



Colorado Water Conservation Board

Water Plan Grant – Statement of Work – Exhibit A

Statement Of Work

Prepared Date:	May 12, 2023
Name of Grantee:	Town of Avon, Colorado
Name of Water Project:	Avon's Benchmark Reservoir Conservation Project
Funding Source:	Colorado Water Conservation Board: Water Plan Grants (Conservation and Land Use Category)

Water Project Overview:

The project will 1) design a new irrigation system for Harry A. Nottingham Park and surrounding streetscape that would replace an irrigation system that is over 40 years old; and 2) design demonstration gardens for future installation in the park. The gardens will provide education about the Colorado River Basin and demonstrate compliance with landscape regulations and planted materials that support the town's water conservation efforts.

The update to the town's irrigation system will help to save 5 million gallons of water each year in the Colorado River Basin and speaks directly to the objectives outlined in the category of Conservation and Land Use Planning of implementing long-term strategies for conservation, land use, water efficiency, and drought planning.

Project Objectives:

The Town of Avon, Colorado, seeks to design and eventually construct a new irrigation system to support water conservation, efficiency, and drought planning efforts in maintaining Harry A. Nottingham Park (the Park) and surrounding streetscape landscaping needs. The Town also proposes the installation of new demonstration gardens in Harry A. Nottingham Park which will help to educate guests and residents who visit the park about the town's water conservation initiatives.

The existing irrigation system was installed 40 years ago and has outlived its useful life. Leakage from the irrigation system is responsible for the loss of up to 4.3 million gallons of water each season (mid-May through October). Replacing the irrigation system will advance the Colorado Water Plan goal to achieve 400,000 acre-feet of municipal and industrial water conservation by 2050.

The Town will work with engineering consultants to design the new irrigation system and demonstration gardens according to current best management practices and Town code.

Tasks

Task 1 –Complete design phase of the new irrigation system for Town of Avon.

Description of Task:



Town staff will draft scope of design services for the Request for Quote/Request for Proposal (RFQ/RFP) process as required by Avon's procurement policies. Components of the design phase report will include conceptual (30%) and final (60% min) designs, construction documents and written technical specifications for equipment. Town staff will award the contract for design services according to Avon's procurement policies. The design report for the new irrigation system will suggest estimated costs and a timeline for installation that will be divided into phases and adhere to scheduling approved by the Town of Avon.
Method/Procedure:
The Town staff will draft RFQ / RFP with detailed scope of services identified for use in soliciting bids for design phase of Avon's Benchmark Reservoir Conservation Project that would provide design specs for a new irrigation system for Town of Avon. Town staff will award the contract for design services according to Avon's procurement policies.
Deliverable:
The deliverable for this component of Avon's Benchmark Reservoir Conservation Project is a professional report from a landscape irrigation (or similar) company that details design for the irrigation system replacement and updates to Avon's old and outdated system. The report will detail the system components with recommendations for new equipment addressing such things as the control system, station wiring, sprinkler heads, piping infrastructure, pump station, etc. The design phase report would include conceptual and final designs, construction documents and written technical specifications for the recommended equipment. Successful bids will be from contractors who provide multiple references. These should be limited to municipal, special district, and golf course installations of similar or larger scale. Further, references shall be current (within the last 5 years) and for fully completed projects only. The design report shall be complete and specify all materials in construction notes.

Tasks
Task 2 –Complete design phase of the new demonstration gardens for Harry A. Nottingham Park
Description of Task:
Town staff will draft scope of design services for the RFQ/RFP process as required by Avon's procurement policies. Town staff will award the contract for design services according to Avon's procurement policies. Components of the design phase report for the demonstration gardens would include conceptual (30%) and final (60% min) designs, construction documents that would comply with the town's landscaping guidelines. The design report would suggest estimated costs and timeline for installation as approved by the Town of Avon.
Method/Procedure:
The Town staff would draft RFQ / RFP with detailed scope of services identified for use in soliciting bids for design phase of Avon's Benchmark Reservoir Conservation Project that would provide conceptual to final design for demonstration gardens to be installed in Harry A. Nottingham Park. Town staff will award the contract for design services according to Avon's procurement policies.
Deliverable:



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The deliverable for the Avon's Benchmark Reservoir Conservation Project is a professional report from a landscape architect (or similar qualified) company for designs for demonstration gardens that comply with the town's landscape code and guidelines. The report will include implementation timeline and estimated costs for the installation of the gardens that serve as an educational component for this project. Successful bids will be from consultants who provide multiple references. These should be limited to municipal, special district, and golf course installations of similar or larger scale. Further, references shall be current (within the last 5 years) and for fully completed projects only.



Budget and Schedule

This Statement of Work shall be accompanied by a combined Budget and Schedule that reflects the Tasks identified in the Statement of Work.

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 B. 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.



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(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.