REQUEST FOR QUALIFICATIONS

To be submitted to

WateReuse Colorado

For

COLORADO DIRECT POTABLE REUSE STUDY and WSRA GRANT APPLICATION

August 31, 2015
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A. Proposed Project Scope
PART 1 - INVITATION TO SUBMIT

SUBMITTAL DATE AND LOCATION:

Date of Request: August 31, 2015
Due Date for Statement of Qualifications: September 11, 2015 by noon local time
Submit one digital version of the SOQ to: WRCO President David Takeda at dave@mskwater.com
PART 2 - NOTICE

WateReuse Colorado ("WRCO") respectfully requests Statements of Qualifications (SOQ) for the Colorado Water Conservation Board Water Supply Reserve Account (WSRA) Grant Application and Potable Reuse Study. The scope of services is described in more detail in Section 3.2 and Attachment A.

One digital file of each respondent’s SOQ will be received until 12:00 PM (noon local time), September 11, 2015, as instructed in Part 1 – Invitation to Submit.

No SOQ will be accepted which are received after the time mentioned and will not be considered under any circumstances. Sole responsibility rests with the respondent to see that its SOQ is received on time.

WRCO reserves the right to reject any and all SOQs or any part thereof of alternative work proposals, to waive any formalities or informalities and further, to award the services to the most responsive and responsible respondent as deemed in the best interest of WRCO.

Any questions concerning this Request for Qualifications shall be directed IN WRITING ONLY to WRCO President Dave Takeda at dave@mskwater.com. The last date to receive questions is September 8, 2015 at 5:00 PM.
PART 3 - INSTRUCTIONS TO RESPONDENTS

3.1 SCHEDULE

The schedule for the selection process is listed below. While every attempt will be made to stay on this schedule, the schedule is subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2015</td>
<td>Request for Qualifications is issued</td>
</tr>
<tr>
<td>September 11, 2015</td>
<td>SOQs due by 12:00 p.m. (noon local time)</td>
</tr>
<tr>
<td>September 18, 2015</td>
<td>Most-qualified respondent is selected</td>
</tr>
<tr>
<td>September 21, 2015</td>
<td>Selected Respondent will work with WRCO members to finalize the application to CWCB</td>
</tr>
<tr>
<td>November 1, 2015</td>
<td>Deadline for application to CWCB</td>
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3.2 APPLICATION AND STUDY DESCRIPTION

To facilitate the advancement of reuse, specifically direct potable reuse, in Colorado WRCO is pursuing Water Supply Reserve Account (WSRA) funding to complete a multi-pronged project. The study will be broken into three phases, each described in Attachment A. It should be known that the grant funds have not been awarded and the award of this project is contingent on receiving full funding for the study from CWCB. Final award of the funds would occur in March 2016.

The Selected Respondent is expected to work with WRCO members to finalize the scope, tasks, budget and schedule for the application. The resulting scope and tasks will determine the Selected Respondent’s fee for the study. The expected amount of the fee study is approximately $225,000, but could increase or decrease based on the final scope. The Selected Respondent will not be compensated for preparing the application’s scope and fee. WRCO will prepare the majority of the WSRA grant application and will also perform the outreach to Basin Roundtables, stakeholders, and possible participating agencies.

If awarded, the Selected Respondent is expected to work with WRCO members to complete the study. The Selected Respondent is expected to complete the following:

- All research, data collection, cost opinions, reports, and deliverables
- Conduct all meeting and Workshops
- Project Management of the project team
- Perform all contract administration for the grant

The study phases may be completed concurrently if necessary and all are expected to be completed within 24 months after issuance of the Notice to Proceed.

3.3 SOQ REQUIREMENTS AND EVALUATION

The following information must be provided by each respondent. All SOQs are limited to 10 pages (one-sided), excluding resumes, minimum 11-point font. A cover page and divider pages are not necessary and if included will count towards the 10 page limit. A title page and table of
contents may be included and will not count towards the 10 page limit. The contents of the SOQ must include:

Part 1: Description of Firm

a. The organization of the respondent shall be fully described. At a minimum, the bidder shall provide ownership information, form of business, local service offerings, Colorado office location(s), corporate affiliations, and contact information for local, regional, and national managers, if applicable.

Part 2: Respondent’s Experience

a. Submit detailed information on respondent’s recent experience with direct potable reuse, including:

1. Interactions with regulatory agencies
2. Design of DPR treatment facilities
3. Development of potable reuse guidelines, regulations, and policies
4. Knowledge of operational parameters and costs of DPR facilities
5. Public education and outreach for DPR
6. Operation of DPR pilot facilities
7. Research related to DPR treatment, operations, regulations, and public outreach

Part 3: Personnel

a. Respondent shall list the name of the key personnel that will be managing and performing the work. Favor will be given to those firms whose Project Manager is based out of a Colorado office.

Part 4: Billing Rates

a. Provide billing rates for all personnel involved on the project. These billing rates must remain unchanged throughout the duration of the project.

Part 5: References

a. Provide at least one reference for each phase of the proposed study.

3.4 SELECTION INTERVIEWS

WRCO may conduct selection interviews following the SOQ evaluation. If interviews are required, specific information will be provided at a later date.

3.5 BASIS OF AWARD

Award of the solicitation will be made to the respondent which is determined to be the most qualified taking into consideration the following criteria.

1. Response to the specific requirements in this solicitation.
2. Experience with DPR including treatment, regulations, and public outreach.
3. Reputation and experience of the Project Manager and key personnel.
4. Discussions with the respondent’s references.
6. Perceived ability to complete the project on time and within the budget.

3.6 CONFIDENTIALITY AND CONFLICTS

The respondents may be provided with confidential information. Complete confidentiality must be maintained and signing of a confidentiality agreement may be required. Any potential conflicts of interest by a respondent must be stated in the SOQ.

END OF RFQ
ATTACHMENT A

Proposed Project Scope
Solicitation of Letters of Intent from Interested Parties

Proposed Project Scope to Facilitate the Advancement of Potable Reuse in Colorado to Help Meet Growing Municipal Demands

INTRODUCTION

WateReuse Colorado (WRCO) is the state section of the WateReuse Association. WRCO comprises a broad range of reuse professionals, including the state’s preeminent voices in water reuse – municipal water providers, users of recycled water, engineering consultants, researchers, and others. WRCO advocates for advancing safe and beneficial water reuse throughout the state of Colorado.

To support its mission, WRCO has identified a three-phased project that would directly address the state’s most pressing challenges in increasing potable water reuse. Project funding is not fully secured but WRCO will be pursuing funding, with assistance from the selected consulting team, from Basin and Statewide Water Supply Reserve Account (WRSA) grants. An overview of each phase of the project is provided below. The selected consulting team will be also be responsible for project management and administration of the grant funds.

PROJECT DESCRIPTION

Phase 1: Framework for Developing Direct Potable Reuse Regulations for Colorado

Challenge Addressed:

Water providers’ interest in potable reuse is rapidly increasing as a potentially cost-effective approach for sustainably meeting water demands. However, there is no framework for regulatory development or project-specific approvals specifically designed for potable reuse in Colorado that would clearly establish the treatment, monitoring, and operational requirements for an indirect potable reuse (IPR) or direct potable reuse (DPR) system. This results in uncertainty regarding the costs and feasibility of implementing potable reuse projects, and could have the potential to undermine public confidence in potable reuse. On a national level, there is significant research ongoing and several states are developing approaches to IPR and DPR project approvals and/or regulations, all of which could be applied in Colorado to develop a path forward.

Content and Goals:

- Convene a Technical Workgroup likely consisting of Colorado Water Conservation Board staff, Colorado Department of Public Health and Environment regulatory staff, WRCO members, regulators and utilities from other states, and other relevant parties.
- Summarize and synthesize relevant research that can support development of defensible, protective regulations for potable reuse in Colorado.
- Synthesize other states’ approaches to (and status of) developing regulations for IPR (GW infiltration, GW injection, reservoir/stream augmentation) and DPR.
- Define risk factors and develop a proposed framework, timeline, and process for developing regulations for IPR and DPR in Colorado.
**Key Activities/Deliverables:**

- Project kick off meeting, subsequent meeting with Colorado Department of Public Health and Environment staff
- Synthesis of applicable research (including CO, CA, TX, NM regulations)
- Synthesis of other states’ regulatory approaches
- Development of IPR and DPR approaches
- Regulatory workshops and potential expert panel involvement to recommend regulatory framework for IPR and DPR in Colorado
- Final summary document with recommendations

**Phase 2: Colorado Statewide Communication Plan for Potable Reuse**

**Challenge Addressed:**

The science and engineering behind potable reuse is advancing at unprecedented rates. However, public perception remains one of the most significant challenges in implementing a potable reuse project. Public awareness and acceptance of water supply challenges and reuse opportunities is increasing, but experience in the industry clearly shows that there are specific actions that can be taken to better position water providers statewide for acceptance of and support for potable reuse projects.

**Content and Goals:**

- Convene a Public Education and Outreach Workgroup (or “Advisory Group”, same comment as above) likely consisting of Colorado Water Conservation Board staff, Colorado Department of Public Health and Environment regulatory staff, WRCO members, regulators and utility staff from other states, and other relevant parties.

- Apply/implement the work products from WateReuse Research Foundation (WRRF) 13-02-1 report (Model Communication Plans for Increasing Awareness and Fostering Public Acceptance of Direct Potable Reuse) to advance public understanding and support for potable reuse projects in Colorado, using a statewide collaborative approach focused on state-level regulators, legislators, and opinion leaders. WateReuse members with reuse expertise will be more heavily involved in this project phase.

**Key Activities/Deliverables:**

- Synthesis of available/applicable research studies, reports, and tools
- Development of messaging and best practices guidance
- Development of materials for presentations, social media, survey questions, email and website outreach
- Preparation of op-ed articles, background white paper, etc.
- Legislative and water provider outreach
- Coordinate and execute potential informational public meeting/workshop(s)
- Document success stories and lessons learned from other utilities while implementing DPR
- Final summary document with recommendations
**Phase 3: Leveraging Potable Reuse Planning Tools**

**Challenge Addressed:**

Research work being conducted nationally has resulted in approaches and tools that can be used locally to support the analysis and implementation of potable reuse projects, with a specific interest in cost comparisons of water supply options, treatment train options, and other cost-benefit analyses. However, there is limited awareness in the water provider community regarding the availability and application of these approaches and tools. As a result, analyses of potable reuse options may not be conducted, or providers may sense a need to "start from scratch" when assessing potable reuse options and may be discouraged from considering those options.

**Content and Goals:**

- Facilitate use of water reuse decision support research products developed by WRRF and other organizations for assessing nonpotable and potable reuse opportunities; provide education and training via workshops and/or targeted outreach, including demonstration of the tools with case studies for one or more utilities. This is expected to include tools specific to potable reuse implementation as well as comparisons of nonpotable reuse options to potable reuse.

**Key Activities/Deliverables:**

- Synthesis of available/applicable research studies, reports, and tools, including existing potable reuse projects
- Coordinate and execute provider workshop(s) to demonstrate availability and use of these tools
- Develop and refine 1-3 Colorado-specific analyses using case study(ies), complete summary report with conclusions to demonstrate the use and effectiveness of these tools and the potential role of potable reuse in a supply portfolio
- Final summary document with recommendations