



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources  
1313 Sherman Street, Room 718  
Denver, CO 80203

November 30, 2021

WSRF GRANT – POGG1 2022-2624  
Regional Reuse Study Project

PIKES PEAK REGL WATER ATHRTY  
231 SECURITY BLVD  
COLORADO SPRINGS, CO 80911

RE: Official Notice to Proceed

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your request for funding for your project pursuant to the Grant Program(s) ("Program"). This letter authorizes you to proceed with the approved 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 Grantee agree by accepting the Grant Funds.

If you have any questions regarding your grant award, contact Kevin Reidy, Project Manager at 303-866-3441 or at [Kevin.Reidy@state.co.us](mailto:Kevin.Reidy@state.co.us). Please send all grant correspondence directly to the project manager and cc me on your invoice billing requests.

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](mailto:Dori.vigil@state.co.us) / [cwcb.state.co.us](http://cwcb.state.co.us)





**STATE OF COLORADO**  
Department of Natural Resources

Page 1 of 2

ORDER		*****IMPORTANT*****				
<b>Number:</b>	POGG1,PDAA,202200002624	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
<b>Date:</b>	11/30/21	<b>BILL TO</b>				
<b>Description:</b>	WSRF - ARKANSAS & METRO BASIN Regional Reuse Study	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>Effective Date:</b>	11/30/21	<b>SHIP TO</b>				
<b>Expiration Date:</b>	12/01/23	COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203				
<b>BUYER</b>		<b>SHIPPING INSTRUCTIONS</b>				
<b>Buyer:</b>		<b>Delivery/Install Date:</b> -				
<b>Email:</b>		<b>FOB:</b>				
<b>VENDOR</b>						
PIKES PEAK REGL WATER ATHRTY 231 SECURITY BLVD COLORADO SPRINGS, CO 80911						
<b>Contact:</b>	Roy Heald					
<b>Phone:</b>	719-392-3475					
<b>VENDOR INSTRUCTIONS</b>						
<b>EXTENDED DESCRIPTION</b>						
Grant for Regional Reuse Study Project per attached Exhibit A Scope of Work and Exhibit B Budget".						
<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	\$7,500.00	<input type="checkbox"/>
Description: ARK BASIN FUNDING - WSRF - Regional Reuse Study						
Service From: 11/30/21		Service To: 12/01/23				
<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	\$7,500.00	<input type="checkbox"/>
Description: METRO BASIN FUNDING - WSRF - Regional Reuse Study						
Service From: 11/30/21		Service To: 12/01/23				
<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>
3	G1000		0	0.00	\$19,000.00	<input type="checkbox"/>
Description: ARK STATEWIDE FUNDING - WSRF - Regional Reuse Study						
Service From: 11/30/21		Service To: 12/01/23				



Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
4	G1000		0	0.00	\$19,000.00	<input type="checkbox"/>
Description:	METRO STATEWIDE FUNDING - WSRF - Regional Reuse Study					
Service From:	11/30/21		Service To:	12/01/23		
<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 = \$53,000.00</b>						



<b>Colorado Water Conservation Board</b>	
<b>Water Supply Reserve Fund</b>	
<b><u>Exhibit A - Statement of Work</u></b>	
<b>Date:</b>	<b>October 25, 2021</b>
<b>Water Activity Name:</b>	<b>Regional Reuse Study</b>
<b>Grant Recipient:</b>	<b>Pikes Peak Regional Water Authority</b>
<b>Funding Source:</b>	<b>Water Supply Reserve Fund, Arkansas Basin, Metro Basin Accounts, Pikes Peak Regional Water Authority Regional Reuse Study Participants</b>
<b>Water Activity Overview:</b> (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. (PLEASE DEFINE ALL ACRONYMS).  The Regional Reuse Study is being completed to provide technical analysis and planning support for various options to recapture, store, and deliver fully-reusable return flows in the Fountain and Monument Creek basins from several identified participants. In addition, the analysis shall identify other water storage needs within El Paso County that may be able to use the storage contemplated as part of this effort.  The Study will develop minimum operational criteria, to include storage volume, conveyance capacity in and out for peak and non-peak times, ability to connect to existing infrastructure, and identification of potential treatment requirements for potential recapture, storage, and delivery projects. Quantitative and qualitative value sets will be used to identify top performing concepts, which will then undergo a feasibility analysis.	
<b>Objectives:</b> (List the objectives of the project. (PLEASE DEFINE ACRONYMS).  The objective of the Regional Reuse Study is to identify, and provide cost estimates for, the top regional reuse projects that will maximize the use and reuse of reusable water supplies within El Paso County.	

<b>Tasks</b>
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 1 - Reconnaissance Study</u></b>
Description of Task:



Tasks
Complete a Reconnaissance Study to: <ul style="list-style-type: none"><li>a. Collect and review relevant project work performed in the region over the last 10 years specifically addressing the recapture, storage and delivery of reuse water.</li><li>b. Gather data and formulate an inventory of previously identified water storage needs within El Paso County.</li><li>c. Through discussion with potential reuse and storage participants and Colorado Springs Utilities, develop minimum operational criteria (to include storage volume, conveyance capacity in and out for peak and non-peak times, ability to connect to existing infrastructure and identification of potential treatment requirements) for potential recapture, storage and delivery projects.</li><li>d. Gather data and formulate an inventory of water recapture, storage, and delivery projects with the potential to meet the minimum criteria identified in (b.) above.</li><li>e. Produce and document preliminary data.</li><li>f. Formulate concepts in sufficient detail to evaluate viability (tier one fatal flaw analysis).</li></ul>
Method/Procedure: <ul style="list-style-type: none"><li>• Collect and review relevant project work.</li><li>• Gather data, inventory El Paso County storage needs.</li><li>• Interview each participant on operational needs.</li><li>• Gather data, inventory water recapture, storage, and delivery projects.</li><li>• Produce and document preliminary data, formulate concepts.</li><li>• Meet with Working Group made up of Project Participants.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Draft Reconnaissance Study.
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Draft Reconnaissance Study (electronic file)

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 2 - Comparative Analysis</u></b>
Description of Task:
Conduct a Comparative Analysis utilizing both quantitative and qualitative value sets to identify top performing concepts. <ul style="list-style-type: none"><li>a. Identify possible storage alternative sites that satisfy fully (or in part) the group's storage needs.</li><li>b. Identify possible conveyance concepts to convey water into and from the alternative storage sites.</li><li>c. Identify potential water treatment, if any, required prior to conveyance from alternative storage sites.</li><li>d. Implement a qualitative screening methodology based on group criteria to rank possible alternatives.</li></ul>



Tasks
Method/Procedure:
<ul style="list-style-type: none"><li>• Identify storage alternatives, conveyance concepts and potential water treatment.</li><li>• Use qualitative screening methodology to draft Comparative Analysis.</li><li>• Present to Working Group for input.</li><li>• Distribute reviewed Comparative Analysis and integrate into draft Reuse Study.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Draft Comparative Analysis (electronic file) Presentation on Comparative Analysis Revised Comparative Analysis (electronic file)
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Revised Comparative Analysis (electronic file)

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 3 - Feasibility Analysis</u></b>
Description of Task:
Using the three top-ranking alternatives from Task 1, these selected alternatives will undergo more detailed feasibility analysis and development in Task 3. <ol style="list-style-type: none"><li>1. Conduct a Tier 2 Fatal Flaw analysis for the top-ranking alternatives.</li><li>2. Meet with the Working Group to review results of the fatal flaw analysis and confirm selection of the top three alternatives.</li><li>3. Provide Advancement of Cost Engineering (AACE) Class 4 cost estimate of the three top-ranking alternatives.</li><li>4. The Feasibility Analysis Report shall identify and include:<ol style="list-style-type: none"><li>a. Potential fatal flaws of the top performing sites from Task 1.</li><li>b. A compilation of pertinent data, and information used in identifying potential fatal flaws.</li><li>c. A preliminary AAEC Class 4 capital cost estimate for each of the top-ranking alternatives</li></ol></li></ol>
Method/Procedure:
<ul style="list-style-type: none"><li>• Perform fatal flaw analysis of select Task 1 alternatives.</li><li>• Meet with Working Group to review results.</li><li>• Prepare cost estimates for three top-ranking alternatives</li><li>• Prepare and distribute draft Feasibility Analysis Report.</li></ul>



Tasks
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Presentation of fatal flaw results Draft Feasibility Analysis Report (electronic file)
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Draft Feasibility Analysis Report (electronic file)

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 4 - Refined Costs Report</u></b>
Description of Task: After review of the draft Reports from the previous tasks, the selected three alternatives will undergo further financial analysis for cost estimating purposes. The draft Refined Costs Report shall identify and include: <ol style="list-style-type: none"><li>Opinion of probable costs for the permitting and construction costs of each alternative along with critical/major assumptions used.</li><li>Opinion of probable costs for the annual operating costs of each alternative along with critical/major assumptions used.</li></ol>
Method/Procedure: <ul style="list-style-type: none"><li>Meet with Working Group to refine assumptions and concept plans of operation of up to three select alternatives.</li><li>Prepare conceptual plans to estimate those alternatives.</li><li>Prepare and distribute draft Refined Costs Report showing opinion of probably costs for permitting and construction of the select alternatives and annual operating costs.</li></ul>
Grantee Deliverable: (Describe the deliverable the grantee expects from this task)
Presentation of select alternatives Draft and distribute Refined Costs Report (electronic file)
CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)
Draft and distribute Refined Costs Report (electronic file)

Tasks
Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)
<b><u>Task 5 – Project Coordination &amp; Reporting</u></b>
Description of Task:



## Tasks

- Project set-up
- Prepare for and conduct kick-off meeting
- General coordination
- Monthly reporting
- Compile and distribute draft Reuse Study
- Receive comments and finalize Reuse Study

Method/Procedure:

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

- Kick-off meeting summary (electronic)
- Monthly email reports (unless conference call is preferred)
  - Draft Reuse Study (electronic)
  - Final Reuse Study (electronic and 2 copies for each participant, 14 total. Additional copies can be produced at cost.)

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

Grantee shall provide CWCB a copy of final report along with description of next steps.

## Budget and Schedule

**Exhibit B - 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 and shall be submitted to CWCB in [excel format](#). A separate [excel formatted](#) Budget is required for engineering costs to include rate and unit costs.

## Reporting Requirements

**Progress Reports:** The grantee 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

**Final Report:** At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee'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.

## Payments





### Reporting Requirements

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.



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**Water Supply Reserve Fund**

**EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs**

**Date: October 29, 2021**

**Water Activity Name: Regional Reuse Study**

**Grantee Name: Pikes Peak Regional Water Authority**

<u>Task No.</u> <sup>(1)</sup>	<u>Description</u>	<u>Start Date</u> <sup>(2)</sup>	<u>End Date</u>	<u>Matching Funds</u>	<u>WSRF Funds</u>	<u>Total</u>
1	Reconnaissance Study	11/24/21	12/1/2023	\$12,470	\$8,300	\$20,770
2	Comparative Analysis	11/24/21	12/1/2023	\$12,470	\$8,300	\$20,770
3	Feasibility Analysis	11/24/21	12/1/2023	\$8,420	\$5,700	\$14,120
4	Refined Costs Report	11/24/21	12/1/2023	\$8,060	\$5,400	\$13,460
5	Project Coordination and Reporting	11/24/21	12/1/2023	\$18,280	\$12,000	\$30,280
<b>Total</b>				<b>\$59,700</b>	<b>\$39,700</b>	<b>\$99,400</b>