



Contract CORE No. POGG1 2018-866
CMS #

April 19, 2018

Carollo Engineering, Inc.
Attn: David Pier, Project Manager
2700 Ygnacio Valley Road, Suite 300
Walnut Creek, CA 94598

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your application for funding pursuant to the WSRF Grant Program ("Program") in the amount of \$25,000.00. This letter authorizes you to proceed with the SWIFT2 – South Platte Water Infrastructure from Sustainable Water Infrastructure for Tomorrow ("Project") in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions, as they are requirements of this Grant to which you, Carollo Engineers, Inc. agree by accepting the Grant Funds.

The WSRF Criteria & Guidelines can be located on our website for additional information.

If you have any questions or concerns regarding the project, please contact Megan Holcomb, Project Manager at 303-866-3441 ext. 3222 or at Megan.Holcomb@state.co.us. Please send the 6-month progress reports and invoices directly to the Project Manager and cc me at Dori.vigil@state.co.us.

Thank you.

Sincerely,

//s//

Doriann Vigil
Program Assistant II
O 303-866-3441 ext. 3250
1313 Sherman Street, Rm. 719, Denver, CO 80203
Dori.vigil@state.co.us / cwc.state.co.us

Attachments



STATE OF COLORADO
Department of Natural Resources

Page 1 of 1

ORDER

*****IMPORTANT*****

Number: POGG1,PDAA,201800000866

Date: 4/19/18

Description:

PDAA 2500 WSRF - SWIFT 2
INFRACTURE_METRO

Effective Date: 04/19/18

Expiration Date: 06/30/19

The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. Please review each line for its corresponding shipping/billing address and delivery instructions.

BUYER

Buyer:

Email:

VENDOR

CAROLLO ENGINEERS INC
2700 YGNACIO VALLEY RD SUITE 300
WALNUT CREEK, CA 94598

Contact: .

Phone: .

EXTENDED DESCRIPTION

Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$25,000.00	<input type="checkbox"/>

Description: PDAA 2500 WSRF - SWIFT 2 INFRACTURE_METRO

Service From: 04/19/18

Service To: 06/30/19

Delivery Instructions

FOB: FOB Dest, Freight Allowed

Delivery Date: -

Ship To:

Bill To:

COLORADO WATER BOARD
CONSERVATION
1313 SHERMAN STREET, ROOM 718
DENVER, CO 80203

COLORADO WATER BOARD CONSERVATION
1313 SHERMAN STREET, ROOM 718
DENVER, CO 80203

TERMS AND CONDITIONS

<https://www.colorado.gov/pacific/osc/small-dollar-grant-award-terms-conditions>

DOCUMENT TOTAL = \$25,000.00



Last Update: October 24, 2017

0Colorado Water Conservation Board	
Water Supply Reserve Fund	
<u>Exhibit A - Statement of Work</u>	
Date:	February 1, 2018
Water Activity Name:	SWIFT2 (<i>South Platte Water Infrastructure From Today creating Sustainable Water Infrastructure for Tomorrow</i>)
Grant Recipient:	Carollo Engineers, Inc. (Grantee)
Funding Source:	\$25,000 WSRF, \$98,800 In-Kind Match
Water Activity Overview: (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for.	
<p>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.</p> <p>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.</p>	
Objectives: (List the objectives of the project)	
<ul style="list-style-type: none">• Project partners will meet regularly to improve their knowledge of each other's' water and wastewater infrastructure, planning goals, and identified project opportunities• Learn from other Colorado and National level regional partnering successes• Explore opportunities for informal or formal future cooperation and additional outreach needs• Identify one or more projects that may be considered for further evaluation• Consider joint development of a detailed scope of work and proposal for additional projects. This may include a request for additional WSRF grant funding from the Metro or South Platte Roundtables, Statewide account funds and/or State Water Plan Grant funds• Share geospatial information, water rights information, and other information that will be useful for infrastructure project identification among project partners to facilitate discussions• Document important discussion items and ideas, and effectively communicate project results to the CWCB, Metro Roundtable, and external entities that may have an interest in the project or in future participation opportunities	



Last Update: October 24, 2017

Tasks
<u>Task 1 – Pre-planning and Grant Development</u>
Description of Task: Project partner entities held grant planning meetings and developed the grant application for submittal to the Metro Roundtable. <ul style="list-style-type: none">• [November 2017] Introductory meeting with all partners• [December 2017] Development of concepts and grant coordination between partners• [January 2018] Meeting at Metro Roundtable and presentation of the SWIFT2 grant led by partners.
Method/Procedure: Partners conducted two steering committee meetings and attended the Metro Basin Roundtable meeting.
Grantee Deliverable: (Describe the deliverable the grantee expects from this task) Submittal of grant application to Metro Roundtable.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task) Submittal of grant application to CWCB.



Last Update: October 24, 2017

Tasks
<u>Task 2 – Regional Collaboration Meetings</u>
<p>Description of Task:</p> <p>Project partner entities will meet monthly between January and July of 2018 for a total of 7 monthly meetings. The meetings will serve as a forum to encourage communication and cooperation. Project partners will discuss goals and opportunities for projects within the South Platte River Basin to meet Basin Implementation Plan goals, including meeting the supply/demand gap, increasing water reuse, and identifying projects that have multiple benefits to multiple users. Topics initially proposed for the monthly meetings include the following:</p> <ul style="list-style-type: none">• [January] Regional Partnering Success – Colorado Focused• [February] One Water Case Studies – National Focused• [March] Wastewater Perspectives (Metro WW, Littleton/Englewood WW)• [April] Water Supplier Perspectives (Denver Water, Roxborough WSD, Aurora Water, SMWSA)• [May] Compilation and Evaluation of Partners' Geospatial Information (Infrastructure, Sources, Discharges)• [June/July] Partner Group Chartering and Next Steps (potentially including identification of additional funding opportunities) (2 meetings) <p>Additional project management related activities such as bi-weekly project conference calls, project coordination and invoicing (4 invoices for duration of project will be developed) will be provided by the Grantee and some of the Partners.</p> <p>This task also allocates in-kind services for grant development and pre-grant planning workshops.</p>
<p>Method/Procedure:</p> <p>Partners will rotate responsibility for coordinating speakers and hosting meetings. All work under this task provided by the partners is in-kind member contributions of staff time and resources.</p>
<p>Grantee Deliverable: (Describe the deliverable the grantee expects from this task)</p> <p>Meeting summaries will be prepared by the Grantee for all Partner meetings. Other project partners will provide meeting logistics coordination with agenda, locations and arranging guest speakers, which will be provided as in-kind services.</p>
<p>CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)</p> <p>Meeting summaries will be provided as part of the Final Report. Participant time will be tracked via sign-in sheets for each meeting and subgroup meeting to ensure that in-kind charges are accurate.</p>



Last Update: October 24, 2017

Tasks
<u>Task 3 – Documentation of Common Goals, Objectives, and Next Steps</u>
Description of Task: <p>The Grantee will compile and review relevant information, including but not limited to case studies, planning documents, meeting presentations and meeting minutes in order to distill common goals and objectives of the project partners. This information will be summarized into two “Idea Capture” meeting briefs, one of which will be prepared following the 4th monthly meeting (April), and one following the 7th monthly meeting (July).</p> <p>The Grantee or its Subcontractors will provide guidance and facilitation through Chartering and other next steps to formalize arrangements for follow-on work and capitalizing on additional collaboration/partnership opportunities. In this role, the Grantee or its Subcontractors may also provide outreach to other stakeholders as the project progresses.</p>
Method/Procedure: <p>This task will require coordination with the project partners to ensure that ideas are appropriately documented and to ensure general agreement on goals and objectives before moving forward with additional work.</p> <p>It is expected that the Project Partners will also contribute significant in-kind labor toward the completion of Task 2 through assistance to develop the “Idea Capture” documents, and participation on subgroups for establishing chartering documents, future grant applications, and other efforts.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Preparation of two (2) “Idea Capture” meeting briefs, one for meetings 1-4, and one for meetings 5-7. These are expected to be 3-4 page documents combining text and graphics to represent the general concepts discussed, goals and objectives of the project partners for the SWIFT2 project.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
The “Idea Capture” meeting briefs will be provided to the CWCB in the project Final Report to the CWCB.



Last Update: October 24, 2017

Tasks	
<u>Task 4 – Regional Infrastructure Geospatial Analysis</u>	
Description of Task:	<p>Project partners will be asked to communicate and present key geospatial information such as major water supply and wastewater infrastructure, conveyances, diversion and return flow locations, growth boundaries, service area boundaries and planning areas, water rights data, regional water demand and supply information, etc. The Project partners, with input from the Grantee or its Subcontractors, will be responsible for compiling geospatial information and data from participating entities to provide mapping/figures that will facilitate conceptual-level discussions around potential projects that could provide advantages or efficiencies in water delivery, reuse and/or treatment alternatives that would not otherwise be available without a regional cooperation approach. . Our goal is that this effort will lead to more productive discussions during the latter part of the project, and ultimately will be the driver toward identification of potential projects for further consideration.</p>
Method/Procedure:	<p>To the extent possible, geospatial information will be compiled electronically using Arc GIS, Google Earth or similar tools. It is understood that some entities may have limitations on data that may be shared. Additionally, internal approvals may be required from participating organizations, and participation may be contingent on entering into data sharing agreements.</p> <p>Based on initial discussions, several Project partners are willing to contribute in-kind labor to this effort. Specific in-kind commitments will be determined at initial meetings.</p> <p>Initial overlays will be used by SWIFT2 partners for collaboration and spotting of ideas for further evaluation/discussion.</p> <p>Grantee will review the work in provided by the project partners to validate that concepts identified for further consideration are consistent with Task 2. The Partners and Grantee will develop one graphic to represent conceptual projects that the group would like to investigate further ad provide the appropriate messaging.</p>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)	<ul style="list-style-type: none">• One Conceptual-level mapping/figure
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)	<ul style="list-style-type: none">• A conceptual-level mapping/figure (1) <p>This information will be summarized in any the Final Report described below, subject to any data sharing limitations.</p>
Budget and Schedule	
<u>Exhibit B - Budget and Schedule:</u> This Statement of Work shall be accompanied by a combined Budget and Schedule that reflects the Tasks identified in the Statement of Work and shall be submitted to CWCB in <u>excel format</u> . A separate <u>excel formatted</u> Budget is required for engineering costs to include rate and unit costs.	



Last Update: October 24, 2017

Reporting Requirements

Reporting: The grantee shall provide their respective Roundtable(s) and the CWCB a Progress Report every 6 months, beginning from the date of executed contract (grantee assumes only 1 Progress Report needed). The Progress Report shall describe the status of the water activity, 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 to address these issues. The CWCB may withhold reimbursement until satisfactory Progress Reports have been submitted.

Final Deliverable: At the completion of the water activity, the grantee shall provide their respective Roundtable(s) and the CWCB the Progress Report, which will serve as the final report, on the grantee's letterhead that:

- Summarizes the water activity and how the water activity was completed
- Describes any obstacles encountered, and how these obstacles were overcome
- Explains the Proposed Budget versus the Actual Budget
- Confirms that all matching commitments have been fulfilled
- Includes photographs, summaries of meeting and engineering reports/design, if appropriate

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for individual tasks and the entire Project in relation to the percentage of budget spent, identification of any major issues, and proposed or implemented corrective actions.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of CWCB staff. Once the Final Report has been accepted, and final payment has been issued, the water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

Performance Requirements

Performance measures for this contract shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the Grant Guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per the Grant Guidelines, Progress Reports must be submitted at least once every 6 months. A Final Report must be submitted and approved before final project payment.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the Grant Agreement.

**COLORADO**Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board**Water Supply Reserve Fund****EXHIBIT B.1 - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs****Date:** February 1, 2018**Water Activity Name:** SWIFT2**Grantee Name:** Carollo Engineers, Inc.

Task No. ⁽¹⁾	Description	Start Date ⁽²⁾	End Date	Matching Funds (cash & in-kind) ⁽³⁾	WSRF Funds (Basin & Statewide combined) ⁽³⁾	Total
1	Pre-Grant Planning Meetings and Grant Development	11/15/2017	1/26/2018	\$ 9,200	\$ -	\$ 9,200
2	Regional Collaboration Meetings	1/29/18	7/20/18	\$ 65,500	\$ -	\$ 65,500
3	Common Goals, Objectives	5/1/18	12/31/18	\$ 16,500	\$ 23,600	\$ 40,100
4	Regional Infrastructure Geospatial	5/1/18	06/30/2019	\$ 7,600	\$ 1,400	\$ 9,000
Total				\$98,800	\$25,000	\$123,800

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)
- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution
- Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.

WSRF TASK TO BEGIN MAY 2018



COLORADO
Colorado Water
Conservation Board
Department of Natural Resources

Colorado Water Conservation Board

Exhibit B. 3 - BUDGET - Detailed Estimate for Grantee and Subconsultant

Date: February 1, 2018

Water Activity Name: SWIFT2

Grantee Name: Carollo Engineers, Inc.

Total Services Provided by the Grantee includes in-kind contributions

		CAROLLO ENGINEERING SERVICES						GBSM SERVICES							
	Team Member	Project Management	Senior Advisor	CADD / GIS Coordinator	Admin Support	Carollo Hours	Carollo Labor Cost	Senior Counsel	Senior Associate	Associate	Support Staff	GBSM Hours	GBSM Labor Cost	ODCs	Total Services (includes in-kind)
Task	Description	\$ 228	\$ 247	\$ 115	\$ 100			\$ 325	\$ 225	\$ 165	\$ 75				
0*	Grant pre-planning and development	10	6		5	21	\$ 4,262					0	\$ -		\$ 4,262
1.1*	Grant Administration and Invoicing (Indirect)				8		\$ 800								
1.2*	Project Management and Administrative	14				14	\$ 3,192					0	\$ -		\$ 3,192
1.3*	Workshops (7 total)	28	24			52	\$ 12,312	14	24			38	\$ 9,950		\$ 22,262
2	Ideas Capture Memorandum & Final Report to CWCB	28	24		12	64	\$ 13,512	8	16	20	6	50	\$ 9,950	\$166	\$ 23,628
3	Geospatial Mapping Layers and Conceptual Map	4		4		8	\$ 1,372					0	\$ -		\$ 1,372
Total Base Project Hours		84	54	4	25	159		22	40	20	6	88			
Total Base Direct Labor Dollars		\$ 19,152	\$ 13,338	\$ 460	\$ 2,500		\$ 35,500	\$ 7,150	\$ 9,000	\$ 3,300	\$ 450		\$ 19,900	\$ 166	\$ 54,716

(*) Grantee will use in-kind contributions to cover the services provided for grant pre-planning (Task 0), Project Management, Administration, and Workshop Attendance (Task 1.0)

Page 3 of 4

Total In-Kind Hours	52	30	0	13	87	14	24	0	0	38					
Total In-Kind Base Labor Dollars	\$ 11,856	\$ 7,410	\$ -	\$ 1,300	\$ -	\$ 20,566	\$ 4,550	\$ 5,400	\$ -	\$ -	\$ -	\$ 9,950	\$ 29,716		
Total Billed Labor Dollars	\$ 7,296	\$ 5,928	\$ 460	\$ 1,200	\$ -	\$ 14,934	\$ 2,600	\$ 3,600	\$ 3,300	\$ 450	\$ -	\$ 9,950	\$ 25,000		

**COLORADO**Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board**Water Supply Reserve Fund****EXHIBIT B.2 - BUDGET - In-Kind Labor Costs by Partners and Grantee****Date:** February 1, 2018**Water Activity Name:** SWIFT2**Grantee Name:** Carollo Engineers, Inc.

Task No. ⁽¹⁾	Description	L/E WWTP Staff	Denver Water Staff	Aurora Water	Roxborough W&SD	South Metro Supply Authority	GBSM	Carollo Engineers, Inc.	Total
	# Stakeholders	5	3	2	1	2			
	Labor Rate	\$100	\$100	\$100	\$100	\$100			
0	Pre-Grant Planning Meetings and Grant Development (Nov - Jan)	14	14	0	7	14	\$ -	\$ 4,262	\$9,162
1.1	Indirect Administration Costs (Grant Administration & Invoicing)	0	0	0	0	0	\$ -	\$ 800	\$800
1.2	Project Management and Administration	0	0	0	0	0	\$ -	\$ 3,192	\$3,192
1.3	Regional Collaboration Meetings: (7 meetings @ 4 hours)	140	56	42	28	56	\$ 9,950	\$ 12,312	\$54,462
1.4	Tactical and Coordination Meetings: (7 meetings @ 2hours)	28	14	0	14	14	\$ -	\$ -	\$7,000
2	Common Goals, Objectives	75	45	0	15	30	\$ -	\$ -	\$16,500
3	Regional Infrastructure Geospatial	16	48	0	4	8	\$ -	\$ -	\$7,600
									\$0
									\$0
Total		\$27,300	\$17,700	\$4,200	\$6,800	\$12,200	\$10,000	\$20,600	\$98,700

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution

- Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.

Last Update: 12/20/17



COLORADO

Colorado Water
Conservation Board

Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund

Exhibit B.4 - BUDGET - Indirect Costs (Grant Administration Costs incurred by Grantee)

Date: February 1, 2018

Water Activity Name: SWIFT2

Grantee Name: Carollo Engineers, Inc.

<u>Task No.</u> ⁽¹⁾	<u>Title</u>	<u>Description</u> (Grant Administration)	<u>\$/hour</u>	<u>Hours</u>	<u>Total</u>
1.1*	Regional Collaboration Meetings	Grant Administration & Invoicing	\$100	8	\$800
					\$0
Total					\$800
Total WSRF Grant Amount ⁽²⁾					\$25,000
Indirect Costs as a percent of Total WSRF Grant amount					3.2%

(1) Grant Administration costs must be submitted as a single task and may not exceed 15% of the Total WSRF Grant amount.

(2) Total WSRF Grant amount equals all Basin Account requests and all Statewide Account requests.

* Note that these costs are included in the Direct Costs In-Kind budgeted amounts. Costs are shown separately for tracking purposes.