



**DOUGLAS COUNTY COMMISSIONERS
WORK SESSION**

**Monday, March 11, 2024
(In Office and Remote)**

A G E N D A

(Times listed are estimates and may fluctuate depending
on length of discussion.)

Time*

10:30 a.m.

Water Commission – Water Plan Consultant Request

Rueter-Hess Recreation Updates

Agenda Item

DATE: MARCH 11, 2024
TO: DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS
THROUGH: DOUGLAS J. DEBORD, COUNTY MANAGER
FROM: TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT
CC: LAUREN PULVER, PLANNING RESOURCES SUPERVISOR
KATI CARTER, AICP, ASSISTANT DIRECTOR OF PLANNING RESOURCES
SUBJECT: **WATER COMMISSION – WATER PLAN CONSULTANT REQUEST**

At its February meeting, the Water Commission made a request to engage with a consultant to develop a framework for development of the Douglas County 2050 Water Master Plan. As a result of discussion and review of County-based water plans, the Water Commission wants to engage with an experienced consultant to develop a scope of service for plan development, and to potentially manage the plan development process.

Staff has gathered the attached request for proposal (RFP) scopes of services related to the El Paso County, Arapahoe County, and Elbert County water master plans, and the scope of work for the South Metro Water Supply Authority master plan update, to serve as a basis for development of a scope of services for a Douglas County plan.

Based on additional research, staff is aware that Forsgren Associates, Inc (Forsgren) managed, or is currently managing, the development of the El Paso County, Arapahoe County, and Elbert County water plans and was the only respondent to those procurement processes. Additionally, Elbert County completed its procurement process as recently as May 2023. As a result, staff plans to discuss the possibility of working with Forsgren with the Water Commission to address its request to engage with a consultant. Staff will also be prepared to work with the Water Commission should it want to seek additional consultant options.

Based upon direction from the Board of County Commissioners, staff can prepare a draft scope of services proposal for discussion with the Water Commission at its March meeting and seek a recommendation for the procurement process.

ATTACHMENTS

El Paso County RFP

Arapahoe County RFP

Elbert County RFP

South Metro Water Supply Authority – 2023 Master Plan Scope of Work

EL PASO

COMMISSIONERS:
DARRYL GLENN (PRESIDENT)
MARK WALLER (PRESIDENT PRO TEMPORE)



COUNTY

STAN VANDERWERF
LONGINOS GONZALEZ
PEGGY LITTLETON

REQUEST FOR PROPOSALS RFP NO.: 17-063

Sealed proposals for **DEVELOPMENT OF A WATER MASTER PLAN AS AN ELEMENT OF THE COUNTY MASTER PLAN** for the El Paso County Planning and Community Development Department will be received by the El Paso County Contracts & Procurement Division, 210 S. Tejon St., Suite 138, Colorado Springs, CO 80903, **BY NO LATER THAN 1:00 P.M. MONDAY, MAY 22, 2017.** Faxed proposals will not be accepted.

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO
www.rockymountainbidsystem.com TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE
FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.

Any questions regarding this proposal should be directed to Ken Lavey, Procurement Specialist, at 719-520-6401, or emailed to: kenlavey@elpasoco.com. Do not contact any other individual regarding this solicitation. **Final questions are due by no later than 1:00 P.M. MONDAY, MAY 8, 2017.**

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY

/s/
CONTRACTS MANAGER

PUBLICATION DATES:
Fountain Valley News:
April 19, 2017

If you are not interested in bidding on this project or similar projects, please contact the Contracts & Procurement Division at (719) 520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of bids and proposals for El Paso County. Your cooperation is appreciated.

210 SOUTH TEJON, SUITE 138
PHONE: (719) 520-6390



COLORADO SPRINGS, CO 80903
FAX: (719) 520-6730

RFP NO.: 17-063

DUE DATE: MAY 22, 2017

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

RESPONSE CHECKLIST

For

DEVELOPMENT OF A WATER MASTER PLAN AS AN ELEMENT OF THE COUNTY MASTER PLAN

The Proposer's attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE

	RESPONSE CHECKLIST
	ADDENDUM(S) ACKNOWLEDGED (IF APPLICABLE)
	ONE (1) ORIGINAL AND THREE (3) COPIES OF THE TECHNICAL PROPOSAL PACKAGE
	ONE (1) ORIGINAL AND THREE (3) COPIES OF THE FEE PROPOSAL (In a separate envelope from proposal package)
	ONE (1) DIGITAL VERSION OF THE COMPLETE PROPOSAL INCLUDING THE FEE PROPOSAL
	COPIES OF GENERAL LIABILITY INSURANCE AND WORKERS COMPENSATION (IF APPLICABLE) CERTIFICATES
	ONE (1) COPY FOR PUBLIC VIEWING (CD is acceptable)

PLEASE READ THE "INSTRUCTIONS FOR SUBMITTING PROPOSALS" INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION

GENERAL SPECIFICATIONS

For

DEVELOPMENT OF A WATER MASTER PLAN AS AN ELEMENT OF THE COUNTY MASTER PLAN

El Paso County Planning and Community Development Department (County) is seeking proposals from qualified, experienced consulting firms to provide services necessary for **DEVELOPMENT OF A WATER MASTER PLAN AS AN ELEMENT OF THE COUNTY MASTER PLAN**. The Water Master Plan will be considered by the El Paso County Planning Commission as an amendment to the adopted El Paso County Master Plan.

I. INTRODUCTION

The State of Colorado has recently adopted a statewide water plan, Colorado's Water Plan, which identifies objectives, goals, and critical actions needed to ensure that Colorado can maintain our state's values into the future. Various water sub-basins in the state have adopted implementation plans. Many municipal jurisdictions have adopted water supply plans for their utilities, yet few counties have adopted specific master plan elements to assist in guiding new growth in consideration of water supply. An objective of Colorado's Water Plan is that by 2025, 75% of Coloradans will live in communities that have incorporated water-saving actions into land use planning.

The El Paso County Master Plan is an advisory document consisting of the Policy Plan (1998) as the guiding document concerning broader land use planning issues; topical elements regarding specific planning issues; small area plans for specific geographical areas of the County; drainage basin plans; and some previously approved development master plans. The Policy Plan is a policy based plan rather than a map based plan. El Paso County has also participated in or helped sponsor several water reports. While each of these elements may have mentioned water and water planning, no single document comprehensively addresses water supply planning as it is related to land use.

Rural subdivisions in El Paso County generally rely on individual domestic or household wells for their water supply, while suburban and urban development typically have centralized water and sewer provided by a Title 32 special district or contracted municipal supplier. El Paso County is not a water supplier. The population of the unincorporated county is 174,000, which includes approximately 55,000 households. The annual growth rate in the unincorporated county is projected at 2.5 percent. Development pressures in the current pro-growth environment continue, while water use and availability is the most frequent resident concern expressed in public hearings regarding land use decisions, and yet the least understood.

Colorado's Water Plan has identified a substantial gap for this area in the future demand for water as compared to the current supply or availability. The county's desire is to better understand the details of this gap, and create a path forward to assist decision makers in evaluating new development proposals for water supply needs. Historically, neither El Paso County nor the State of Colorado has required developments to utilize renewable water resources; therefore, a majority of the water suppliers rely on non-renewable groundwater as their primary source of water supply. Even though El Paso County has utilized a 300 year water supply subdivision regulation since 1986, there has been no analysis of either the effectiveness of the regulation or the effect the regulation has had on land use patterns. Long term water supply planning has remained the responsibility of the individual water supply entities, but with substantial differences in the sophistication of those entities, coordination of those efforts has to a certain

extent been lacking. Water supply documentation submitted in support of in new development applications typically provides evidence that sufficient legal water rights exist and establishes the legal right to extract water. These "paper water rights"-do not, however, necessarily provide evidence that the "wet water" physically exists in sufficient quantity to serve the buildout of the development and that the supply will be dependable over the long term. The State bases its water rights approvals on "paper water rights" rather than "wet water." Planning for continued growth in El Paso County should begin to be based on physically available real, or wet, water.

The purpose of the Water Master Plan is to understand present conditions of water supply and demand, to identify efficiencies that can be achieved, and to take steps through the comprehensive planning and development review process to encourage best management practices for water demand management, water efficiency and water conservation to ensure that land use decisions are made based on balancing efficient use of limited water supplies with needs of new residents to have a reliable water supply while working in cooperation with the water supply entities in their respective water planning efforts. It is intended that the Water Master Plan will also provide the basis for review of the proposed water supply for new development at an earlier stage of the development process.

The Water Master Plan effort will evaluate a range of alternatives to meet demand, including capital investments and land use patterns, identifying methods to integrate water supply into short and long range land use planning, including the integration of water conservation recommendations and landscaping planning analysis. The Water Master Plan will provide guidance in the review of future 1041 or other utility permit applications and may be used to implement locally applicable aspects of Colorado's Water Plan.

The successful firm (Contractor) shall enter into a services contract with the County to provide the services outlined in this RFP. The Contractor services requested in this RFP primarily include project management, data gathering, public participation, report and graphics preparation, identification of available water supplies and delivery alternatives, development of approximate or typical cost estimates and conceptual financing options, and preparation of a final textual plan and recommendations for adoption. Proposers are expected to base their proposals on all tasks described herein. Sub-Contractors are permitted and are to be identified in the proposal response. There may be tasks described herein that may be completed by EPC staff in conjunction with the Contractor. Throughout each phase of the project, the selected Contractor shall work closely with the County Project Manager to advance the project. No work shall commence without a written notice to proceed by the County Project Manager. Please note that some tasks are expected to run concurrently and that the timeframe does not represent actual billable hours. It is expected that the process will be completed in 2018.

II. PROPOSED SCOPE OF WORK

A. TASK 1: PROJECT MANAGEMENT AND PUBLIC PARTICIPATION

Contractor will be expected to manage the project and develop a public participation program, including but not limited to:

1. Verify/refine goals and objectives: compile input from existing county plans, reports and regulations, water supply plans for municipalities, special districts providing water supply, and water providers, Colorado's Water Plan, and any available basin plans. Solicit public, military, and development community comments. Work with County staff to establish a stakeholder group to provide input to the project. Analyze the goals and objectives based on comments received.

Deliverables: Compilation of input from other plans; compilation of comments from stakeholders; a list and description of goals and objectives and performance measures.

2. Public participation program: The public participation process should engage the public and stakeholders in productive conversation using cost effective methods. The County is looking for methods other than traditional public meetings and for methods to steer the public to the project

website. The Contractor must be actively engaged with County staff in the public participation process including governmental agencies (including but not limited to City of Colorado Springs, City of Fountain, Monument, Palmer Lake, Green Mountain Falls, Calhan, and Ramah, military bases and Pikes Peak Area Council of Governments), water providers and special districts, water planning entities such as Pikes Peak Regional Water Authority, groundwater management districts, community organizations, relevant advisory groups, the development community, trade groups and public individuals as stakeholders in the Master Plan document. Develop web-based information and input options. Attend and facilitate approximately ten (10) public meetings or work sessions with advisory groups, stakeholders, adopting bodies and other organizations including preparation, agendas, and minutes (including discussion and action items), prepare outreach materials, provide mechanisms to receive, collect and respond to stakeholder comments and questions, participate in project stakeholder or steering group meetings, and provide other support functions as needed. A minor number of additional public meetings or work sessions may be required on an as needed basis. Obtain input for verifying/refining goals and objectives, identifying existing and proposed conditions, finalizing the plan, and implementing strategies.

Deliverables: Website with current information and interactive capability for receiving and documenting comments and input; public meetings; stakeholder or steering committee meeting materials and minutes; other appropriate outreach methods and materials; documentation of meeting process and comments received.

3. **Project management:** With input from County staff, prepare and maintain a project schedule, budget, task work plan and breakdown of resource allocation, including which of the Contractor's employees will be performing what tasks and numbers of hours. Prepare progress reports on work performed for billing. Monthly invoices with defined hours and tasks are required. After approval of the task work plan by the County Project Manager, the Contractor shall take the lead in completing the task. To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and the County must receive final billings on this contract within 30 days after the end of the contract work. The Contractor shall neither schedule nor attend meetings as a representative of this project, nor conduct analysis not included within this project scope without the direction and approval of the County Project Manager. It is anticipated that regular coordination meetings will be held with key stakeholders on a monthly basis.

Deliverables: Project schedule; budget; work plan with resource allocation; monthly progress reports with invoices in sufficient detail to facilitate project management; meetings with EPC staff as needed.

4. **Grants:** Identify potential funding sources and assist in securing grant funding for this plan and any additional/recommended studies as noted in Task 10.

Deliverables: Written identification of funding sources and opportunities, including identification of funding entities, timing cycles and deadlines, match requirements, and application qualification requirements. Provide assistance in preparing any grant or funding applications.

B. TASK 2: MAPPING AND DATA DEVELOPMENT

Contractor will be expected to identify and map current water supplier boundaries for included property and service areas as well as existing and projected facilities, with the objective of identifying opportunities for cooperative facility planning, service redundancy interconnections, and emergency planning. Contractor also will identify institutional barriers to cooperation and interconnection. While special district boundaries will be made available to the contractor by the County, service area boundaries and existing facilities are not mapped by the County and that information must be secured from the individual water supply entities. The County will supply information they have available for

all service providers and assist the contractor in securing any available mapping and data from those entities.

GIS data sets are available without cost to the Contractor; however, a request must be made to El Paso County's Information Technologies Department. The acquisition of County data will require the execution of a license agreement. The license agreement form is found on the County website; <http://adm.elpasoco.com/InformationTechnologies/GeographicInformationSystems/Pages/LicensedDataCatalog.aspx>. The Contractor shall be responsible for acquiring data in the transfer media available from the County. The data can be made available on CDs and DVDs and from an FTP site.

The following digital data will be available to the Contractor:

- Soils (NCRS grouped by HSG)
- Land Uses using County land use categories for 2005 thru 2030
- LIDAR Ground Data-2011 (contours are not provided but may be derived from manipulation of the LIDAR data)
- Aerial photography
- Storm sewer facilities
- Floodplains
- Basin boundaries
- Streamlines
- Parcel and Right-of-way ownership
- Wildlife habitat or wildlife impact developed by the Colorado Department of Wildlife
- Wetlands
- Special District Boundaries
- Groundwater Management District Boundaries

All of the County data is geo-referenced to the same coordinate system; however, the precision of each data set may vary. The Contractor will be responsible for determining the sufficiency of the available data and identify any deficiencies that will interfere with the completion of the Scope of Work. The Contractor shall also collect documents and data as needed to update available County data sets.

Deliverables: Maps of water suppliers' service areas and existing and projected facilities. Identification of physical and institutional barriers to cooperative planning, water sharing, and interconnection of facilities.

C. TASK 3: LAND USE AND SOCIOECONOMIC/SCENARIO DEVELOPMENT

Data development tasks will update information to describe existing, future, and build out conditions and to support alternatives analyses. Scenarios shall include present day, long term (2040) and full build out (2060+) consistent with modelling performed for the recently approved 2016 Major Transportation Plan Update. Socioeconomic data shall be based on State Demographer estimates, supplemented by regional estimates / forecast allocations where appropriate, and other data as needed. If available data appears inconsistent with known development trends, recommend adjustments that would be consistent. Reconciliation with Colorado's Water Plan data and planning periods may be necessary

The County will provide access to socioeconomic data that was utilized for the 2016 Major Transportation Corridors Plan Update.

Deliverables: Most recent data sets, outreach materials, maps, tables and the final report addressing the following:

1. Existing land use conditions and their impact on water supply demand: Determine those land uses that are currently in place or legally vested to develop as approved.
2. Future land use conditions: Determine those land uses that are currently anticipated in local comprehensive plans, approved development plans, and augmented by County or other local jurisdiction staff knowledge, as appropriate, of pending major development proposals and their impact on water supply demand.
3. Full build out conditions: Without a cap on total population, forecast development patterns to reflect an ultimate land use scenario (see Demand and Supply section below).
4. Socioeconomic data: Utilize 2016 Major Transportation Plan Update data, Colorado's Water Plan, State Demographer and other data sources to develop information on population and economic patterns and trends to assist in forecasting future / build out land use scenarios. If available data is inadequate, determine what additional data should be obtained, if available, to provide the deliverable or that which would be most beneficial for any future Update effort.

D. TASK 4: DEMAND AND SUPPLY ANALYSIS

Contractor will be expected to analyze current, long term (2040), and full build out (2060+) and projected water demands as compared to current and projected water supply in order to identify any deficiencies for any service providers or undeveloped land. The analysis must include both land within water service areas and those lands expected to develop utilizing individual wells. The supply analysis is to be based upon existing and projected conditions, and will also be consolidated to provide an overall County-wide gap analysis between water demand and supply.

The contractor will inventory and analyze water rights or availability associated with County owned property, including rights of way, to provide a more thorough understanding of available assets.

Recent issuance of stricter Environmental Protection Agency guidelines for perfluorinated chemicals (PFC's) has affected the renewable water supplies of several water providers and their 65,000 residents, which must be recognized in this study. Interim measures to address the problem have been implementing by the affected entities, but presently are not sustainable. The mapping associated with this study will include those affected areas, and the current status of the affected water providers in terms of available water supplies and interconnections.

All assumptions, discussions, factors and results shall be documented in sufficient detail to enable an outside observer to follow the analysis. The analysis should also incorporate data from approved development plans from the Development Services Division, district service plans, water supply plans, projections from water suppliers, and development projections from the development community. The objective is to identify, in a single resource and map, current and projected service areas, water supply plans, water availability, Intergovernmental agreements, Interconnections plans, and spatial relationships of the infrastructure and services areas of all water suppliers.

Deliverables: Textural and graphical depictions of current and projected demand and supply for water suppliers, maps of needed extensions/interconnections/improvements, list of prioritized improvements, outreach materials, inventory and maps of districts/suppliers, including service areas, inventory of current and projected supply, to be included in the final report. The analysis of supply and demand shall also consider zoning densities and impact of such to the current and projected water demand and water supply. Mapping and water inventory of County owned property, and areas affected by PFC's along with the interim measures adopted by the affected water providers.

E. TASK 5: REGIONALIZATION ALTERNATIVES

A Regional Water Supply Infrastructure Feasibility Study by the Pikes Peak Regional Water Authority is ongoing, but is focused on the needs of participating providers. This task will focus on the potential for additional regional cooperation between all water providers and the possible integration or interconnection of facilities on a more County-wide scale. The result should be the identification in a single document and the mapping of the existing integration and interconnection plans for the water providers, with identification of potential efforts to connect supply facilities to increase reliability.

Deliverables: Compilation of intergovernmental or other agreements. Mapping of potential water supply interconnections between water providers. Identification of physical and institutional barriers to cooperative sharing, and interconnection of facilities and potential solutions to these barriers. Identification of water storage options and scenarios. Identification of options to encourage greater use of renewable water and water sharing among providers.

F. TASK 6: DEVELOPMENT OF WATER CONSCIOUS LANDSCAPING STANDARDS

Review of landscaping for new development is currently based on the regulatory standards contained in the El Paso County Land Development Code (2016) and the guidance of the Landscape and Conservation Manual. The current landscaping requirements are not necessarily reflective of the current or projected water supply issues in Colorado, they utilize a one size fits all approach throughout the County, and they may not reflect individual water supplier's standards or the water supply limitations or climate variability that currently exists in the County.

Contractor will be expected to review the landscaping requirements of the El Paso County Land Development Code (2016) and the guidance of the Landscape and Conservation Manual and make recommendations for modifications so that the County landscaping standards are more sensitive to water availability with flexibility based upon development location and water supplier limitations. This will involve coordination with the water suppliers and may require consultation with local landscape design professionals.

Deliverables: Written recommendations for modifications to regulations and documents so that the County landscaping standards are more responsive to actual and projected water availability with flexibility based upon development location and water supplier limitations.

G. TASK 7: DEVELOPMENT OF WATER CONSERVATION MODELS OR GUIDANCE DOCUMENTS

The objective of this task is to develop conservation models or guidance documents for water conservation and ways to encourage efficiency which may then be customized by a water provider for its specific needs. Currently, individual water providers are responsible for developing their own water conservation planning, emergency planning, and drought planning standards. Smaller providers may have little or no experience in developing conservation plans.

Deliverables: Written recommendations for water conservation plans which may be voluntarily adopted by water providers and which can be utilized by the County in reviewing future land development applications.

H. TASK 8: WATER REUSE

Reuse can be an important component of water supply planning, and some water providers have already implemented or are planning to implement reuse strategies. The Pikes Peak Regional Water Authority is currently evaluating reuse for participating providers. The objective of this task is identify the current status of reuse, and constraints and opportunities for reuse potential for all water providers in the County, in relationship to the demand and supply analysis performed under Task 4.

Deliverables: Summary of water reuse currently occurring or projected to occur County-wide, with written recommendations for additional reuse planning which can be utilized by the County in reviewing future land development applications.

I. TASK 9: RECOMMENDATIONS FOR REGULATORY MODIFICATION

Even though El Paso County has utilized a 300 year water supply subdivision regulation since 1986, there has been no analysis of either the effectiveness of the regulation or the effect the regulation has had on land use patterns. Theoretically, this regulation should have encouraged utilization of renewable water for the supply to new development; however, there has been limited development of projects proposed to deliver renewable water to areas where growth in the County is being planned or is occurring. Land use patterns can be substantially affected by municipal annexations, special district inclusions, and provider acquisition of water supply. The objective of this task is to analyze the effectiveness of the current County water regulations toward achieving the long term water supply objectives as they apply to new development, and to make recommendations for modification to the zoning and subdivision regulations to ensure a long term water supply. Methods to encourage utilization of renewable water must be explored, including water sharing and incentives such as density increases where renewable water is available or employing greater water use efficiency.

Deliverables: Recommendations for modification to the zoning and subdivision regulations to ensure a long term water supply in terms of quantity, quality, and dependability, including, but not limited to, identifying opportunities for, and locations of, increased density for developments served either entirely or in part by renewable water sources and to achieve greater water use efficiencies. Greater water use efficiencies typically include, but are not necessarily limited to, implementing best management practices for water demand management, water conservation, and to ensure that land use decisions are made based on balancing efficient use of limited water supply with needs of new residents to have a reliable water supply.

J. TASK 10: PLAN IMPLEMENTATION

It is intended that the Water Master Plan will be adopted as an amendment to County master plan to provide a basis upon which to review new development applications and guide future growth and land use in the unincorporated area of the County. The plan can also assist staff and applicants in subsequent determinations of water sufficiency for review of subdivision applications, and help identify when additional water sources are needed. The Water Master Plan can be an education tool for the public, and also benefit school districts in their planning to address water supply needs for new facilities. The information developed in this plan may lead to identification of additional studies or analysis, which may include but may not be limited to wastewater planning analysis, water quality and treatment, stormwater planning, and groundwater hydrology analysis.

Deliverables: Recommendations for implementation of the Water Master Plan. Recommendations for additional studies or analysis. Recommendations regarding partnerships between water providers, the County, and others pertinent entities. Recommendations for securing grant or other funding for additional plans or studies. Identification of potential grant funding sources timing cycles and deadlines, match requirements, and application qualification requirements

All work products are to be provided to the County in "usable and writable" formats, to include but not limited to the following:

The Contractor shall use MS Word (either 10 or 11 font size) and MS Excel (all Microsoft Office 2013), IBM PC compatible graphics packages and Auto CAD 2010 (or later version) to generate text, figures, tables, and drawings as needed. The Contractor shall obtain approval from the County of all graphics and other software proposed for use under this contract. All final deliverables shall be provided on CD and flash drive. All deliverables shall be clearly organized and indexed for easy

access and retrieval. 30 printed copies of the plan shall be provided after any approval action by the Planning Commission.

Contractor will have to complete a 'Contractor Geographic Information System Product License Agreement' prior to obtaining and using existing EPC GIS datasets requested. This form can be downloaded from the El Paso County website.

GIS formats to be compatible with ESRI ArcGIS products, to include shapefiles, or feature class datasets stored in an ESRI version 9.3 file geodatabase.

Projected coordinate system used is: NAD_1983_State_plane_Colorado_Central_FIPS_0502_Feet.

5. ADDITIONAL SERVICES

The need for additional services will be determined as the project progresses. If it is determined that additional services are required, a separate statement of work will be provided to the Contractor for proposal purposes at that time and handled as a contract amendment. Additional services will be based on the rate/fee schedule included with the proposal.

6. PROPOSAL RESPONSE REQUIREMENTS

The following items must be included in the proposal and shall be divided into appropriate sections, and information submitted shall be concise and easily found.

A. Cover Letter: Include the following elements of information in the letter as a minimum:

- 1) RFP number and project name.
- 2) Statement that the firm is qualified to perform the work.
- 3) Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- 4) Name, telephone number, email address, and fax number of the individual to contact regarding the submittal.
- 5) The signature of an authorized principal, partner, or officer of the firm.
- 6) The cover letter shall be a maximum of one page in length.
- 7) The Response Checklist (form included in this RFP package).
- 8) An Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
- 9) Project Plan
- 10) Any exception to El Paso County's standard Professional Services Contract or exception to the any items addressed in this document. If none, please state none.
- 11) Copies of requested insurance certificates
- 12) Qualification Statement

B. Company history, stability, and financial standing: Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an appendix or under separate cover; private financial information will be kept confidential by the County).

C. Ability of the Company to meet or exceed the requirements defined in the RFP:

- 1) Describe/summarize the Company's relevant experience. Include a maximum of 5 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - *Generally describe project scope and services provided.*
 - *Specifically identify key personnel involved in the similar project.*
- 2) Summarize/list the Company's applicable qualifications and/or certifications. The County may request proof of the listed certifications prior to performing work.
- 3) References:



ARAPAHOE COUNTY

Arapahoe County Finance Department
Purchasing Division
5334 South Prince Street, Room 480
Littleton, Colorado 80120

REQUEST FOR PROPOSAL WORK TASK DESCRIPTIONS

WORK TASK DESCRIPTIONS

The following identifies work descriptions and deliverables for all tasks to be accomplished during this study. **The Contractor should review this entire section to identify applicable material.**

A. TASK 1: PROJECT MANAGEMENT AND STAKEHOLDER/PUBLIC PARTICIPATION

Contractor will be expected to manage the project and develop a public participation program, including but not limited to:

1. Review water-related goals and objectives: compile input from existing County plans, reports and regulations, water supply plans for municipalities, special districts providing water supply, and water providers, Colorado's Water Plan, and any available basin plans. Solicit public and development community comments. Work with County staff to establish an advisory committee to provide input to the project. Analyze the goals and objectives based on comments received.

Deliverables: Compilation of input from other plans; compilation of comments from stakeholders; a list and description of goals and objectives and performance measures.

2. Public participation program: The public participation process should engage the public and stakeholders in a productive conversation using cost-effective methods. The County is looking for methods other than traditional public meetings and for methods to steer the public to the project website. The Contractor must be actively engaged with County staff in the public participation process including governmental agencies, including but not limited to:
 - a. the incorporated communities in the county,
 - b. the Denver Regional Council of Governments,
 - c. the Denver Water Department and other water providers and special districts,
 - d. water planning entities such as South Metro Water Supply Authority,
 - e. groundwater management districts,
 - f. community organizations,
 - g. relevant advisory groups, the development community, trade groups, and
 - h. public individuals as stakeholders in the Water Supply Study document.

The Contractor is to:

- a. Develop a web-based public information and engagement platform.
- b. Attend and facilitate public meetings or work sessions with advisory groups, stakeholders, adopting bodies and other organizations including preparation, agendas, and minutes (including discussion and action items), prepare outreach materials, provide mechanisms to receive, collect and respond to stakeholder comments and questions, participate in project stakeholder or advisory group meetings, and provide other support functions as needed.
- c. It is anticipated that the Contractor will be required to attend the following meetings:
 - i. A minimum of two meetings of the Arapahoe County Board of County Commissioners (study session and hearing);
 - ii. A minimum of three meetings of the Arapahoe County Planning Commission (two study sessions and a hearing);
 - iii. A minimum of six meetings of a water provider advisory committee (a scoping meeting and monthly meetings after deliverables are available);

- iv. A minimum of three meetings with planning officials of the incorporated communities, and
- v. Three community meetings either in-person or remote.

A minor number of additional public meetings or work sessions may be required on an as-needed basis.

Deliverables: Website with current information and interactive capability for receiving and documenting comments and input; public meetings; stakeholder or advisory committee meeting materials and minutes; other appropriate outreach methods and materials; documentation of meeting process and comments received. Working with the County staff, it may be determined that some public participation activities will be focused on either the East or West portions of the county. The Contractor will propose elements that meet the unique circumstances of the East or West area.

3. **Project management:** With input from County staff, prepare and maintain a project schedule, budget, task work plan and breakdown of resource allocation, including which of the Contractor's employees will be performing what tasks and numbers of hours. Prepare progress reports on work performed for billing. Monthly invoices with defined hours and tasks are required. After approval of the task work plan by the County Project Manager, the Contractor shall take the lead in completing the task. To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and the County must receive final billings on this contract within 30 days after the end of the contract work. The Contractor shall neither schedule nor attend meetings as a representative of this project, nor conduct analysis not included within this project scope without the direction and approval of the County Project Manager. It is anticipated that regular coordination meetings will be held with key stakeholders on a monthly basis.

Deliverables: Project schedule; budget; work plan with resource allocation; monthly progress reports with invoices in sufficient detail to facilitate project management; summaries/minutes of meetings held; meetings with Arapahoe County staff as needed.

B. TASK 2: MAPPING AND DATA DEVELOPMENT

Contractor will be expected to identify and map current water supplier boundaries for included property and service areas as well as existing and projected facilities, to identify opportunities for cooperative facility planning, service redundancy interconnections, and emergency planning. Contractor also will identify institutional barriers to cooperation and interconnection. For the purposes of this Study, it will include the following water providers: Denver Water, City of Aurora, City of Englewood, East Cherry Creek Valley Water and Sanitation District, Arapahoe County Water and Wastewater Authority, Town of Bennett, Town of Deer Trail, Byers Water and Sanitation District, Strasburg Water and Sanitation District, Rangeview Metro District, and Prosper Coordinating Metropolitan District.

While the County will make municipal and special district boundaries available to the Contractor, the County does not map service area boundaries and existing facilities and that information must be secured from the individual water supply entities. The County will supply information that it has available for all service providers and assist the Contractor in securing any available mapping and data from those entities.

GIS data sets are available without cost to the Contractor; however, a request must be made to Arapahoe County's Public Works and Development Department. The Contractor shall be responsible for acquiring data in the transfer media available from the County.

The following digital data will be available to the Contractor:

- Soils (NCRS grouped by HSG)
- Land Uses using County land use categories – current information and Comprehensive Plan data available from ArapaMAP
- LIDAR Ground Data-2020 (from the Denver Regional Council of Governments)
- Aerial photography
- Storm sewer facilities
- Floodplains and streams
- Basin boundaries

- Parcel and right-of-way ownership
- Wildlife habitat or wildlife impact developed by the Colorado Department of Wildlife
- Special District boundaries
- Groundwater Management District boundaries.

All of the County data is geo-referenced to the same coordinate system; however, the precision of each data set may vary. The Contractor will be responsible for determining the sufficiency of the available data and identifying any deficiencies that will interfere with the completion of the Scope of Work. The Contractor shall also collect documents and data as needed to update available County data sets.

Deliverables: Maps of water suppliers' service areas and existing and projected facilities. Identification of physical and institutional barriers to cooperative planning, water sharing, and interconnection of facilities. Where appropriate, the details of the maps may vary between the East and West portions of the study area.

C. TASK 3: LAND USE AND SOCIOECONOMIC/SCENARIO DEVELOPMENT

County Staff will be responsible for data development tasks that update information about existing and future conditions and support for the alternatives analyses. Scenarios shall include present-day and long-term (2050) and will be consistent with modeling performed for the 2021 Transportation Master Plan and the Colorado Water Plan. The County will match the population data to water service provider areas and the Contractor will review the data. Scenarios will be reviewed with stakeholders. If available data appear inconsistent with known development trends, recommend adjustments that would be consistent. Reconciliation with Colorado's Water Plan data and planning periods may be necessary.

County Staff analysis will include:

1. Existing land use conditions and their impact on water supply and demand: Determine those land uses that are currently in place or legally vested to develop as approved.
2. Future land use conditions: Determine those land uses that are currently anticipated in local comprehensive plans, approved development plans, and augmented by County or other local jurisdiction staff knowledge, as appropriate, of pending major development proposals and their impact on water supply and demand.
3. Socioeconomic data: Utilize 2018 Comprehensive Plan data, Colorado's Water Plan, State Demographer, and other data sources to develop information on population and economic patterns and trends to assist in forecasting future / build-out land use scenarios. If available data is inadequate, determine what additional data should be obtained, if available, to provide the deliverable or that which would be most beneficial.

Deliverables: Using information provided by County staff, Contractor will provide a summary by water provider/subregion of land use and socioeconomic data for present-day and 2050. An opportunity for stakeholder review and comment on the summary will be provided.

D. TASK 4: GROUNDWATER ANALYSIS

Many of the water providers covered by this study primarily or exclusively rely on groundwater for their supply. In addition, approximately 6,000 homes in eastern Arapahoe County rely on individual wells. In 2021 the County had a consultant review the groundwater availability in a 42-square-mile study area between Watkins and Bennett. The Contractor will review the information from the 2001 *Water Resource Study for Eastern Arapahoe County* study and the 2021 study, collect new information on wells, and prepare an estimate of the available groundwater in the County.

The Contractor will also assess the service life of existing wells and the effects on aquifer declines, any localized zones of low well productivity, as well as water quality.

Mapping and water inventory of County-owned property, and areas affected by PFCs along with the interim measures adopted by the affected water providers is also to be provided.

Deliverables: A report describing groundwater conditions in Arapahoe County, including any changes from the description in the 2001 study. For water providers dependent on groundwater, an assessment of the ability of their source to meet the expected demand in the forecast year (2050).

E. TASK 5: REVIEW OF WATER CONSCIOUS LANDSCAPING STANDARDS

This task will have two parts, a review of Arapahoe County standards primarily focused on the East portion of the County and a summary of water-efficient landscaping standards of the cities and towns in the West portion.

East portion. Review of landscaping for new development is currently based on the regulatory standards contained in the *Arapahoe County Land Development Code* (2019) and the guidance of the Landscape Plans section of the *Arapahoe County Development Application Manual*. The County is currently conducting an assessment of the landscaping requirements and expects to have an outline of proposed changes before the water study begins and approved Code revisions by the end of 2022.

Contractor will be expected to review the landscaping requirements of the *Arapahoe County Land Development Code* (2019), the guidance of the Landscape Plans section of the *Arapahoe County Development Application Manual*, and the proposed changes to the code and evaluate the effect of the proposed changes on the future water demands within the study area and assess if additional standards are warranted. This may involve coordination with the water providers.

West portion. Review the water-efficient landscaping requirements of the cities and towns in the West portion of the study area. Identify key features and unique elements of the requirements. Assess the effect of these standards on water demand in the West portion.

Deliverables: East portion - An assessment of the effect of the revised landscaping standards on the forecasted water demand that will be used in Task 7. West portion - A separate description of the water-efficient requirements and an assessment of the effect of existing landscaping standards in the West portion that will be used in Task 7.

F. TASK 6: ASSESSMENT OF WATER CONSERVATION PLANS ON FUTURE WATER DEMAND

The objective of this task is to audit the water conservation plans of Arapahoe County water providers. Currently, individual water providers are responsible for developing their own water conservation planning, emergency planning, and drought planning standards. Smaller providers may have little or no experience in developing conservation plans. The Contractor will estimate the effect of such planning on future water demands in the County. The Contractor will recommend any elements of conservation planning that should be included in the County's land development regulations.

Contractor will identify opportunities and barriers to regional water planning efforts between the water providers. Opportunities for waterline interconnections are also to be explored.

Deliverables: Written summary of water conservation plans which have been adopted by water providers, the effect of such plans on forecasted water demand, and recommendations for conservation elements that can be utilized by the County in reviewing future land development applications. The West portion contains only three water providers so it is expected that 75 percent of the effort in this task will be spent on the East portion of the study area.

G. TASK 7: DEMAND AND SUPPLY ANALYSIS

Contractor will be expected to analyze current and long-term (2050) water demands as compared to current and projected water supply in order to identify any deficiencies for any service providers or areas expected to develop prior to 2050. The analysis must include both land within water service areas and those lands expected to develop utilizing individual wells. The supply analysis is to be based upon existing and projected conditions and will also be consolidated to provide an overall county-wide gap as well as sub-regional analysis between water demand and supply.

The Contractor will inventory and analyze water rights or availability associated with County-owned property, including rights of way, to provide a more thorough understanding of available assets.

All assumptions, discussions, factors, and results shall be documented in sufficient detail to enable an outside observer to follow the analysis. The analysis should also incorporate data from approved development plans from the Planning Division, district service plans, water supply plans, projections from water suppliers, and development projections from the development community. The objective is to identify, in a single resource and map, current and projected service areas, water supply plans, water availability, intergovernmental agreements, interconnections plans, and spatial relationships of the infrastructure and services areas of all water suppliers.

Deliverables: Written and graphical depictions of current and projected demand and supply for water suppliers, maps of needed extensions/interconnections/improvements, list of prioritized improvements, outreach materials, inventory and maps of districts/suppliers, including service areas, inventory of current and projected supply, to be included in the final report. The analysis of supply and demand shall also consider zoning densities and the impact of such on the current and projected water demand and water supply. It may be desirable to separate the descriptions into sections for the East and West portions of the study area. While the East portion contains more providers, the West area has more complex service areas. Therefore, the County anticipates that the work effort will be evenly split between the two portions.

H. TASK 8: WATER REUSE ANALYSIS

Reuse can be an important component of water supply planning, and some water providers have already implemented or are planning to implement reuse strategies. The South Metro Water Supply Authority is currently evaluating reuse for participating providers. The objective of this task is to identify the current status of reuse, and constraints and opportunities for reuse potential for all water providers in Arapahoe County, in relationship to the demand and supply analysis performed under Task 7.

Deliverables: Summary of water reuse currently occurring or projected to occur among the Arapahoe County water suppliers, with recommendations for additional reuse planning which can be utilized by the County in reviewing land development applications. It may be desirable to separate the descriptions into sections for the East and West portions of the study area. While the East portion contains more providers, the West area has more complex service areas. Therefore, the County anticipates that the work effort will be evenly split between the two portions.

I. TASK 9: RECOMMENDATIONS FOR REGULATORY MODIFICATION

This task will primarily focus on the County's regulatory role. As a result of the 2001 *Water Resource Study for Eastern Arapahoe County*, the County implemented a 200-year requirement for proof of groundwater supply for the area east of Gun Club Road. Even though Arapahoe County has utilized a 50 percent recoverable water supply subdivision regulation since 2001, there has been no analysis of either the effectiveness of the regulation or the effect the regulation has had on land use patterns. The 2018 Comprehensive Plan includes a policy to revise this to a 300-year water supply. Theoretically, this regulation should have encouraged the utilization of renewable water for the supply to new development; however, there has been limited development of projects proposed to deliver renewable water to areas where growth in the county is being planned or is occurring. Land use patterns can be substantially affected by municipal annexations, special district inclusions, and provider acquisition of water supply.

This task includes technical analysis and comparison of the impacts of requirements for 100-year, 200-year, and 300-year groundwater supply for new development.

Currently, the County relies on "will serve" statements from water providers when reviewing development projects. However, the County has no standards for such letters. Some letters provide detailed descriptions of the capacity of the provider to meet the proposed developments' needs; others include no information. A consistent approach to providing important documentation is needed.

The objective of this task is to analyze the effectiveness of the current County water regulations and adopted plan policy toward achieving the long-term water supply objectives as they apply to new development and to make recommendations for modification to the zoning and subdivision regulations to ensure a long-term water supply. Methods to encourage utilization of renewable water must be explored, including water sharing and incentives such as density increases where renewable water is available or employing greater water use efficiency.

For the West portion of the study area, this task will provide suggestions for cities and towns on better integration of water planning into their development regulations. The Contractor may identify ways to provide uniformity among jurisdictions in the steps used to integrate water into land use regulation by the County and its local jurisdictions.

Deliverables: Recommendations for modification to the land development regulations to ensure a long-term water supply in terms of quantity, quality, and dependability, including, but not limited to, identifying opportunities for, and locations of, increased density for developments served either entirely or in part by renewable water sources and to achieve greater water use efficiencies. Greater water use efficiencies typically include, but are not necessarily limited to, implementing best management practices for water demand management, water conservation, and ensuring that land use decisions are made based on balancing efficient use of limited water supply with the needs of new residents to have a reliable water supply.

J. TASK 10: PLAN UPDATE AND IMPLEMENTATION

The County intends that the Water Supply Study be used to prepare an amendment to the Arapahoe County Comprehensive Plan and new regulations in the Land Development Code to provide a basis upon which to review new development applications and guide future growth and land use in the unincorporated area of the county. The Study can also assist staff and applicants in subsequent determinations of water sufficiency for review of subdivision applications and help identify when additional water sources are needed. The Water Supply Study can be an educational tool for the public and also benefit school districts in their planning to address water supply needs for new facilities.

The demand and supply analysis in Task 7 will likely identify "gaps" in both East and West areas of the county. The Contractor will explore possible ways to reduce the gaps, both by reducing demand and by increasing supplies (surface and groundwater). The information developed in this study may lead to the identification of additional studies or analyses, which may include but may not be limited to wastewater planning analysis, water quality and treatment, stormwater planning, and groundwater hydrology analysis. The Contractor will identify potential funding sources and assist in securing grant funding for any additional/recommended studies.

Deliverables: Recommendations for implementation of the Water Supply Study including priorities for implementation and an implementation matrix identifying goals/objectives and actions. Recommendations for reducing the demand and supply gaps. Recommendations for additional studies or analysis. Recommendations regarding partnerships between water providers, the County, and other pertinent entities. Recommendations for securing grants or other funding for additional plans or studies. Identification of potential grant funding sources timing cycles and deadlines, match requirements, and application qualification requirements.

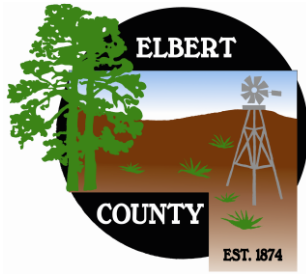
K. TASK 11: WATER SUPPLY STUDY REPORT

Contractor will present the findings and conclusions of the Water Supply Study in a report format suitable for distribution to all stakeholders and the public. Working with the County staff, this may involve both a technical report, an executive summary, and a full document containing the details covered in the previous tasks.

Deliverables: Full-color digital files for each document suitable for publication by the County's printing services office. All work products are to be provided to the County in "usable and writable" formats, to include but not limited to the following:

The Contractor shall use MS Word (either 10 or 11 font size) and MS Excel (all Microsoft Office 2016), IBM PC compatible graphics packages and Auto CAD 2010 (or later version) to generate text, figures, tables, and drawings as needed. The Contractor shall obtain approval from the County of all graphics and other software proposed for use under this contract. All final deliverables shall be provided on CD and flash drive. All deliverables shall be clearly organized and indexed for easy access and retrieval. GIS formats to be compatible with ESRI ArcGIS products, to include shapefiles, or feature class datasets stored in an ESRI version as specified by the County.

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ELBERT COUNTY GOVERNMENT

Chris Richardson, Commissioner District 1
Dallas Schroeder, Commissioner District 2
Grant Thayer, Commissioner District 3
P.O. Box 7, 215 Comanche St., Kiowa, CO, 80117

REQUEST FOR PROPOSAL NO. 2023-004 WATER MASTER PLAN FOR ELBERT COUNTY CONSULTING SERVICES

THIS REQUEST IS INTENDED FOR RELEASE ON MONDAY, MAY 22, 2023.

**PROPOSALS MUST BE RECEIVED NO LATER THAN
THURSDAY, JUNE 8, 2023 AT 3:00PM**

**AN OPTIONAL PRE-PROPOSAL CONFERENCE CALL WILL TAKE PLACE ON
THURSDAY, JUNE 1, 2023 AT 1:00PM**

FIRM CERTIFICATION

We offer to furnish to Elbert County the materials, supplies, products and/or services requested in accordance with the specifications and subject to the terms and conditions of the purchase(s) described herein:

INDIVIDUAL/FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

CONTACT PERSON: _____
(Printed or Typed Name)

(Signature) _____

TAXPAYER I.D. NUMBER: _____

Signature constitutes acceptance of all terms and conditions listed on this form,
all documents attached and acknowledgement of all addendums issued.

The RFP documents may be reviewed and printed from the Rocky Mountain E-Purchasing System website at www.rockymountainbidsystems.com. Printed RFP documents are not available for purchase from Elbert County Government, they may only be accessed as digital downloads from the County's website or from the Rocky Mountain E-Purchasing System website.

The County looks forward to reviewing proposals from experienced firms and new firms with qualified staff or unique capabilities in this subject area. Please submit your proposal in PDF format via email prior to the deadline date and time to Marc Dettenrieder, Elbert County Director of Community and Economic Development, marc.dettenrieder@elbertcounty-co.gov with the subject line **"RFP 2023-004 Consulting Services - Water Master Plan for Elbert County."** It is the sole responsibility of the individual/firm to see that their RFP response is received on time. Proposals which are received after the deadline will not be considered. If Elbert County buildings are closed on the day of the proposal deadline, proposals must then be received in the same manner on the following business day before 3PM.

Elbert County reserves the right to reject any or all proposals, or accept any presented, which meet or exceed the specifications which are deemed to be in the best interest of Elbert County, and will not necessarily be bound to accept the lowest-cost proposal. Elbert County also reserves the right to waive formalities or informalities contained in said proposal, and to negotiate any optional items with the successful individual/firm.

SECTION ONE - GENERAL INFORMATION

A. Overview:

Elbert County Government is requesting proposals from qualified consultants to assist the County in the preparation of a Water Master Plan proposing actions that would take place in the timeframe 2024-2034. The Water Master Plan has three major objectives:

1. Demonstrate how current and anticipated future development (both residential and commercial/industrial) may remain within the existing 300-year water rule and mitigate impact on adjacent wells; or propose limits on development that preserve existing access to water within the 300-year timeframe.
2. Identify partners, resources, incentives, and technologies that make conservation of existing supply a viable economic choice for current and future residents, businesses, and agricultural water users.
3. Integrate Elbert County's water plan into the Basin and State Water Plans, primarily demonstrating the relationship between responsible water use and planning and long-term development.

The Plan should be informed by the existing Strategic and Comprehensive Plans from 2018, and present clear linkages and opportunities to integrate with future County strategies and plans (for example, Open Space and Housing). The Water Master Plan should utilize the findings of the 2018 Elbert County Water Supply Study and subsequent

US Geological Survey study as the basis for projecting the available water supply for the County. The Strategic and Comprehensive Plans make it clear all future development in the county must be based on the sustained access to water from the Denver Basin Aquifer system for County residents. Although connections to existing or future water systems in adjacent jurisdictions (such as Parker or Aurora) may be considered, it is highly unlikely the County can afford options for water supply that require investment in infrastructure to import from outside the county; the storage and/or movement of water within the county at reasonable cost is more likely. The Comprehensive Plan also accepts the role of individual well-users, the Towns, community-owned system operators, and the Special Metropolitan Districts in meeting the demands of residents and businesses, as well as the responsibilities of each in conservation and efficiency. Where the capacity exists, the County encourages integration of development into existing community water systems (whether community-owned systems, special/water districts, or Town utilities), but respects the economic hardship existing well-served properties would have to endure to switch from well-septic service to community water-sewer service.

The Water Master Plan should also consider the application and impacts of Elbert County Zoning Regulations on new development, especially the application of the “300-Year Water Rule” on individual properties and planned unit developments (PUDs). The Plan may identify and then propose changes to zoning regulations or land use policy that:

1. Require a 300-year usage rate per aquifer and examine the feasibility of reducing the allowable usage from the Dawson aquifers.
2. Remove barriers to installation or retrofit of more efficient of existing and future well-septic and water-sewer systems.
3. Encourage property development and use types that facilitate installation of efficient well-septic and water-sewer systems that contribute to the continued access to water of all Elbert County users.

B. Introductory Information:

Elbert County was incorporated in 1874 and is a duly and regularly created, organized and existing political subdivision of the State of Colorado under the Constitution and laws of the State. The County is located in the central part of the state, approximately 45 miles southeast of Denver and 45 miles northeast of Colorado Springs, Colorado. The County includes the incorporated municipalities of Elizabeth, Kiowa, and Simla and the unincorporated towns of Agate, Elbert and Matheson. The county encompasses approximately 1,854 square miles. The county government provides a wide range of services common to counties in Colorado, including law enforcement and public safety, property assessment, treasury and taxes, recording, motor vehicle, elections, health and human services, CSU extension and 4-H.

With a 2020 Census population of 26,062, Elbert County grew by almost 12.9% between 2010 and 2020, placing it at #10 in the fastest growing counties of Colorado. For purposes of this project, the Colorado State Demographer’s projections for population growth will be the standard for estimates of population growth. Elbert County’s proximity

to the fast-growing Denver metro area and Colorado Front Range is the main cause for population growth. The County is geographically and demographically diverse – rural and sparsely populated in the eastern two-thirds, while gradually blending into the residential and commercial real estate and labor-retail market of the Denver Metro Area in the west. Household incomes in the southeast of the County are currently maintaining a pace of positive growth, but trail incomes in the northwest by almost 50%.

Although Elbert County straddles three of Colorado’s river basins (South Platte, Metro, and Arkansas), no significant user in the county draws from surface sources. Elbert County is almost entirely dependent on the Denver Basin Aquifer to supply household and commercial water, with no major surface storage for Municipal and Industrial (M&I) water users. Today, of the county’s approximately 10,600 homes, about 8,000 are served by well-septic systems, while municipal- and water district-owned community water-sewer systems serve the remaining customers. The county is expected to host another 3,000 housing units by 2050, with most – but not all – of that growth serviced by community water-sewer systems. The final County Water Master Plan product must account for differences in the economic and geographic conditions within the county, rather than propose a one-size-fits-all solution. It must also find balance between the past commitments made to long-time residents and the future promise sought by newcomers to the County.

C. Goals:

The overarching goal of the Water Master Plan will be to inform decision-making and long-term strategic planning for Elbert County Government, as well as its incorporated municipalities and special districts partners on the topic of Water. It will begin to accomplish this, in part, by considering the following critical questions asked by local decision-makers:

- What is the current status of water resources in the County? Does the current and anticipated rate of aquifer drawdown remain consistent with the goals of the 300-year rule to preserve water access for residents without requiring integration into Front Range/Metro-area water infrastructure?
- Assuming the County may host an additional 3,000 housing units, what standards should apply to new units and developments within the county to best contribute to the longevity of the aquifer – considering land use, community and household water/waste systems, financial incentives, infrastructure investment, etc.?
- What obligations do new water users have, and what policy/financial tools can be used, to minimize or mitigate impacts on the water access of incumbent well-owners?
- What combinations of incentives and policy can make the most significant contribution to improving the efficiency of new and existing water systems, whether community water-sewer or private well-septic, while not imposing burdensome financial costs on homebuyers or businesses?

The weight of effort within the plan presentation should go toward addressing these questions in plain language and graphics. Data and technical details that support the plain language presentation of feasible solutions should be included as annexes or appendices. The plan should use annexes or appendices to exhibit data or technical details. It should provide meaningful cost/benefit analyses, in terms of both household, water provider, and county budgets. Acceptance of the final deliverable will be heavily dependent on feedback from residents and stakeholders saying the report can be understood and acted upon without being an expert in hydrology, system engineering, or economics.

Scope of Work/Service Expectations:

In general, the final Assessment product will address the above questions by:

- Describing – using all available data from reliable public and private sources – the current status of the four major aquifers comprising the Denver Basin Aquifer and applicable River Basins as they apply to Elbert County and as related to water access and usage trends in adjacent counties;
- Analyzing current and future usage trends, technologies or incentives that decrease usage per capita; and the trajectories in usage required to remain true to the goals of the 300-year water rule;
- Assessing the current costs and anticipated benefits associated with installation of retrofitted and new water systems of all types, from replacing water-efficient toilets and extending the depth of existing wells, to new community wastewater treatment systems and greywater landscaping, as the basis for comparing the current cost of action to delayed future costs;
- Engaging with residents, municipal and water district leaders, land developers and homebuilders, and other key stakeholders to gain additional insights and perspectives into the costs, benefits, and acceptable solutions that may be presented in the Water Master Plan;
- Recommending feasible and/or acceptable policies and actions where the County's assets and resources can be most effectively and efficiently applied to extend the useful life of the water resources in Elbert County;
- Aiding County leaders in the creation of goals and activities, assigning resources and priorities, and identifying stakeholders and partners in the implementation of the plan.

Study Area and Timeframes

The primary Study Area for this Water Master Plan will encompass Elbert County, Colorado, with a focus on water users in the unincorporated areas of the County. This includes private well-owners, the community water systems in Elbert and Agate, and community water systems (special metropolitan or water districts, and community systems collectively owned/operated by property owners or HOAs) that serve planned unit developments in unincorporated areas. Where appropriate, the Plan should draw inputs and insights from water providers that include the incorporated towns of Elizabeth,

Kiowa, and Simla. The towns should be considered partners with the County in water planning and implementation, while also respecting their independence on issues of policy and priorities for their communities. For the purposes of regional analysis informing this plan, the plan should incorporate data and strategies from the Colorado Water Plan, and consider how Elbert County's access to water is impacted by neighboring jurisdictions, primarily El Paso, Douglas, and Arapahoe Counties and municipalities within those counties. Although the Plan should focus on impacts to and actions by Elbert County, the Plan may propose activities, policies, or investments that require intergovernmental agreements or that must be elevated to the regional or state level to achieve meaningful impact for Elbert County's residents.

Multiple timeframes are applicable. The timeframe applicable to water access for residents is 300 years, as found in Elbert County Zoning Regulations. Economic analysis of current and future investments should consider a timeframe of 40-50 years, or roughly the depreciable life of assets such as a house or major civil infrastructure. Future or emerging technologies may be included in planning scenarios or proposed for adoption, though caution is warranted for any product beyond a 15- to 20-year timeline to widespread commercial availability. Given the uncertainty and rapid changes in the vicinity of a major metropolitan area such as Denver, as well as a realistic expectation of county and municipalities' strategic visioning and implementation horizons, the report may limit specific, recommended actions to those that can take place within the confines of a 10-year strategic plan.

Existing Documents

The following documents can be accessed in electronic form using the links below. These documents should be reviewed by the applicant and referenced as appropriate within the Plan.

- Elbert County Strategic Plan 2018-2027 ([Link](#))
- Elbert County Comprehensive Plan (2018) ([Link](#))
- Elbert County Housing Needs Assessment (2022) ([Link](#))
- Elbert County Economic Development Strategic Plan (2022) ([Link](#))
- Elbert County Zoning Regulations (2019) ([Link](#))
- Elbert County Rural Water Supply Study (2018) ([Link](#))
- USGS Groundwater-Level Elevations in the Denver Basin Bedrock Aquifers of Elbert County, Colorado, 2015-2018 ([Link](#))
- USGS Update on Groundwater-Level Elevations in the Denver Basin Bedrock Aquifers of Elbert County, Colorado, 2021-2024 ([Link](#))
- Town of Elizabeth Comprehensive Plan (2019) ([Link](#))

Project Timeline

The project should commence, be completed, and presented within a six (6) month timeframe. While the County is willing to be flexible on the completion date depending on the scope of assessment and proposed cost, it will place preference on those proposals

that could quickly produce an initial report or product extract focused on analysis of the existing water supply and usage trends. The final report would then encompass remaining analysis and add recommended actions and an implementation plan. The County anticipates the project beginning in July 2023 with completion at the end of December 2023. The plan is intended for formal presentation and acceptance in early 2024 so it can be included in budget planning for budget year 2025 (which takes place in mid-2024), and funded implementation beginning in 2025.

The consultant's proposal should present a timeline for the plan based on the completion of tasks, deliverables, or milestones. This timeline will also serve as the basis for a compensation plan as work is satisfactorily completed.

Final Product

The Elbert County Water Master Plan will be presented in a format and language that is user-friendly, easily understood and accessible to the general public. The consultant shall minimize the use of technical terminology in the main document but will provide technical information as appropriate in annexes or appendices. The use of maps, graphics and other presentation devices that will enhance the readability and ease-of-use of the Plan is encouraged. At the completion of the Project, the consultant must provide a document complete with all maps, graphs and tables that will become the domain of the County (and municipalities, as appropriate).

A summary, in brochure and/or poster format, condensing the findings, strategies, and implementation activities of the Water Plan should also be supplied. This information, like all information supplied to the County, must also be available in electronic format. Elbert County Government shall retain ownership of all generated data.

The final report shall be submitted in digital format, as Microsoft Word and Adobe PDF file types. Additionally, all data used for analysis should be supplied in organized Microsoft Excel format. All materials produced for this RFP will be considered public domain upon final submittal.

Proposed Deliverables – Proposals may modify these Deliverables

- Timeline and Work Updates

The planning process shall be such that the plan document will be developed and submitted to the County in topical sections for review, comment and approval. Not only will this enable the project to remain at a manageable scale, but it will allow County staff and steering committee members to more effectively monitor and guide the progress of the work program.

An initial estimated time and work schedule shall be provided as part of the RFP response and agreed to by the County before work begins. Once work begins, the work schedule should be kept up to date and provided to the County's project

manager. As a minimum, the Consultant will update the County's project manager monthly, or upon completion of a discrete section of the project, as determined by the Consultant and project manager. The County's project manager will determine the participation of the Steering Committee or other stakeholders in those updates. It is anticipated that the work will take a maximum of six (6) months to complete from date of notice to proceed until the delivery of the final completed product. A shorter timeline is welcome if the work product retains high quality and reliability. A longer time frame may be proposed on evidence of the need for additional time to meet the goals and purpose of the RFP.

- Draft Reports and In-Progress Presentations

The consultant will present a draft or drafts of the Plan to the County's project manager and Steering Committee at regular intervals or upon completion of discrete sections of the report, as co-determined by the project manager and Consultant. The County's project manager and Steering Committee will determine the participation of additional representatives of the municipalities or other stakeholders in review of submitted drafts. The County's project manager will compile and provide feedback and direction in a timely manner that will not delay the continuing work of the Consultant. The Consultant may be asked to present in-progress drafts at public meetings of County, City, or other stakeholders or in private to County or City interested parties; the County's project manager will ensure the presentation of in-progress drafts does not affect the timely completion of the final report. Based upon feedback and direction from the project manager and Steering Committee, the Consultant will modify the draft and complete the final project document.

- Final Report – Water Master Plan

The Elbert County Water Master Plan will utilize both publicly available data/research and a community stakeholder participation process to produce a Plan with the following major sections and content (negotiable):

- Executive Summary
 - Summary of the current state of water access and trends in usage
 - Proposed strategies, objectives, and tasks to meet Plan goals
 - Key resources, stakeholders, and timelines
- Assessment of Current Water Access and Usage Trends
 - Description of current economically accessible/useful water supply from Denver Basin Aquifer
 - Validation of assumptions for the 300-year Water Rule as used in Elbert County Zoning Regulations (ECZR), primarily normal use and maximum

- authorized extraction rates for the assigned land use (residential, commercial, industrial, agriculture)
 - Usage trends (best case, likely case, worst case), considering maximum, likely, and minimum growth scenarios
- Assessment of Technologies, Regulation/Policies, and/or Incentives Contributing to Extension of Water Access for All Water User Types
 - Options available to the County to extend the life of the Denver Basin Aquifer for existing and future residents, businesses, and agricultural users
 - Implementation priorities by expected impact and cost
 - Constraints, threats, and risks to implementation
- Mitigation of Impact on Existing Properties in Growth Scenarios
 - Options available to the County to mitigate the impact of future growth on existing users (including individual well-served properties and community system-served users)
 - Economic cost to existing users of growth (new, deeper wells or installing a rural water system to older/shallower well-served properties)
- Community and Stakeholder Engagement Findings
 - Community Engagement Methodology and Elements: Focus groups, key informant interviews and stakeholder meetings
 - Key Findings
- Integration with South Platte Basin Roundtable (SPBRT) and State Water Plans
 - Elbert County contributions to SPBRT and State Water Plans
 - Present and future areas for integration and/or coordination with other water plans and stakeholders
 - Items for Elbert County to consider advocating in appropriate water forums
- Recommendations
 - Plans, Policies, Regulations, Incentives, Investments, etc.
 - Resources, funding, advocacy, and partnerships to aid implementation
 - Tools for evaluating Plan implementation and progress

A final presentation of the report's major findings and recommendations will be expected to the Elbert County Board of County Commissioners.

Client Responsibilities

South Metro Water Supply Authority

2023 Master Plan Scope of Work

March 21st, 2023

Project Description:

South Metro Water Supply Authority (SMWSA) published its last master plan in 2016. The data used in the 2016 master plan was from 2013, almost 10 years ago. Since SMWSA's inception, it has completed a master plan every 3 to 5 years. This project will update the 2016 master plan, by utilizing in-house resources as much as possible. The 2023 master plan update will update the figures and water usage statistics in the 2016 master plan, detail the current/future gaps in water supply and demand, as well as identifying infrastructure that was built in the last 10 years, and future planned infrastructure.

The previous Master Plan considered 2065 to be the region's build-out date. SMWSA will complete the revised version of the master plan with a planning period of 2023 to 2075, knowing that 2065 (or earlier) may still be considered build-out for some of its members.

Task 1: Background of Previous Planning Efforts

The 2023 master plan will provide historical background of the previously completed master plans, which include:

- 2004 South Metro Water Supply Study
- 2007 SMWSA Regional Water Master Plan
- 2011 SMWSA Regional Water Supply Master Plan Update
- 2016 SMWSA Regional Master Plan Update

Information on how the region has met, exceeded, or still working to meet its water supply goals set in previous years will be included. It will also examine the infrastructure that was anticipated to be built and what still needs to be designed and/or constructed.

Task 2: Data Collection

This project will start by updating the tools and figures that were developed as part of the 2016 Regional Master Plan Update. The tools that were a part of that report are:

- Demand and supplies tracking tool;
- Total dissolved solids (TDS) calculation tool;
- Alternative projects evaluation template; and
- Decision support system (DSS).

SMWSA will reach out to members individually to gather updated data. SMWSA will also research any state reports and databases, such as the 2023 State Water Plan, state demographer's website, and 1051 reporting data, to minimize the amount of time that is required from members to gather these resources. Members will provide future population projections. In the instance that a member does not have a population projection for its district, then state demographer data will be utilized.

Task 3: Demand Analysis

Like the 2016 master plan, the demand analysis section of the report will analyze:

- Examining water use trends over time and by customer class where available (1990 to present);
- Estimating future total projected needs integrating demand management efforts in 2030, 2050, 2065, and at build-out (2075) based on current land use/zoning;
 - Including an estimate of future demands from residential customers in the northern/central Douglas County area that are currently not connected with a water provider (primarily houses on well/septic systems);
- Documenting current supplies (non-tributary groundwater, existing/identified/planned surface water projects including alluvial water, reuse/recaptured water);
- Identifying where water resource gaps exist (long-term under wet, normal, and dry scenarios);
- Detailing groundwater use plans, including use of Aquifer Recharge and Recovery;
- Identifying SMWSA renewable supply goals—aggregate and by entity;
- Summarizing water conservation and demand management plans;
- Describing when or if water supply gaps will occur; and
- Compiling basic statistics including geographic area/service areas, population, water use over time (total by customer class and/or gpcd), indoor vs. outdoor, nonrenewable vs. renewable water supplies, demographics of the area, water rates and tap fees, current debt, future ability to fund water development beyond current projects, summary of conservation measures and their impacts, etc.

Task 4: Coordinating Regional Infrastructure

SMWSA will re-examine member's existing and planned infrastructure assets since the 2016 master plan was developed. The report will describe:

- Existing and future water treatment plants, pipelines, reservoirs, etc.;
- Aquifer storage and recovery (ASR) permitted and planned projects;
- Emergency preparedness systems with members;
- Opportunities for regional collaboration within the SMWSA membership to enhance regional renewable water supplies;
- Opportunities to coordinate/optimize regional assets; and
- Regional watershed groups, their membership, and support of and contribution to renewable water supplies plans (Cherry Creek Basin Water Authority, Chatfield Watershed Authority, etc.)

Task 5: Alternative Analysis for Next Increment of Renewable Water Supply

The 2023 master plan update will document the following potential renewable water supplies:

- Additional regional renewable water projects with Denver, Aurora, and other water providers;
- Lower South Platte water rights, and required treatment strategies (e.g., desalination);
- Available blend water supplies (such as higher quality South Platte supplies);
- Increasing local non-potable and indirect and direct potable reuse;
- West slope supplies (that comport to the abstention provisions of the Colorado River Cooperative Agreement (CRCA);

Total project costs, potential partners, unit water costs, funding requirements, and time to achieve actual water deliveries will be described at a planning level.

Task 6: Final Report

SMWSA will produce a draft report to the SMWSA board for review by November 15th, 2023. The report will be in a similar layout to the 2016 Master Plan with updated numbers, graphs, and findings. An updated map of SMWSA's infrastructure will be created as part of this effort as well.

Agenda Item

DATE: MARCH 11, 2024
TO: DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS
THROUGH: DOUGLAS J. DEBORD, COUNTY MANAGER
FROM: TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT
CC: AMY KNOPP, MSOL, MANAGER OF RUETER-HESS RESERVOIR
STEVE SHOULTZ, CPRE, ASSISTANT DIRECTOR OF PARKS, TRAILS &
BUILDING GROUNDS
SUBJECT: RUETER-HESS RECREATION UPDATES

SUMMARY

Douglas County staff and Rueter-Hess Recreation Advisory Board (RAB) members are prepared to provide the Board of County Commissioners (BCC) with a recreation update.

BACKGROUND

Recreation at Rueter-Hess is made possible through partnerships. Parker Water and Sanitation District, Douglas County, the Cities of Castle Pines and Lone Tree, and the Towns of Castle Rock and Parker are the partners and collectively they form the RAB.

DISCUSSION

The RAB is currently refreshing the 2016 Master Plan, expanding reservoir access to include windsurfing, and working through the procurement process to add docks and purchase a safety boat.

NEXT STEPS

Staff and members of the RAB are prepared to discuss these updates with the Board of County Commissioners.