



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 721  
Denver, CO 80203

October 30, 2014

Harris Water Engineering, Inc.  
Attn: Carrie Lile, Project Manager  
954 E. 2<sup>nd</sup> Avenue, Suite 202  
Durango, CO 81301-5109

**RE: Notice to Proceed - WSRA Grant – Southwest Basin Implementation Plan  
Phase 2**

Dear Carrie,

This letter is to inform you that the purchase order to assist in the above WSRA grant project was approved on October 30, 2014. The email copy will serve as the original documentation.

With the executed purchase order, you are now able to proceed with the project and invoice the State of Colorado for costs incurred through April 30, 2015. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 45 days.

If you have any project related questions or concerns, please contact Craig Godbout at 303-866-3441 ext. 3210 or at [craig.godbout@state.co.us](mailto:craig.godbout@state.co.us). Please forward your invoices and any supporting documents to Dori Vigil at [dori.vigil@state.co.us](mailto:dori.vigil@state.co.us).

I wish you much success in your project.

Sincerely,

//s//

**Doriann Vigil, Program Assistant II**  
**Water Supply Planning Section**  
O 303-866-3441 x3250 | F 303-866-4474  
1313 Sherman St., Rm. 721, Denver, CO 80203  
[dori.vigil@state.co.us](mailto:dori.vigil@state.co.us) | [cwcb.state.co.us](http://cwcb.state.co.us)





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PDAA 20150000000000000173		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 10/30/14						
Description: WSRA 2500 - Phase 2 Southwest Basin RT BIP Planning		<b>BILL TO</b>				
<b>BUYER</b>		COLORADO WATER BOARD CONSERVATION				
Buyer:		1313 SHERMAN STREET, ROOM 718				
Email:		DENVER, CO 80203				
<b>VENDOR</b>		<b>SHIP TO</b>				
HARRIS WATER ENGINEERING INC		COLORADO WATER BOARD CONSERVATION				
954 E 2ND AVE		1313 SHERMAN STREET, ROOM 718				
STE 202		DENVER, CO 80203				
DURANGO, CO 81301-5109		<b>SHIPPING INSTRUCTIONS</b>				
Contact: .		Delivery/Install Date:				
Phone: .		F.O.B: FOB Dest, Freight Allowed				
		<b>VENDOR INSTRUCTIONS:</b>				
<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	\$24,000.00	<input type="checkbox"/>
Description: WSRA 2500 - Phase 2 Basin Southwest Basin RT BIP Planning						
Start Date: 10/31/14		End Date: 04/30/15				
<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>
2	G1000		0	0.00	\$12,000.00	<input type="checkbox"/>
Description: WSRA 2500 - Phase 2 Statewide Southwest Basin RT BIP Plannin						
Start Date: 10/31/14		End Date: 04/30/15				
<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>						
<b>DOCUMENT TOTAL = \$36,000.00</b>						

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

**WATER ACTIVITY NAME – Phase 2 of the Southwest Basin Roundtable Implementation Planning Project**

**GRANT RECIPIENT –Harris Water Engineering, Inc.**

**FUNDING SOURCE – Water Supply Reserve Account**

**INTRODUCTION AND BACKGROUND**

Provide a brief description of the project. (Please limit to **no more than 200 words**; this will be used to inform reviewers and the public about your proposal)

Phase 2 of the Southwest Basin Roundtable Implementation Planning Project will build on past work completed during the initial phase of this planning project. The Southwest Basin Roundtable (Roundtable) to date has engaged local technical planning to provide coordination between the Roundtable's sub-basins, the Roundtable, CWCB and other state agencies, as well as the up-to-date information necessary to produce a timely and useful plan, grounded in the needs, values and gaps of the Roundtable's sub-basins. The draft plan identifies ways in which the Roundtable, working with the area's sub-basins, intends to close the existing consumptive and non-consumptive water supply gaps. Phase 2 will incorporate all past efforts, updated information as necessary, continue outreach to sub-basins, and assist CWCB with incorporation of plan into Colorado Water Plan, and produce a final plan due in April of 2015.

**OBJECTIVES**

The Objectives of this project are to produce a Final Southwest Basin Implementation Plan that:

- A. Reflects the current values, needs, gaps and IPPs of the basin.
- B. Has the approval of the Southwest Basin Roundtable Begins Investigation of Identified Gaps from Phase 1
- C. Has been presented to public audiences around the Basin.
- D. Is integrated into the Colorado Water Plan and other CWCB Efforts.

## **TASKS**

Provide a detailed description of each task using the following format

### **TASK 1 – Update and Organize Data**

#### Description of Task

The purpose of this Task is to continue to consolidate existing information and gather updates on the Needs and Values; Identified, Projects and Processes (IPPs); and the current Gaps for both consumptive and non-consumptive water supplies in each of the sub-basins represented by the Southwest Basin Roundtable. Those sub-basins include: San Juan, Piedra, Pine, Animas, La Plata, Mancos, McElmo, Dolores, and San Miguel. To the extent possible, efforts will be made to develop data structures in common with CWCB in order to facilitate data sharing. Phase 2 will continue the work of this task and updated IPPs as necessary (i.e. IPP need(s) addressed, potential yield of project, etc...)

#### Method/Procedure

1. Continue to update the IPPs as necessary.
2. Overlay IPPs on Consumptive Needs and Non-Consumptive Values Maps.
3. Present final IPP list and completed map at a future Roundtable meeting.

#### Deliverables

1. Consolidated and Updated IPP List for each Sub-basin.
2. New IPP maps (Consumptive and Non-Consumptive) along with other pertinent maps.
3. Present updated IPP list and maps to the Roundtable at a 2015 spring meeting.

### **Phase 2: TASK 2 – Roundtable Review, Discussion and Approval of the Final Plan**

#### Description of Task

The purpose of this task is to review, discuss and develop consensus from the Roundtable on draft Basin Implementation Plan completed in July of 2014. At each Roundtable meeting prior to the April 2015 deadline, discussion of the draft plan will be an agenda item. Roundtable members are encouraged to bring forward topics for group discussion as well as discussion of any and all topics that potentially need consensus prior to inclusion into the final plan.

#### Method/Procedure

1. November Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
2. January Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
3. March Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
4. Incorporate topics that the Roundtable reached consensus on into draft document.

#### Deliverable

1. Printed copies of July 31 Draft BIP for each roundtable member.
2. Consensus topics incorporated into final plan.

### **Phase 2: TASK 2 – Investigate Identified Gaps from Phase 1**

#### Description of Task

A purpose of this task is to convene a technical working group(s) around identified gaps developed in Phase 1. The Southwest Basin has an overarching lack of data pertaining to various needs and gaps. The Roundtable would like to convene a smaller working group(s) to discuss data needs, potential data collection efforts and propose solutions to the Roundtable on meeting our data gaps. The consultants will provide the technical support to the working group for data collection and others efforts deemed necessary by the group.

#### Method/Procedure

1. Convene 2 to 3 small technical working group meetings to discuss data gaps.
2. Potentially draft solutions for gathering data to meet our data gap.
3. Present outcomes and summaries of the working group to the Roundtable at a future meeting.
4. Incorporate deliverables into draft document if directed by the Roundtable.

#### Deliverable

1. Data gap evaluation.
2. Incorporation of working groups efforts into the draft plan.

### **TASK 4 – Education and Outreach Efforts**

#### Description of Task

The purpose of this task is to provide support to Roundtable members and consultants in conducting education and outreach efforts. Efforts could range from: radio interviews, generated content specific for mass distribution, invited guest speakers through the sub-basins, etc...

#### Method/Procedure

1. Draft content specific to the plan for distribution.
2. Develop talking points and tools for presenters to allow for consistent presentations across the sub-basins.

#### Deliverable

1. Participate in outreach efforts as directed by the Roundtable.
2. Outreach materials for distribution.
3. Printed copies of final plan for each roundtable member.

### **TASK 5 – Integrate Final Plan with CWCB Work and Products**

#### Description of Task

The purpose of this task is to ensure that the SWBRT Implementation Plan is consistent with and complimentary to the work and products being carried out at the state level by CWCB and CDM.

#### Method/Procedure

1. Request review and feedback on draft Southwest Basin Implementation Plan from CWCB staff.
2. Obtain and integrate feedback into final Southwest Basin Implementation Plan.

#### Deliverable

Final Southwest Basin Implementation Plan that is consistent with and complimentary to the work and products produced by the 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.

*Please see the attached Budget. The budget itemizes each Task's portion of the total WSRA funding. The funding request is for 2/3 of the monies from the Basin account while 1/3 is requested from the State account.*

## **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.

*Please see the attached task completion schedule depicting work items associated to Tasks One through Five, as described above.*

## **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.

10/22/2014

**Phase 2: Basin Implementation Plan Budget**

WSRA Grant

WSRA Grant		Phase 1	Phase 2		
		Original Budget	Technical		
			\$70 per hour	Subtotal	
Labor Distribution					
Task 1	Update and Organize Data	\$24,500	50	\$3,500	\$3,500
Task 2	Roundtable Review, Discussion and Approval of the Final Plan	\$11,550	55	\$3,850	\$3,850
Task 3	Investigate Identified Gaps from Phase 1	\$16,800	150	\$10,500	\$10,500
Task 4	Education and Outreach Efforts	\$10,500	100	\$7,000	\$7,000
Task 5	Integrate Final Plan with CWCB Work and Products	\$9,450	120	\$8,400	\$8,400
Associated Miscellaneous Expenses		\$3,342		\$2,750	\$2,750

**Grand Total      \$36,000**

Other Direct Costs  
Associated Miscellaneous Expenses

	Cost	Quantity	Subtotal
Photocopies	\$0.15	4400	\$660
Color Copies	\$1.00	886	\$886
Mileage	\$0.55	2195	\$1,207
		<u>Total</u>	<u>\$2,750</u>

**Task Completion Schedule**

	Completion Date
Task 1 Update and Organize Data	Mar-15
Task 2 Roundtable Review, Discussion and Approval of the Final Plan	Apr-15
Task 3 Investigate Identified Gaps from Phase 1	Mar-15
Task 4 Education and Outreach Efforts	May-15
Task 5 Integrate Final Plan with CWCB Work and Products	Apr-15