

**Water Supply Reserve Fund
Water Activity Summary Sheet
March 21-22, 2018
Agenda Item 25(s)**

Applicant & Grantee: Littleton/Englewood Wastewater Treatment Facility

Water Activity Name: SWIFT2 – “South Platte Water Infrastructure from Today Creating Sustainable Water Infrastructure for Tomorrow”

Water Activity Purpose: Municipal/Industrial Study

County: Denver, Douglas, Jefferson, Adams, Arapahoe

Drainage Basin: South Platte

Water Source: South Platte

Amount Requested: \$25,000 Metro Account

Matching Funds: Applicant Match (in-kind only) = \$98,800

- 395% of the basin request (meets 25% min)
- 80% of the total project cost of \$123,800

Staff Recommendation:

Staff recommends approval of up to \$25,000 from the Metro Account to fund the project: SWIFT2.

Water Activity Summary: WSRF grant funds, if approved, will help bring together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. Entities in the proposed study area are strategically situated to benefit from shared or coordinated infrastructure, increased reuse opportunities, efficiencies between interrelated systems, and scenarios that minimize the net cost to the collective water/wastewater ratepayer. Partner meetings began in 2017 and will continue monthly in 2018. The meetings start the conversation by highlighting past regional and national partnership successes and expand the conversation by allowing partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply and demand gap, increase water reuse, and create benefits to multiple users. Ultimately, if this project is successful, it will build toward a more thorough evaluation of one or more opportunities, and the partners may pursue a CWCB State Water Plan Grant in the fall of 2018.

Topics initially proposed for the monthly meetings include the following: (1) Regional Partnering Success, Colorado Focused; (2) One Water Case Studies, National Focused; (3) Wastewater Perspectives (Metro WW, Littleton/Englewood WW); (4) Water Supplier Perspectives (Denver Water, Roxborough WSD, Aurora Water, SMWSA); (5) Compilation and Evaluation of Partners' Geospatial Information (Infrastructure, Sources, Discharges); and (6) Partner Group Chartering and Next Steps (including identification of additional funding opportunities). Outcomes include the documentation of important discussion items and ideas to effectively communicate project results to the CWCB, Metro Roundtable, and external entities that may have an interest in future participation opportunities.

Discussion: As described in the Metro Roundtable chair’s recommendation letter, this project was supported and recommended for approval on January 11, 2018. The group has already held two

successful meetings to initiate a conversation about regional opportunities that may help to address the needs identified in the South Platte Basin Implementation Plan (SPBIP) and Colorado’s Water Plan. The project builds upon multiple identified goals and objectives from these documents, which are highlighted in the application, with a particular focus on opportunities for increased reuse and cooperative utilization of water and wastewater treatment and conveyance infrastructure. The grant funding will be used to support and focus additional meetings through the fall of 2018, and also includes a technical component for participants to share and overlay geospatial data.

The SWIFT2 project goals are wholly in alignment with Colorado’s Water Plan, which provides the following insights regarding a new era of collaborative water management in Colorado: "Over the past decade, historically adversarial views have shifted toward: (1) the benefits of collaborating on win-win projects that benefit all parties; (2) putting money to work solving problems instead of escalating litigation; and (3) capitalizing on the regional connections that tie Colorado together economically and hydrologically—instead of ignoring those connections." (Colorado’s Water Plan, pg. 8). The project touches on multiple specific goals of the SPBIP including the identification of reuse sources, reuse limitations. Additionally, opportunities to overcome previously identified limitations will likely be discovered as a result of including multiple major drinking water and wastewater treatment providers on this project.

Issues/Additional Needs: No additional needs have been identified.

Eligibility Requirements: The application meets requirements of all eligibility components.

Evaluation Criteria: Staff has determined this activity satisfies the Evaluation Criteria.

Funding Summary / Matching Funds:

<u>Funding Source</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
Aurora Water	\$0	\$4,200	\$4,200
Denver Water	\$0	\$17,700	\$17,700
Roxborough Water & Sanitation District	\$0	\$6,800	\$6,800
South Metro WISE Authority	\$0	\$12,200	\$12,200
Littleton/Englewood Wastewater Treatment Plant	\$0	\$27,300	\$27,300
Carollo Engineers	\$0	\$20,600	\$20,600
GBSM	\$0	\$10,000	\$10,000
Subtotal	\$0	\$98,800	\$98,800
WSRF Metro Account	\$25,000	n/a	\$25,000
Totals	\$25,000	\$98,800	\$123,800

CWCB Project Manager: Megan Holcomb

February 12, 2018

Colorado Water Conservation Board
1313 Sherman Street, Suite 721
Denver, CO 80203

RE: Metro Roundtable Letter of Support

Dear Honorable Board Members,

On behalf of the Metro Roundtable, acting as its Chairwoman, I am writing to express the Roundtable's support for the Water Supply Reserve Fund (WSRF) grant program application submitted by the Littleton Englewood Wastewater Treatment Plant (L/E WWTP) for the [South Platte Water Infrastructure From Today Creating Sustainable Water Infrastructure For Tomorrow \(SWIFT2\)](#) project.

The project partners include a diverse set of stakeholders in the urban South Platte River watershed, including Denver Water, Aurora Water, South Metro Water Supply Authority, Roxborough Water & Sanitation District, and L/E WWTP. The group has already held two successful meetings to initiate a conversation about regional opportunities that may help to address the needs identified in the South Platte Basin Implementation Plan and Colorado's State Water Plan. The project builds upon multiple identified goals and objectives from these documents, which are highlighted in the application, with a particular focus on opportunities for increased reuse and cooperative utilization of water and wastewater treatment and conveyance infrastructure. The grant funding will be used to support and focus additional meetings through the fall of 2018, and also includes a technical component for participants to share and overlay geospatial data.

The applicants have requested, and the Metro Roundtable approved a contribution of \$25,000 in support of the project. The project is already underway, and will be supported wholly by in-kind contributions until grant funds are awarded; total in-kind contributions from the project partners were estimated at \$98,800. The grant-funded portion of this project is expected to be completed by August of 2018, with the potential for the project partners to explore additional grant opportunities through the roundtables or other sources if specific opportunities are identified. Additionally, the participants are hopeful that the SWIFT2 project will lay the groundwork for other future cooperative efforts in the region. We believe that this study will provide invaluable information for water and wastewater users on the South Platte River in their future planning, and could also lead to other benefits to the environment and recreation in the future. Please contact me at Barbara@roxwater.org if you have any questions regarding this Letter of Support.

Sincerely,

/s/ Barbara Biggs

Barbara J. Biggs, Chairwoman
Metro Roundtable



Last Update: August 3, 2017

Colorado Water Conservation Board
Water Supply Reserve Fund Grant Application

Instructions

All WSRF grant applications shall conform to the current [2016 WSRF Criteria and Guidelines](#).

To receive funding from the WSRF, a proposed water activity must be approved by a Roundtable(s) **AND** the Colorado Water Conservation Board (CWCB). The process for Roundtable consideration and recommendation is outlined in the 2016 WSRF Criteria and Guidelines. The CWCB meets bimonthly according to the schedule on page 2 of this application.

If you have questions, please contact the current CWCB staff Roundtable liaison:

Arkansas Ben Wade ben.wade@state.co.us 303-866-3441 x3238	Gunnison North Platte South Platte Yampa/White Craig Godbout craig.godbout@state.co.us 303-866-3441 x3210	Colorado Metro Rio Grande Southwest Megan Holcomb megan.holcomb@state.co.us 303-866-3441 x3222
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WSRF Submittal Checklist (Required)
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X	I acknowledge this request for funding was recommended for CWCB approval by the sponsoring Basin Roundtable(s).
X	I acknowledge I have read and understand the 2016 WSRF Criteria and Guidelines .
X	I acknowledge the Grantee will be able to contract with CWCB using the Standard Contract . ⁽¹⁾
Exhibit A	
X	Statement of Work ⁽²⁾ (Word – see Exhibit A Template)
X	Budget & Schedule ⁽²⁾ (Excel Spreadsheet – see Exhibit A Template)
X	Letters of Matching and/or Pending 3 rd Party Commitments ⁽²⁾
Exhibit C	
N/A	Map ⁽²⁾
N/A	Photos/Drawings/Reports
X	Letters of Support
	Certificate of Insurance ⁽³⁾ (General, Auto, & Workers' Comp.)
Contracting Documents	
	Certificate of Good Standing ⁽³⁾
	W-9 ⁽³⁾
	Independent Contractor Form ⁽³⁾ (If applicant is individual, not company/organization)
	Electronic Funds Transfer (ETF) Form ⁽³⁾

(1) Click "Grant Agreements". For reference only/do not fill out or submit/required for contracting

(2) Required with application if applicable.

(3) Required for contracting. While optional at the time of this application, submission can expedite contracting upon CWCB Board approval.

Last Update: August 3, 2017

Schedule		
CWCB Meeting	Application Submittal Dates	Type of Request
January	December 1	Basin Account; BIP
March	February 1	Basin/Statewide Account; BIP
May	April 1	Basin Account; BIP
July	June 1	Basin Account; BIP
September	August 1	Basin/Statewide Account; BIP
November	October 1	Basin Account/BIP

Desired Timeline	
Desired CWCB Hearing Month:	March
Desired Notice to Proceed Date:	April 2018

Water Activity Summary	
Name of Applicant	Littleton/Englewood Wastewater Treatment Facility
Name of Water Activity	SWIFT2 - South Platte Water Infrastructure from Today Creating Sustainable Water Infrastructure for Tomorrow
Approving Roundtable(s)	Basin Account Request(s) ⁽¹⁾
Metro Basin Roundtable	\$25,000
Basin Account Request Subtotal	\$25,000
Statewide Account Request ⁽¹⁾	\$0
Total WSRF Funds Requested (Basin & Statewide)	\$25,000
Total Project Costs	\$123,800

(1) Please indicate the amount recommended for approval by the Roundtable(s)



Last Update: August 3, 2017

Grantee and Applicant Information	
Name of Grantee(s)	Carollo Engineers
Mailing Address	390 Interlocken Crescent #800; Broomfield CO 80021
FEIN	86-0899222
Grantee's Organization Contact ⁽¹⁾	David Pier
Position/Title	Project Manager
Email	dpier@carollo.com
Phone	303 551 2532
Grant Management Contact ⁽²⁾	John Rehring
Position/Title	Senior Advisor / Vice President
Email	jrehring@carollo.com
Phone	303 635 1220
Name of Applicant (if different than grantee)	Littleton/Englewood Wastewater Treatment Plant
Mailing Address	2900 S. Platte River Dr.
Position/Title	Contact – Dan DeLaughter, Applied Data & Policy Engagement Programs Manager
Email	ddelaughter@englewoodco.gov
Phone	303 762 2605

(1) Person with signatory authority

(2) Person responsible for creating reimbursement invoices (Invoice for Services) and corresponding with CWCB staff.

Description of Grantee
Provide a brief description of the grantee's organization (100 words or less).
The Grantee, Carollo Engineers, Inc., has been a leading expert in the planning, design, and construction management of water and wastewater projects for public agencies, municipalities, and industrial companies. Our history covers work on more than 25,000 projects, from small studies to large, complex design-builds. We have provided engineering services for dozens of planning-level nutrient studies and designs in Colorado for clients facing similar regulatory, infrastructure, and workforce challenges. The majority of the work performed for the grant will be out of our Broomfield and Littleton offices.

Last Update: August 3, 2017

Type of Eligible Entity (check one)	
	Public (Government): municipalities, enterprises, counties, and State of Colorado agencies. Federal agencies are encouraged to work with local entities. Federal agencies are eligible, but only if they can make a compelling case for why a local partner cannot be the grant recipient.
	Public (Districts): authorities, Title 32/special districts (conservancy, conservation, and irrigation districts), and water activity enterprises
X	Private Incorporated: mutual ditch companies, homeowners associations, corporations
	Private Individuals, Partnerships, and Sole Proprietors: are eligible for funding from the Basin Accounts but not for funding from the Statewide Account.
	Non-governmental organizations: broadly, any organization that is not part of the government
	Covered Entity: as defined in Section 37-60-126 Colorado Revised Statutes

Type of Water Activity (check one)	
X	Study
	Implementation

Category of Water Activity (check all that apply)		
X	Nonconsumptive (Environmental)	
X	Nonconsumptive (Recreational)	
	Agricultural	
X	Municipal/Industrial	
	Needs Assessment	
	Education & Outreach	
	Other	Explain:

Location of Water Activity	
Please provide the general county and coordinates of the proposed activity below in decimal degrees . The Applicant shall also provide, in Exhibit C, a site map if applicable.	
County/Countries	Denver, Douglas, Jefferson, Adams, Arapahoe
Latitude	N/A, Regional Evaluation Project
Longitude	N/A, Regional Evaluation Project

Last Update: August 3, 2017

Water Activity Overview

Please provide a summary of the proposed water activity (200 words or less). Include a description of the activity and what the WSRF funding will be used for specifically (e.g. studies, permitting, construction). Provide a description of the water supply source to be utilized or the water body affected by the activity. Include details such as acres under irrigation, types of crops irrigated, number of residential and commercial taps, length of ditch improvements, length of pipe installed, area of habitat improvements. If this project addresses multiple purposes or spans multiple basins, please explain. The Applicant shall also provide, in Exhibit A, a detailed Statement of Work, Budget, and Schedule.

Water suppliers and wastewater treatment facilities are actively seeking opportunities to expand water reuse, balance nutrient treatment requirements, effectively use their water rights, and promote using the right water for the right use. This project actively brings together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. Entities in the proposed study area are strategically situated to benefit from shared or coordinated infrastructure, increased reuse opportunities, efficiencies between interrelated systems, and scenarios that minimize the net cost to the collective water/wastewater ratepayer. Partner meetings began in 2017 and will continue monthly in 2018. The meetings start the conversation by highlighting past regional and national partnership successes and expand the conversation by allowing partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users. Ultimately, if this project is successful, it will build toward a more thorough evaluation of one or more opportunities, and the partners may pursue a CWCB State Water Plan Grant in the fall of 2018.

Measurable Results

To catalog measurable results achieved with WSRF funds please provide any of the following values.

N/A	New Storage Created (acre-feet)	
N/A	New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive	
N/A	Existing Storage Preserved or Enhanced (acre-feet)	
N/A	Length of Stream Restored or Protected (linear feet)	
To Be Determined	Efficiency Savings (indicate acre-feet/year OR dollars/year)	
N/A	Area of Restored or Preserved Habitat (acres)	
N/A	Length of Pipe/Canal Built or Improved	
To Be Determined	Other	This project is to evaluate conceptual-level projects for further evaluation

Last Update: August 3, 2017

Water Activity Justification

Provide a description of how this water activity supports the goals of [Colorado's Water Plan](#), the most recent [Statewide Water Supply Initiative](#), and the respective [Roundtable Basin Implementation Plan and Education Action Plan](#) ⁽¹⁾. The Applicant is required to reference specific needs, goals, themes, or Identified Projects and Processes (IPPs), including citations (e.g. document, chapters, sections, or page numbers).

For applications that include a request for funds from the Statewide Account, the proposed water activity shall be evaluated based upon how well the proposal conforms to Colorado's Water Plan criteria for state support (CWP, Section 9.4, pp. 9-43 to 9-44;) (Also listed pp. 4-5 in [2016 WSRF Criteria and Guidelines](#)).

The SWIFT2 project goals are wholly in alignment with the State Water Plan, which provides the following insights regarding a new era of water management in Colorado:

"Over the past decade, historically adversarial views have shifted toward: [1] the benefits of collaborating on win-win projects that benefit all parties; [2] putting money to work solving problems instead of escalating litigation; and [3] capitalizing on the regional connections that tie Colorado together economically and hydrologically—instead of ignoring those connections. (State Water Plan, pg. 8)

Additionally, the project touches on multiple specific goals of the South Platte Basin Implementation Plan, which are summarized below:

Reuse sources: *"Identification and differentiation of sources of reusable supply, including nonnative (TMD) water, agricultural -municipal transfers, nontributary groundwater, decreed reuse water."* (BIP Section 4.3.2)

Project partners will share information about their water supplies, current and planned infrastructure, and requirements to protect water quality and the environment in the South Platte River Basin. Identified conceptual projects will be explored further.

Reuse limitations: *"Consideration of infrastructure needs, losses, timing, impacts to downstream rights, water quality, treatment and disposal, regulatory requirements for potable (direct and indirect) and non-potable uses."* (BIP Section 4.3.2)

Opportunities to overcome previously identified limitations will likely be discovered as a result of including multiple major drinking water and wastewater treatment providers on this project.

Successive use, conservation, and reuse: *"The dependence on successive use of return flows on the South Platte for M&I, agricultural, and environmental and recreational needs to be defined and considered,"* (BIP Section S.3.2)

As the work progresses, opportunities may also be identified that could enhance flows, improve water quality, and lead to water conservation.

South Platte storage and other infrastructure: *"To the extent possible, develop multipurpose storage, conveyance, system interconnections and other infrastructure projects to take advantage of limited remaining South Platte supplies and enhance water use efficiencies and supply reliability."* (BIP Section 1.9.4)

This project will explore opportunities for collaborative inter-connections between water supply systems.

(1) Access Basin Implementation Plans or Education Action Plans from Basin drop down menu.



Last Update: August 3, 2017

Matching Requirements: Basin Account Requests

Basin (only) Account grant requests require a 25% match (cash and/or in-kind) from the Applicant or 3rd party and shall be accompanied by a **letter of commitment** as described in the 2016 WSRF Criteria and Guidelines (submitted on the contributing entity's letterhead). Attach additional sheet if necessary.

Contributing Entity	Amount and Form of Match (note cash or in-kind)
Aurora Water	\$4,200 In-Kind
Denver Water	\$17,700 In-Kind
Roxborough Water & Sanitation District	\$6,800 In-Kind
South Metro Water Supply Authority	\$12,200 In-Kind
Littleton/Englewood Wastewater Treatment Plant	\$27,300 In-Kind
Carollo Engineers	\$20,600 In-Kind
GBSM	\$10,000 In-Kind
Total Match	\$98,800 In-Kind
If you requested a Waiver to the Basin Account matching requirements, indicate the percentage you wish waived.	

Matching Requirements: Statewide Account Requests

Statewide Account grant requests require a 50% match as described in the 2016 WSRF Criteria and Guidelines. A minimum of 10% match shall be from Basin Account funds (cash only). A minimum of 10% match shall be provided by the applicant or 3rd party (cash, in-kind, or combination). The remaining 30% of the required match may be provided from any other source (Basin, applicant, or 3rd party) and shall be accompanied by a **letter of commitment**. Attach additional sheet if necessary.

Contributing Entity	Amount and Form of Match (note cash or in-kind):
Total Match	\$ N/A
If you requested a Waiver to the Statewide Account matching, indicate % you wish waived. (Max 50% reduction of requirement).	



Last Update: August 3, 2017

Related Studies

Please provide a list of any related studies, including if the water activity is complimentary to or assists in the implementation of other CWCB programs.

None have been identified at this time.

Previous CWCB Grants

List all previous or current CWCB grants (including WSRF) awarded to both the Applicant and Grantee. Include: 1) Applicant name; 2) Water activity name; 3) Approving RT(s); 4) CWCB board meeting date; 5) Contract number or purchase order

None have been identified. However, key management team members have been involved with other National, Statewide and Local grant projects.

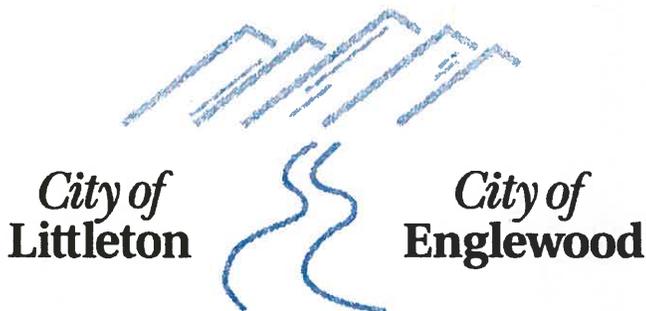
Tax Payer Bill of Rights

The Tax Payer Bill of Rights (TABOR) may limit the amount of grant money an entity can receive. Please describe any relevant TABOR issues that may affect the applicant.

Not applicable for the Grantee and any subconsultants.

**LITTLETON/ENGLEWOOD
WASTEWATER TREATMENT PLANT**

2900 S. Platte River Drive
Englewood, Colorado 80110
(303) 762-2600
FAX 762-2620



February 1, 2018

To: Colorado Water Conservation Board
c/o Megan Holcomb, Metro Roundtable Liaison
1313 Sherman Street
Denver, Colorado

RE: Metro Roundtable - Water Supply Reserve Fund Grant Application
SWIFT2 Project

Dear Honorable Board Members:

The guidelines for the Water Supply Reserve Fund grant program require the submittal of a Letter of (financial) Commitment by the grant applicant. The applicant, Littleton/Englewood WWTP and grantee, Carollo Engineers, Inc. do hereby commit to provide the in-kind services, as identified in Exhibit B to the grant application for the SWIFT2 project. The total estimated cost of the project is \$123,800.

The South Metro Water Supply Authority, Denver Water, Aurora Water, Roxborough Water and Sanitation District, and GBSM will be providing in-kind support to the project, as well. The partners' in-kind support will be reviewed by and subject to the approval of the parties' Boards and Council, as applicable. Initial 3rd party commitments are identified in Exhibit B.

We are confident that the project will be a productive use of WSRF funds, and that the project aligns closely with the goals of the Metro Roundtable Basin Implementation Plan and Colorado's State Water Plan. We look forward to working with the Colorado Water Conservation Board and its staff on this SWIFT2 project. If you have any questions or require any additional information, please do not hesitate to contact me at jkuosman@englewoodco.gov or (303) 762-2602.

Sincerely,

A handwritten signature in green ink that reads "John A. Kuosman". The signature is written in a cursive, flowing style.

John Kuosman,
Director, Littleton/Englewood Wastewater Treatment Plant

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: **Roxborough Water & Sanitation District**

By: 

Name (Print): *Barbara Biggs*

Title: *General Manager*

Date: *1/29/18*

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: Denver Water

By: 

Name (Print):

Greg Fisher

Title:

Manager of Demand Planning

Date:

1-29-18

Pending 3rd Party Commitments of In-Kind Services as Shown in Exhibit B

Organization: South Metro Water Supply Authority

By: Lisa Darling

Name (Print): LISA DARLING

Title: EXECUTIVE DIRECTOR

Date: 1-29-18

January 26, 2018

Ms. Megan Holcomb
Metro Basin – Colorado Water Conservation Board (CWCB)
1313 Sherman Street
Denver, Colorado 80203

Subject: South Platte Water Infrastructure from Today creating Sustainable Water Infrastructure for Tomorrow (SWIFT2) – CWCB Grant In-Kind Services Provided by Carollo Engineers

Dear Megan:

The SWIFT2 Project actively brings together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing and proposed infrastructure in the Urban South Platte Watershed. The meetings will start the conversation by highlighting past regional and national partnership successes. The dialogue will then be expanded to allow partners to share perspectives across sectors while focusing on goals and opportunities for projects within the basin designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users.

As participants in the SWIFT2 Project Carollo Engineers, Inc. is committed to contributing an estimated \$21,000 of in-kind labor and support for the grant. This in-kind contribution will be through attendance at SWIFT2 meetings and related activities.

Carollo Engineers, Inc. will also serve as the grant administrator and will be responsible for submitting invoices, progress reports, and final report to CWCB in compliance with the 2016 WSRF Criteria and Guidelines.

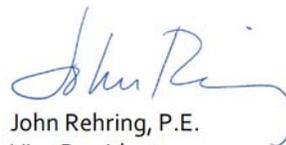
The scope of work and budget spreadsheet illustrates the distribution of Carollo Engineers, Inc.. We look forward to partnering with the CWCB and the SWIFT2 partners to develop regional solutions to benefit the South Platte water basin.

Sincerely,

CAROLLO ENGINEERS, INC.



David Pier, P.E.
Project Manager



John Rehring, P.E.
Vice President

dp:dp

cc: Dan Delaughter, Littleton/Englewood WWTP



Aurora Water



City of Aurora

Water Resources
15151 E. Alameda Parkway, Ste. 3600
Aurora, Colorado 80012
303.739.7370

Worth Discovering • auroragov.org

January 29, 2018

Blair Corning
Deputy Director of Strategic Programs
Littleton/Englewood WWTP
2900 S Platte River Dr.
Englewood, CO 80110

RE: SWIFT2 Project

Dear Blair:

Thank you for including Aurora in the SWIFT2 Project. Bringing together partners from different agencies and disciplines to identify, evaluate, and create synergies around existing, and proposed infrastructure in the urban South Platte watershed is an intriguing idea. I understand that the meetings will start the conversation by highlighting past regional, and national partnership successes; share perspectives across sectors, and seek to explore opportunities for projects designed to meet the supply/demand gap, increase water reuse, and create benefits to multiple users.

As participants in the SWIFT2 Project, the City of Aurora, acting by, and through its Utility Enterprise ("Aurora Water"), will contribute an estimated \$4,200 of in-kind contribution. Currently, our in-kind contribution will be providing two staff members to attend the SWIFT2 meetings and activities.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "M. P. Brown".

Marshall P. Brown
Director, Aurora Water

MEMORANDUM

To: David Pier and John Rehring / Carollo Engineers

From: **Miles Graham and Steve Coffin**

Re: Initial Communications Scope of Work for SWIFT2

Date: January 24, 2018

Thank you for seeking our assistance with communications strategy, messaging and positioning for the SWIFT2 initiative. This memo identifies a recommended scope of work for initial communications services related to the Basin Roundtable grant, as well as potential in-kind contributions in support of future grant and funding opportunities.

The timing of these initial activities began with preliminary planning conversations with John Kuosman in the summer of 2017 and is anticipated to continue through July 31, 2018.

During this time, GBSM will provide the following services:

- 1. Messaging and Positioning:** Develop a high-level message platform for the collaborative effort as a whole. This document will provide a cohesive framework for positioning the project and help partners discuss the work through a consistent narrative.
- 2. Visioning:** Support for facilitating the discussion to identify the collective values and vision of the project partners, as well as identify a unified mission and set of goals.
- 3. Project Materials:** Develop an overarching fact sheet that provides a general summary of the project vision, goals/objectives, benefits and timetable, as well as create content/concepts and support graphic design of project visuals/infographics.
- 4. Grant Application:** Support Carollo's development of materials needed for the Basin Roundtable grant reporting, future funding opportunities, and associated Memorandums of Understanding.

Supplemental Activities: In-Kind Contributions

Additional recommended services, not included in this scope of work or budget, are summarized below. It is anticipated that these following activities would be completed as in-kind/pro bono contributions to support the overall SWIFT2 effort.

- 1. Meeting Participation:** Participation in up to eight (8) SWIFT2 group meetings, recurring on a monthly basis.

2. **Strategic Counsel:** Provide ongoing communications counsel, as needed or on an issue-specific basis, to support the evolving needs of the project and ensure that near-term efforts are consistent with and complementary to the long-term collective vision.

3. **Partner Coordination:** Convene and support individual or small group conversations with project partners as needed, or on an issue-specific basis.

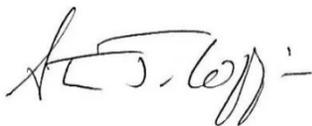
Description of GBSM Fees:

The amount authorized for this scope is not to exceed \$10,000. GBSM will bill this effort on a monthly basis at the hourly rates listed below. All expenses will be passed through, at cost, with no mark-up.

In addition, GBSM will provide up to \$10,000 of in-kind/pro bono services to the project as a matching contribution to the \$10,000 budget of this scope of work.

Name	Title	Hourly Rate
Steve Coffin	Senior Counsel	\$325
Miles Graham	Senior Associate	\$225
TBD	Associate	\$165
Gia Tammone	Support Staff	\$75

If you have any questions on the above info or need any additional detail, please feel free to contact me at your convenience.



Steve Coffin, *Senior Counsel*
GBSM, Inc.