

Exhibit A

Statement Of Work	
Date:	Mar 23, 2023
Name of Grantee:	Town of Buena Vista
Name of Water Project:	Buena Vista Water Conservation Plan
Water Project Overview:	
<p>The Town of Buena Vista will develop a Water Conservation Plan to achieve continuing, long-term improvement in water use efficiency while reducing overall water demands. This project will align with the Colorado Water values: with a commitment for community collaboration in plan development; addressing an identified water gap by contributing to Arkansas Basin Identified Project 00380, Local Water Conservation Planning; and demonstrating sustainability by creating a Water Conservation Plan with conservation best practices.</p> <p>The Grantee will contract with a water resources firm to develop the Water Conservation Plan. The Request for Proposal (RFP) to procure a contractor will specify that the scope of work follows the CWCB Model Conservation Plan Development Guidance Document. In addition, the RFP scope of work will require a robust community involvement strategy to engage people with differing interests including full-time residents, part-time residents, Town staff, BV Schools, hospitality, commerce, recreation, development, and agriculture. Proposals will be evaluated by Town staff and the Water Advisory Board to determine “best value” in meeting the RFP requirements.</p>	
Project Objectives:	
<p>The project objectives are:</p> <ul style="list-style-type: none">• Develop and implement a Water Conservation Plan that reduces water demand in the Town of Buena Vista water service area by 10 percent in a manner that minimizes negative impacts to the community, local economy, or the environment.• Create a Buena Vista Water Conservation Program that has the committed support and contribution of the community.• To the extent possible, support population and economic growth through reduction in water use and limit the need for acquiring additional water rights.	

Tasks
Task 1 – Develop Water Conservation Plan Request for Proposal
Description of Task:
Objective Develop a Request for Proposal (RFP) that can be widely advertised and elicit proposals from highly qualified water resources firms.
Method/Procedure:

<i>Anticipated Steps</i>
<ol style="list-style-type: none"> 1. Information collection including RFPs for Water Conservation Plans used by other municipalities of similar size; consult with Colorado Water Conservation Board (CWCBC) Conservation and Land Use Planning contact Kevin Reidy regarding best practices in scope development for water conservation plans and advertising strategies. 2. Convene a Town staff and Water Advisory Board workshop to develop RFP scope items and requirements. 3. Complete draft RFP for review by Town and Water Advisory Board, and CWCBC Conservation and Land Use Planning contact. 4. Issue RFP.
Deliverable:
Request for Proposal for Town of Buena Vista Water Conservation Plan.

Tasks
Task 2 – Award Town of Buena Vista Water Conservation Plan Contract
Description of Task:
Select the proposal that provides the best value with respect to firm qualifications, similar projects, approach to the scope of work, proposed staff qualifications, and cost and award the contract.
Method/Procedure:
<i>Anticipated Steps</i>
<ol style="list-style-type: none"> 1. Proposal review by Town staff and Water Advisory Board to rate proposals with respect to criteria listed in the RFP. 2. Consider proposal review rankings and select the best value proposal. 3. Award Contract.
Deliverable:
Fully executed contract with selected contractor.

Tasks
Task 3 – Develop Water Conservation Plan
Description of Task:
Contractor develops the Town of Buena Vista Water Conservation Plan as described in the contract scope of work, schedule, and budget. All efforts will be coordinated and supported by Town staff and the Water Advisory Board.
Method/Procedure:
<i>Anticipated Steps</i>
<ol style="list-style-type: none"> 1. Conduct work as described in the contract. 2. Community Engagement. 3. Coordination and support by Town staff. 4. Review Draft Water Conservation Plan and advertise availability of Draft Water Conservation Plan for community review. 5. Complete Final Water Conservation Plan. 6. Advertise availability of Final Water Conservation Plan. 7. Submit Final Town of Buena Vista Water Conservation Plan to CWCBC.

Deliverables:
Draft Town of Buena Vista Water Conservation Plan Final Town of Buena Vista Water Conservation Plan
Tasks
Task 4 – Reporting, Invoicing, and Close-Out
Description of Task:
<p>Progress Reports – Submit to CWCB a progress report every 6 months, beginning at the execution of the contract. The Progress Reports will describe the status of the Tasks 1 through 3. Major issues that have occurred since the previous progress report will be described as well as all corrective action taken to address these issues. Town staff will conduct ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each Progress Report.</p> <p>Invoices – Submit invoices that 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.</p> <p>Final Report - At completion of the project, submit to CWCB a Final Report on Town of Buena Vista letterhead that:</p> <ul style="list-style-type: none"> • Summarizes the project and how the project was completed. • Describes any obstacles encountered, and how these obstacles were overcome. • Confirms that all matching commitments have been fulfilled. • Includes photographs, summaries of meetings and engineering reports/designs. <p>Close-Out – Submit all the Final Report and project documentation (all products, data and information developed as a result of this contract) to CWCB to receive the remaining 10% of the entire grant.</p>
Method/Procedure:
<p>Anticipated Steps</p> <ol style="list-style-type: none"> 1. Submit Progress Reports 2. Submit Final Report, project documentation, and Final Town of Buena Vista Water Conservation Plan
Deliverables:
<p>Progress reports</p> <p>Final Report and project documentation</p> <p>Final Town of Buena Vista Water Conservation Plan</p>

Budget and Schedule
This Budget and Schedule reflects the tasks identified in the Statement of Work.

Budget and Schedule

Prepared Date: March 23, 2023

Name of Grantee: Town of Buena Vista

Name of Water Project: Buena Vista Water Conservation Plan

Task No.	Task Description	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match/In Kind Funding	Total
1	Develop Water Conservation Plan Request for Proposal	9/1/2023	9/1/2028	\$0.00	\$8,850.00	\$8,850.00
2	Award Town of Buena Vista Water Conservation Plan Contract	11/30/2023	9/1/2028	\$0.00	\$9,835.00	\$9,835.00
3	Develop Water Conservation Plan	3/30/2024	9/1/2028	\$39,450.00	\$23,405.00	\$62,855.00
4	Reporting, Invoicing, and Close-Out	9/1/2023	9/1/2028	\$0.00	\$5,140.00	\$5,140.00
Total				\$39,450.00	\$47,230.00	\$86,680.00

Reporting Requirements

Progress Reports: The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. The progress report shall describe the status 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 Report: At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will pay out the last 10% of the 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 purchase order or grant will be closed without any further payment.

Payment

Payment will be made based on actual expenditures and must include invoices for all work completed. 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.

Costs incurred prior to the effective date of this contract are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of this contract must be provided as part of the project documentation.

Performance Measures

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 C. Per Grant Guidelines, the CWCB will pay out the last 10% of the 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 purchase order or grant will be closed without any further payment.

(b) Accountability: Per 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 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.