



STATE OF COLORADO

Department of Natural Resources

ORDER				*****IMPORTANT*****			
Number: POGG1,PDAA,202400003030		Date: 1/31/24		The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.			
Description: WPG - Alamosa County Comprehensive Plan Update							
Effective Date: 02/14/24 Expiration Date: 02/14/29				COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203			
BUYER				COLORADO WATER BOARD CONSERVATION 1313 SHERMAN STREET, ROOM 718 DENVER, CO 80203			
Buyer: Email:							
VENDOR				SHIPPING INSTRUCTIONS			
ALAMOSA COUNTY Land Use and Building Department 8900 Independence Way Alamosa, CO 81101				Delivery/Install Date: - FOB: FOB Dest, Freight Allowed			
VENDOR INSTRUCTIONS				EXTENDED DESCRIPTION			
Attachments: Budget, Exhibit A (SOW), Board Approval, HR Waiver							
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.	
1	G1000		0	0.00	\$99,600.00	<input type="checkbox"/>	
Description: WPG - Alamosa County Comprehensive Plan Update							
Alamosa County will hire a consultant to update their 2008 comprehensive plan with a specific focus on how dwindling water supplies will change land use practices in the San Luis Valley. Project activities include designing the planning process, engaging the community, drafting the comprehensive plan update, and securing its adoption by the County Commission. This project advances the Colorado Water Plan goal to have 75% of Coloradans living in communities that have incorporated water-saving actions in land using planning.							
As a part of this agreement, please refer to Exhibit A (dated 1/3/24) for a complete Statement of Work and Budget.							
Service From: 02/14/24				Service To: 02/14/29			
TERMS AND CONDITIONS							



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<https://www.colorado.gov/osc/purchase-order-terms-conditions>

DOCUMENT TOTAL = \$99,600.00

Exhibit A

Statement of Work	
Date Prepared:	January 3, 2024
Name of Grantee:	Alamosa County
Name of Water Project:	Alamosa County Comprehensive Plan Update
Water Project Overview:	
<p>Alamosa County has retained a consultant team led by Logan Simpson, and including LRE Water and Fellsburg Holt Ullevig. Alamosa County and the consultant team will conduct a community-wide outreach and engagement process to update the 2008 Alamosa County Master Plan for land use and development throughout the county with a particular focus on the following water issues:</p> <ul style="list-style-type: none"> ● the continued availability and quality of water as a determinant of growth; ● the transformation of the San Luis Valley’s agricultural economy and heritage in the face of changing climate conditions, groundwater rules, and inevitable cutbacks to achieve a sustainable aquifer ● intentional water supply collaboration between the city and county at the interface of municipal and rural planning, especially within the areas identified in the city’s three-mile plan; ● intentional collaboration between the city and county regarding stormwater management and landscape standards, especially adjacent to the city limits; ● flood hazard impact mitigation and resilience; ● identifying policy levers to promote smart water management and conservation as the vast majority of property in Alamosa County is served by wells permitted by the Colorado Division of Water Resources; and ● consideration of the San Luis Valley Regional Habitat Conservation Plan (HCP) established to support threatened populations of the southwest willow flycatcher and yellow-billed cuckoo. <p>Among other comprehensive plan topics, these water topics will be informed by community engagement so that Alamosa County’s decision process includes a variety of perspectives, including public and private land managers, environmental stewards, and water experts, through the lens of underserved populations.</p> <p>Alamosa County’s Comprehensive Plan will comply with water regulations and guidance of the Colorado Department of Local Affairs, recent legislation concerning water conservation (HB 20-1095), Colorado Revised Statutes, and best practices of the American Planning Association and current industry practice.</p>	
Project Objectives:	
<p>Alamosa County will adopt an updated Comprehensive Plan - a living document based on current social, economic, and natural conditions and which describes the shared future to which Alamosa County aspires.</p> <p>Inclusive of varied perspectives and born from community conversations centered around Alamosa County’s pressing needs for housing, economic development and conservation of water and natural resources, this plan will also serve to balance the agricultural and cultural heritage of the community with emerging trends in development and changes in population demographics to maximize the livability of Alamosa County for decades to come.</p>	

Task 1

Task 1 – Project Initiation and Community Engagement Plan

Description of Task:

This initial task will begin with a kickoff meeting with the project team to define administrative processes, clarify communication and project management expectations, and establish a Steering Committee. The Steering Committee will be instrumental throughout the process as a sounding board for key deliverables including vision, opportunities, and overall policy development. It will include representatives from existing boards, elected officials, large employers/industries, incorporated local communities, & County residents.

This task will primarily develop a Community Engagement Plan (CEP) to define the approach to public outreach at each milestone in the process. The CEP will outline the public outreach goals, activities, venues, and County and consultant team responsibilities that seek to keep community members informed throughout the planning process, gather feedback at critical points, and create local champions.

Where there are opportunities to align with other local and County events, Alamosa County will work to meet people where they already are to make engagement convenient and significantly increase public participation. The consultant team will design and print flyers to advertise the events with distribution support from County staff or Steering Committee members.

Method/Procedure:

The consultant team will create content specifically for the County’s social media platforms and website to drive County residents to the central project website. They will also outline the anticipated level of engagement of the Steering Committee (SC), Planning Commission (PC), Board of County Commissioners (BOCC), County staff, boards and commissions, and other regional partners and providers. The details and logistics of the engagement events will be defined further in the Community Engagement Plan, but generally will include the following:

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|---|---|
| <ul style="list-style-type: none">● Two (2) roundtable events● Five (5) public events● Up to five (5) pop-up events● Three (3) co-creator meetings and coordination● Three (3) meetings in a Box kits● Up to three (3) informational videos and/or podcasts● Three (3) postcard mailers● Up to five (5) intercept surveying locations● One (1) Spanish-speaking event | <ul style="list-style-type: none">● Media blitz (one (1) per phase)● Three (3) online surveys● One (1) online document review/commenting period● Eight (8) Steering Committee meetings (virtual)● Community Listening Sessions● Five (5) Planning Commission Meetings● Two (2) Adoption Hearings● Project branded SWAG● One (1) photo contest |
|---|---|

Deliverables:

Alamosa County will provide the following deliverables to the CWCB:

1. A copy of the finalized Community Engagement Plan (CEP)
2. A link to the finalized project website, setup and content throughout project
3. Documentation of engagement events, which may include event agendas, attendance records, links to meeting minutes, flyers, social media notification, and notification materials (can be included in final report)

Task 2

Task 2 – Kickoff and Qualitative Assessment

Description of Task:

An in-person kickoff week will launch the planning effort publicly and begin a promotional campaign for the Comprehensive Plan. The public kickoff could be formatted as a set of informal roundtable discussions and could occur in tandem with a popular community event. This event will introduce the plan community-wide and ask key questions on overall vision, values, key issues, and opportunities for Alamosa County.

This task will also kick off the Steering Committee process and, if possible, align with the first Planning Commission meeting.

Method/Procedure:

A list of key community partners will be identified and invited to participate in these roundtables, including representation from elected officials, county departments, development/builder and realtor groups, business groups, school districts, conservation districts, farmers and ranchers, property owners, non-profit and community organizations, federal and state partners, municipalities, the previously established Alamosa Growing Water Smart Working Group, and the Alamosa County community at large.

Alamosa County will also offer one-on-one phone or in-person listening sessions for those that cannot attend the roundtable events or would prefer speaking one-on-one. The same questions asked at both community listening sessions and kickoff roundtable events will be included in the online questionnaire.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

Deliverables:

1. Online Questionnaire #1 (Kickoff)
2. Written summary (can be in final report) of “Kickoff” Outreach, including meeting notes, agendas, and attendee numbers or lists from the following:
 - a. Roundtable Events (materials and facilitation)
 - b. Community Listening Sessions (materials and facilitation)
 - c. Meeting with the Alamosa Growing Water Smart Working Group
 - d. Steering Committee Meeting #1
 - e. Planning Commission Meeting #1

Task 3

Task 3 – Plan Audit & Review

Description of Task:

Alamosa County will work with its consultant team to identify elements of the County’s existing 2008 Master Plan to bring forward in the update by way of an existing plan audit. This effort combined with the Existing Conditions Analysis Task will articulate themes which could drive the plan. As part of this task, the project team will identify the most appropriate structure and format for the final plan. By establishing a shared understanding of the final product early, Alamosa County can draft task deliverables in a way to easily plug into the final plan structure.

Method/Procedure:

The consultant team will also review recently completed plans and studies during this task to understand potential integration into the Comprehensive Plan and to prepare for the Existing Conditions analysis in the next task. This will include but is not limited to review of the Emergency Operations Plan, Hazard Mitigation Plan, Valley-Wide Housing Needs Assessment, City of Alamosa Housing Needs and Action Plan, and the Alamosa County Land Use and Development Code.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. Plan Audit Report
2. Initial Plan Structure and Table of Contents

Task 4

Task 4 – Existing Conditions Analysis and GWS Self-Assessment

Description of Task:

Baseline conditions will be evaluated for the unincorporated areas of Alamosa County as part of this task. This task will include developing and submitting the Colorado Growing Water Smart (GWS) Community Self-Assessment to the Colorado Department of Local Affairs (DOLA).

Method/Procedure:

This task will perform targeted analysis and research of background information, spatial data, and socioeconomic, demographic, and development trends. The consultant will evaluate the existing conditions in Alamosa County, synthesizing the information collected into easy to digest “snapshots” on plan topics that provide an overview and analysis of baseline conditions for all anticipated plan elements.

The GWS self-assessment process will consist of the consultant team meeting with the previously established Alamosa working group, evaluating the data, outlining Division 3 water administration, and assisting the County in filling out a self-assessment regarding water needs and uses.

Alamosa County will obtain purchase relevant GIS dataset(s) to support the work of the consultant team and the overall project.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. Draft and Final Existing Conditions Snapshot Report
2. Accompanying Maps and Graphics
3. GWS Self-Assessment Report

Task 5

Task 5 – Defining the Direction - Values & Vision

Description of Task:

Visioning outreach activities will feature interactive workshops on shared values and big ideas facing Alamosa County. These workshops will be an opportunity to generate interest and buy-in from community members and increase awareness of why this process is so important to shaping the future of the County.

Method/Procedure:

A series of public workshops will be organized to utilize electronic polling, hands-on technology, and interactive discussions to establish the values and vision for the County. It is anticipated that this will include two meetings of similar format either at different times and possibly different locations to provide equitable opportunities for input into the vision and values.

The consultant team will also create online activities that can be promoted through the County’s website, such as surveys, visual preference activities, or community mapping to engage stakeholders unable to attend the in-person events. After the workshops and online activities conclude, Alamosa County will generate a summary of common community values, vision statements, preliminary goals, and graphics that provide a compass for the rest of the planning process.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. A written summary of two Visioning Events (materials, facilitation, and summary)
2. Questionnaire #2 (Visioning) and Summary
3. Draft Vision Document

Task 6

Task 6 – Defining the Direction – Community Choices & Priorities

Description of Task:

The project team will evaluate high-level policy choices and implementation opportunities for County residents to provide feedback. The outcome of the choices analysis, workshops, and online activities will identify community-supported strategies and direction that can then be translated into goals, objectives, and implementation actions specific for Alamosa County.

Method/Procedure:

Alamosa County will conduct two community workshops to talk with individuals about specific opportunities identified during Phase 1 of the process. Such topics could include housing, transportation, land use, water resources and water demand reduction, conservation, infrastructure, economic development, or resilience. Educational information about each conceptual solution or growth strategy would be presented to discuss the tradeoffs and potential benefits that could result from each choice.

The community meetings will be paired with an online activity on the County website. This task will incorporate land use modeling using ArcUrban to create up to three (3) models or graphics that help convey ideas and concepts discussed. The project team will discuss how and when to utilize this tool in the project process.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. Two Community Choices Events (materials, facilitation, and summary)
2. Description of Choices by Topic, including benefits and tradeoffs
3. Questionnaire #3 (Choices and Priorities) and Summary

Task 7

Task 7- Policy Framework and Land Use Development

Description of Task:

Based on all analysis, input, and work completed up to this point, the consultant team will assemble a preliminary policy framework for review and refinement.

Method/Procedure:

This task will include goal and policy statements as well as a Land Use Map, identifying direction for land use and conservation, growth management, services and infrastructure, and potential urban annexation. County Staff and the Steering Committee will review the draft goals and policies and a refined Future Land Use Map.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. Preliminary Goals and Policies
2. Draft Future Land Use Map and Categories

Task 8

Task 8 - Management and Implementation Plan

Description of Task:

The Comprehensive Plan will include an adaptive management framework that integrates strategies and projects to track accountability, follow-through, and effectiveness. Strategy types will consist of regulatory updates, capital projects, new studies or plans, programs, partnerships, or funding, and could be ranked based on type, timeline, or another category desired. This will track the follow-through and effectiveness of the Plan's policies. The monitoring tool can be continually updated to illustrate the County's progress toward achieving its goals and will allow long-term tracking of indicators.

Method/Procedure:

The consultant team's land use code specialists will identify key recommendations for updates to the County Land Use & Development Code to achieve the goals and policies identified previously. This could include zoning map and category revisions, lot size and subdivision patterns, road access, water availability, special/conditional use permit revisions, and environmental and natural resource protections.

Deliverable:

Alamosa County will provide the following deliverable to the CWCB:

1. Draft Management and Implementation Plan

Task 9

Task 9 – Draft Plan and Public Review

Description of Task:

Alamosa County will work with the Consultant Team to compile and draft the full Plan in this task. The draft of the County Comprehensive Plan will be user-friendly, logical, and accessible to the public with minimal technical language and jargon. It will meet all state requirements and include maps, tables, and other graphics that enhance readability.

Method/Procedure:

The Comprehensive Plan will include the compelling vision, existing conditions, and streamlined goals and strategies that lead into specific action steps with recommendations for future policy updates or ordinance amendments. This is intended to help shape decisions related to land use management, growth, County programs and services, coordination with municipalities and other agencies, budgeting, and capital improvements.

Public engagement on this Draft Plan will include an in-person public event and online review activities.

Deliverable:

Alamosa County will provide the following deliverables to the CWCB:

1. Draft Alamosa County Comprehensive Plan
2. Public Review Online Activities and summary of the following meetings:
 - a. Public Review Events (materials, facilitation)
 - b. Steering Committee & Planning Commission

Task 10

Task 10 – Adoption Hearings and Final Plan

Description of Task:

As the final task in this project, the Alamosa County Comprehensive Plan will be reviewed and adopted by the Alamosa County Planning Commission and approved by the Board of County Commissioners.

Method/Procedure:

This task will include transmittal by the consultant team of all final digital documents and engagement at public meetings:

- Planning Commission Public Hearing
- Board of County Commissioners Public Hearing.

Deliverable:

Alamosa County will provide the following deliverable to the CWCB:

1. Final Plan Documents and Supporting Files
2. Final Report as required by the Grant Program Guidelines, identifying lessons learned and next steps as applicable.

Task 11

Task 11 – Project Management

Description of Task:

Alamosa County will complete project oversight and grant management. Alamosa County will work with the Consultant Team to complete all necessary contracts and reporting for funding partners (CWCB and DOLA). Alamosa County will verify compliance with content requirements of state statutes, funding partners, and industry best practices.

Method/Procedure:

Alamosa County will manage and administer the overall project and the efforts and actions of the Consultant Team. Alamosa County will complete all contracts for the grant agreements with the CWCB Water Plan Grant program and the DOLA EAIF grant program, will manage project budgets and reimbursement requests, and complete and submit all necessary reports. Alamosa County will perform project oversight and will work with the Consultant Team to maximize community engagement and maintain the primary focus on land use and development through the lens of water in the production of the final deliverable.

Deliverable:

Alamosa County will provide the CWCB with all appropriate contracts, external and internal reports and deliverables as noted in this Scope of Work.

Budget and Schedule

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

Task No.	Task Description	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match Funding	Total
1	Project Initiation and Community Engagement Plan	January 2024	March 2024	\$18,450.00	\$81,240.00	\$99,690.00
2	Kickoff and Qualitative Assessment	February 2024	May 2024	\$6,350.00	\$23,240.00	\$29,590.00
3	Plan Audit & Review	February 2024	May 2024	\$1,350.00	\$4,050.00	\$5,400.00
4	Existing Conditions Analysis & GWS Self Assessment	February 2024	July 2024	\$29,750.00	\$51,250.00	\$81,000.00
5	Defining the Direction - Values & Vision	April 2024	September 2024	\$3,000.00	\$10,600.00	\$13,600.00
6	Defining the Direction – Community Choices & Priorities	June 2024	November 2024	\$16,050.00	\$52,360.00	\$68,410.00
7	Policy Framework and Land Use Development	October 2024	February 2025	\$9,325.00	\$27,975.00	\$37,300.00
8	Management and Implementation Plan	November 2024	February 2025	\$5,600.00	\$16,800.00	\$22,400.00
9	Draft Plan and Public Review	January 2025	May 2025	\$6,325.00	\$21,740.00	\$28,065.00
10	Adoption Hearings and Final Plan	April 2024	July 2025	\$1,525.00	\$5,575.00	\$7,100.00
11	Project Management	January 2024	August 2025	\$1,875.00	\$5,625.00	\$7,500.00
Total				\$99,600.00	\$300,455.00	\$400,055.00

Reporting Requirements

Progress Reports: The grantee shall provide the CWCB a progress report every six months, beginning from the date of issuance of the grant agreement. 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 grant agreement 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 grant agreement 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 grant agreement must be provided to the CWCB as part of the project documentation.

Performance Measures

Performance measures for this grant agreement 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. 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 grant agreement 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 six 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.