COSTS (\$62,500)

	Task 1	Task 2	Task 3	Total	Total
	Issues/Interests	Current Knowledge	What Is Needed	Hours	Cost
<u>Staff Costs</u>					
Bergman Hours @\$130/hr	2	120	120	242	\$ 31,460
Gregg Hours @ \$65/hr	4	130	130	264	\$ 17,160
Total Staff Hours	6	250	250	506	\$ 48,620
<u>Direct Costs</u>					
Materials \$50/mtg		\$ 300	\$ 300		\$ 600
Food/Beverage @\$50/mtg		\$ 300	\$ 300		\$ 600
Facility Rental @\$100/mtg		\$ 600	\$ 600		\$ 1,200
Final Reports 100 copies of 54 pgs @ \$.10/pg		\$ 540	\$ 540		\$ 1,080
Total Direct Cost		\$ 1,200	\$ 1,200		\$ 3,480
<u>Travel Costs</u>					
Travel Costs (No Time, Direct Only)		\$ 4,200	\$ 4,200		\$ 8,400
Travel Costs (Non-RT Participants)*		\$ 1,000	\$ 1,000		\$ 2,000
Total Travel Costs		\$ 5,200	\$ 5,200		\$ 10,400
TOTAL PROJECT COSTS					\$ 62,500

* Participant travel costs will be reimbursed at actual costs for mileage and per diem until available funds are expended.