

[TODAY'S DATE]

Bureau of Reclamation  
Financial Assistance Support Section  
Attn: Ms Janeen Koza  
P.O. Box 25007, MS 84-27814  
Denver, CO 80225

RE: WaterSMART: Water and Energy Efficient Program  
Roxborough Water and Sanitation District Advanced Metering Infrastructure Program

Dear Ms. Koza,

[ORGANIZATION'S NAME] is pleased to write in support of Roxborough Water and Sanitation District's (RWSD) WaterSMART Water and Energy Efficiency grant application. [BRIEF DESCRIPTION OF ORGANIZATIONS WATER EFFICIENCY MISSION]

[ORGANIZATION'S NAME] encourages you to support RWSD's WaterSMART: Water and Energy Efficiency grant application. RWSD intends to utilize the grant funding to further the effectiveness of its water efficiency plan. Over time, RWSD intends to install Advanced Metering Infrastructure (AMI) at every finished water connection in the District, pairing the infrastructure with a useful interface that allows customers to better understand and manager their water use, while increasing the District ability to monitor and track the distribution system and water flow. This District wide effort is proposed to advance and promote water conservation through local network metering technology that provides and leverages real time water use data. The software and data flow will allow customizable consumption alarms that will greatly increase customer awareness and the data set will allow RWSD operation staff to make more informed supply decisions, limit unnecessary pumping and minimize water loss.

RWSD serves a community of 11,500 customers with a complex water system in areas with relatively poor telecommunication connectivity. The AMI program will include a local area network to improve communication between the meter devices and the District's billing systems. This will significantly reduce vehicular trips through the District for monthly meter readings and decrease District's emergency response time for distribution system repairs. Eliminating water loss, enhanced demand management and greater operation data will allow RWSD to better support its customer, the ecology of the river systems delivering water to Roxborough and limit the inefficiency of unnecessary treatment and pumping.

This letter constitutes formal support of RWSD's WaterSMART grant application. By supporting the implementation of the proposed AMI Project, we believe it to be consistent with [ORGANIZATION'S NAME] and its missing of best management practices and therefore we advocate your support of this important project, and favorable consideration of RWSD's grant application.

Sincerely,

[ORGANIZAITON REPRESENTATIVE]

[REPRESENTATIVE TITLE]

September 22, 2023

Barbara Biggs  
General Manager  
Roxborough Water and Sanitation District  
6222 North Roxborough Park Road  
Littleton, Colorado 80125

**RE: WaterSMART WATER AND ENERGY EFFICIENCY GRANT**

Dear Ms. Biggs:

Thank you for giving June Engineering & Planning (JEP) the opportunity to provide grant writing services for Roxborough Water and Sanitation District (District). I hold the community of Roxborough and the water and sanitation district staff with high regard since my time as owner's representative during the construction of the District WTP.

### **PROJECT DESCRIPTION**

Your district has made a commitment to replace the aging water meter with Mueller Aquaient™ Ultrasonic Water Meters. The new meters have enhanced system monitoring capabilities, such as, pressure monitoring, backflow detection, temperature and precise flow measurement. In addition, the Mueller meters are compatible with Mueller's Sentryx™ Water Intelligence Platform. This innovative software leverages meter data collected across the system, via cellular data transmission, to give the operation team near real time and granular distribution system data. The implementation of these Mueller products will improve the District's level of service, water conservation efforts, and reduce reaction time to repair water main breaks or eliminate potential contamination sources.

The District requested JEP investigate the WaterSMART program for a funding opportunity to offset the meter replacement and monitoring program capital costs. WaterSMART Grants are a federal funding opportunity managed by the United States Bureau of Reclamation. The program provides financial assistance to water providers and managers for projects that seek to conserve and use water more efficiently, implement renewable energy, investigate, and develop water marking strategies, mitigate conflict risk in areas at a high risk of future water conflict and accomplish other benefits that contribute to sustainability in the western United States. The Water and Energy Efficiency Grant (WEEG) is the primary funding category under WaterSMART. WEEG focuses on projects that result in quantifiable and sustained water savings, such as: canal lining and piping projects, **municipal metering projects**, and **Supervisory Control and Data Acquisition (SCADA)** and automation projects.

A successful WEEG application results in a federal funding opportunity of up to 50% of the total project cost. JEP will work with District staff to ensure project costs are accounted for and the District gets the maximum return through WEEG.

## SCOPE OF WORK

The Grant is broken into two main categories, Technical Proposal and Project Budget. There are five additional subcategories: Environmental and Cultural Resources Compliance, Permits/Approvals, Federal Forms, Letters of Support and Authority Resolution.

Your grant application will address each itemed outline by the USBR in the grant application. JEP will maintain a sharp focus on the evaluation criteria to promote the District's water saving potential, reduction in energy consumption, and sustainability benefits. The District's commitment to improving water meter with innovative water metering technology can be defined subjectively and quantifiable improvements in water efficiency and reduction in energy use. While the efforts will demonstrate a commitment to water stewardship through focus in reducing District non-revenue water.

### **TASK 1. Background Data**

JEP will commence the project by utilizing the District's existing data and descriptions of water supply system agreements. By leveraging the District's existing water monitoring methods, such as water production, water sales, water loss and non-revenue water, we can present opportunities for improved water monitoring. Then a brief description of the District water customers' use and delivery systems, current and projected water demands, and service area limitations.

### **TASK 2. Evaluation Criteria**

The WEEG is graded on a weighted set of criteria. The success of the application is contingent on a focus on how the District's project address each criteria. Changes to water distribution system monitoring have tangible impacts across the providers operation and impact to the community and water shed basins. The majority of JEP efforts are contained here to highlight the District's needs and commitment to the WaterSMART principals.

### **TASK 3. Project Budget**

The spending period for selected WEEG applicants is 2 years, specifically for Group I applicants (up to \$500k in USBR grant funding paired with a 50% non-federal grant funding sourced). The District has suggested the replacement and installation efforts are limited by available work force and resources; therefore, the replacement effort will be a multi-year project. A clear and approachable budget will be provided to demonstrate the anticipated project cost. As well as a budget proposal for internal resources, equipment and labor tracking; and professional services cost and expense estimates from contractors, suppliers, and manufacturer training.

The estimated cost for the Meter Replacement project has not been determine to date. It appears the 8/11/2023 Purchase Order from UGO Resources (DBA of Repmasters, Inc) indicates the purchase of 350 ¾-inch meters at \$134.55 each, leaving a significant number of meters to be

acquired for the replacement project. The Sentryx MIU costs, fees, trainings, software and other costs may be able to roll into the cost eligible for grant funding. However, if those items have previously been paid for it becomes unlikely those costs will qualify for WEEG.

#### **TASK 4. Subcategories**

**Environmental and Cultural Resource Compliance** – We assume the significant majority of meter replacements are contained in existing meter pits. This results in sparse disturbance of existing grade and excavation requirements. The environmental impact from the implementation can be assumed to be a categorical exclusion. The District is near areas of cultural significance and will need to be identified in the report. Desktop research of the area will be able to identify cultural significant areas. Should additional research be conducted through the State Historic Preservation Office (SHPO) an archeological expert should be retained to maximize efficiency.

**Permits/Approvals** – It is anticipated that no permits are required for this project.

**Mandatory Federal Forms** – five federal forms are listed as required auxiliary submittal to the grant application. The forms are: Application for Federal Assistance SF-424 (OMB: 4040-0004), Assurances – Construction Programs (OMB: 4040-0009), Budget Information – Construction Programs (OMB: 4040-0008), Disclosure of Lobbying Activities (OMB 4040-0013) , and Project Abstract Summary (OMB: 4040-0019)

**Letters of Support** – Successful applicants have incorporated multiple letters of support from water agencies. Suggested water agencies to request Letters of Support are the following: Aurora Water, Colorado Water Conservation Board, South Metro Water Authority, Chatfield Watershed Authority, Douglas County and Lower South Platte Water Conservancy District.

**Resolution of District Board** – Support from the District board to proceed with WaterSMART WEEG funding.

#### **SCHEDULE**

JEP is available to begin work immediately upon receipt of your authorization to proceed. JEP's anticipated project schedule begins with the NOFO and opening of WaterSMART WEEG application period October 24, 2023, the application period is open for 90 days with the conclusion estimated to be 1/22/2024.

It is recommended that a project budget be established prior to the NOFO. Establishing a project cost will determine which WEEG group to apply for and provide responsible estimate for grant funding.

JEP intends to submit an 'Issued for Final Review' application to the District one (1) month prior to the conclusion of the application period.

## PROPOSED FEE

The attached spreadsheet provides a detailed breakdown of work tasks and labor costs for the work defined above. As shown, our proposed not-to-exceed fees total is **\$11,930**. Cost for environmental and cultural investigation will be charged based on actual cost and subconsultant fee. Invoicing for the project will be submitted to the District on a monthly basis.

If you have any questions regarding this proposal, please contact me at (805) 798-3109 or [Alex@JuneEP.com](mailto:Alex@JuneEP.com). I look forward to working on this project together.

Sincerely,



Alex M. Stelzer, PE  
Principal Engineer



# Price Proposal

## Labor Plan

## Price Summary / Totals

2 Resource

Task Pricing Totals

11,930

### WaterSMART Grant Writing

USBR plans to issue a grant NOFO for FY 2024 WaterSMART Water and Energy Efficiency Grants (WEEG). This proposal is to prepare and submit WEEG on behalf of RWSD.

Proj Area >

Specify Add'l Fees on Setup

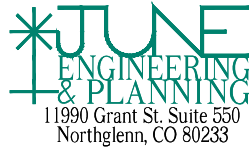
Technology Use Fee

11,930

Submitted to: Roxborough Water and Sanitation District (Attn: Barbara Biggs)

Contract Type: T&M

Project Phases / Tasks	Schedule			Total Labor Hrs	Project Manager (Alex Steizer)	Engineer I (Dao Lin)	Labor	Subs	Travel	Mat'ls & Equip	ODCs	Task Pricing Totals
	From	Thru	Months									
<b>WaterSMART WEEG - Grant Preparation</b>	<b>10/24/23</b>	<b>01/22/24</b>	<b>2.9</b>	<b>101</b>	<b>67</b>	<b>34</b>	<b>11,930</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,930</b>
<b>1.0 Technical Proposal</b>				<b>64</b>	<b>46</b>	<b>18</b>	<b>7,790</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,790</b>
<b>1.1 Background Data</b>				<b>11</b>	<b>7</b>	<b>4</b>	<b>1,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,280</b>
1.1.a Water Supply				4	4		560					560
1.1.b Water Uses				7	3	4	720					720
1.2 Project Location/Description				6	4	2	710					710
1.3 Technical Project Description				4	4		560					560
<b>1.4 Evaluation Criteria (100 pts.)</b>				<b>37</b>	<b>25</b>	<b>12</b>	<b>4,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,400</b>
1.4.a Quantifiable Water Savings (28 pts.)				12	4	8	1,160					1,160
1.4.b Renewal Energy (20 pts.)				6	4	2	710					710
1.4.c Sustainability Benefits (20 pts.)				4	4		560					560
1.4.d Complementing On-Farm Irrigation Improvements (10 pts.)				3	3		420					420
1.4.e Planning and Implementation (8 pts.)				6	4	2	710					710
1.4.f Collaboration (6 pts.)				2	2		280					280
1.4.g Additional Non-Federal Funding (4 pts.)				2	2		280					280
1.4.h Nexus to Reclamation (4 pts.)				2	2		280					280
1.5 Performance Measures				2	2		280					280
1.6 Executive Summary				4	4		560					560
<b>2.0 Project Budget</b>				<b>14</b>	<b>8</b>	<b>6</b>	<b>1,570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,570</b>
2.1 Funding Plan				3	3		420					420
2.2 Budget Proposal				8	2	6	730					730
2.3 Budget Narrative				3	3		420					420
<b>3.0 Environmental and Cultural Resources Compliance</b>				<b>9</b>	<b>3</b>	<b>6</b>	<b>870</b>					<b>870</b>
<b>4.0 Required Permits or Approval</b>				<b>2</b>	<b>2</b>		<b>280</b>					<b>280</b>
<b>5.0 Mandatory Federal Forms</b>				<b>6</b>	<b>6</b>		<b>840</b>					<b>840</b>
<b>6.0 Letters of Support</b>				<b>5</b>	<b>1</b>	<b>4</b>	<b>440</b>					<b>440</b>
<b>7.0 Resolution of District Board</b>				<b>1</b>	<b>1</b>		<b>140</b>					<b>140</b>
<b>Totals</b>	<b>10/24/23</b>	<b>01/22/24</b>	<b>2.9</b>	<b>101</b>	<b>67</b>	<b>34</b>	<b>11,930</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,930</b>



June Engineering & Planning, LLC  
Professional Services Rate Schedule  
Calendar Year 2023

Principal Engineer \$ 140.00

Additional Services:

Senior Consultant	\$ 155.00
GIS Analyst	\$ 110.00
Construction Inspection Services	\$ 90.00
Engineer II/ CADD Designer	\$ 90.00
Engineer I/Jr CADD Designer	\$ 75.00
Project Administrator	\$ 55.00

INDIRECT and NON-LABOR COSTS

Vehicles - Mileage shall be charged at the current (January 1, 2023) General Services Administration (GSA) rates of \$ 0.655 per mile.

Subconsultant services will be invoiced at cost plus no greater than 15% mark up.

Terms

Rate Schedule may be subject to change at the beginning of each calendar year.