DRAFT Attachment A

TASK ORDER NO. 380.15.100
TO
MASTER AGREEMENT FOR PROFESSIONAL SERVICES

OWNER: **CITY OF MOAB**
Effective Date of Master Agreement: April 22, 2014

THIS TASK ORDER NO. 380.15.100 ("this TASK ORDER") to the CITY OF MOAB MASTER AGREEMENT FOR PROFESSIONAL SERVICES (AGREEMENT) is made and entered into as of the day of by and between OWNER and HANSEN, ALLEN & LUCE, INC., a Utah Corporation (herein called ENGINEER) who agree as follows:

1. **PROJECT.** The PROJECT associated with this TASK ORDER is described as follows: Water Utility Resource Management Plan

2. **PROJECT SITE.** The PROJECT SITE is located as follows: Moab/Spanish Valley, Utah.

3. **SCOPE OF SERVICES.** The SCOPE OF SERVICES and deliverables associated with this TASK ORDER are attached hereto as Exhibit A.

4. **FEES.** OWNER shall reimburse for services provided under this TASK ORDER on a time and expense basis not to exceed **$230,000.** Payment shall be in accordance with the FEE SCHEDULE attached hereto as Exhibit B and in accordance with the AGREEMENT.

5. **SCHEDULE.** The SERVICES associated with this TASK ORDER are anticipated to be completed within 180 days following written authorization from the OWNER to proceed.

6. **ATTACHMENTS AND EXHIBITS.** Both parties have read and understood all attachments and exhibits referenced in or attached to this TASK and agree that such items are hereby incorporated into and made part of the AGREEMENT.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this TASK ORDER as of the date first above written.

OWNER: City of Moab	**ENGINEER:**
By: _____	By: _____
Printed Name: _____	Printed Name: Benjamin D. Miner
Its: _____	Its: Senior Principal

EXHIBIT A

DRAFT SCOPE OF SERVICES
CITY OF MOAB
WATER UTILITY RESOURCE MANAGEMENT PLAN
FOR THE MOAB/SPANISH VALLEY WATER PROVIDERS

BACKGROUND

The City of Moab and surrounding communities of the Moab Spanish Valley are experiencing a sustained population growth and increasing tourist visitation. This growth has led to increasing water demand, which may be approaching the limits of existing water sources. This growth has affected areas of Grand and San Juan Counties containing the City of Moab (Moab), the Grand Water & Sewer Service Agency (GWSSA), the San Juan Spanish Valley Special Service District (SJVSSD) and the Moab Irrigation Company (MIC). These organizations recognize the need for coordination, consistent water policies and the possibility of sharing water resources. They are considering shared new source projects as a way to maximize individual resources. They desire to prepare and implement a water utility resource management plan. This plan will assist these agencies in implementing policies intended to ensure resilient water resource management for residents, visitors and businesses for the next 100 years.

In support of this vision, Moab, GWSSA, SJVSSD and MIC are forming a coalition of water providers (Coalition) for the purpose of studying long-term water and policy planning. Hansen, Allen & Luce, Inc.(HAL) has been selected, along with its team members, to perform the study. Team members include Sunrise Engineering, Inc. to support GWSSA and Smith-Hartvigsen PLLC to provide legal guidance.

SCOPE OF WORK

Task 100 - Project Management and Meetings

Objective: Communicate and coordination with Coalition members

101. General project coordination and communication with Coalition members. Project management. Receive phone calls and emails. Prepare email responses. Answer questions.

102. Start-up meeting in Moab with Coalition members to discuss the project, expected outcomes and goals.

103. Meeting with the Utah Division of Water Rights to discuss water rights policy for Moab and the Spanish Valley. Discuss the current water rights policy as well as possible modifications. Discuss the Division's view on further water source development.

104. Status meetings as required. Assume two video meetings.

105. Issues and Opportunity Workshop. Meet with Coalition members to discuss existing and future source needs. Prepare available data, discuss source needs and possible solutions at the feasibility level and present to Coalition members. Conveyance and storage alternatives may also be discussed. Identify additional analyses to be performed and questions to be answered.

106. Solutions workshop by video. Presentation of alternatives and solutions. Final discussion of solutions. Coalition members may select preferred alternatives.

107. Final presentation to public in Moab. Prepare and provide a final presentation to the public and Coalition members (Same meeting as Task 412a).

Deliverables: Meeting notes and documentation.

Task 200 - Stakeholder Engagement

Objective: Engage with each Coalition member to obtain data and individual input on key issues.

201. Identify and engage with each Coalition member (Moab City and Public Officials, Water Conservation and Drought Management Advisory Board, Grand Water & Sewer Service Agency (GWSSA) along with Grand County, Moab Irrigation Company, and San Juan Spanish Valley SSD along with San Juan County to discuss the purpose of study and the source needs of each Coalition member. Other Stakeholders will also be engaged. Transparently share knowledge on all data and project outcomes.

Deliverables: Summary of data received.

Task 300 - Data Collection

Objective: Collect and review existing data in support of the study.

301. Gather and review existing studies and previously completed work related to water supply. Review studies and identify key concepts applicable to the current study. Collate studies and develop a resource library.

302. Gather data on population and tourism, historical growth and previously completed future population projections. Preference is to use recent locally developed projections if available. If local projections are unavailable, population projections from the Kem C. Gardner Policy Institute at the University of Utah may be used or other data approved by the Coalition.

303. Gather data on historical water use and existing water supplies. This data will be provided by Coalition members or taken from water use values provided to state agencies.

304. Coordination meeting with Sunrise Engineering to identify their previously completed work. Identify aspects relevant to the current study. Review data and coordinate with Sunrise.

305. Receive relevant data and studies from each Coalition member. Coalition members will provide existing water use data, growth projections, future water need projections, source capacity listings, an existing water rights inventory, existing master plans, infrastructure locations and other available data needed for the study.

306. Presentation of stakeholder input in a video meeting. Discuss data received and review additional data needs and availability.

Deliverables: Data Summary

Task 400 – Data Evaluation and Plan Preparation

Objective: Prepare a water utility resource management plan for the Moab Spanish Valley. The plan will include ground water and surface water options. It is anticipated that the plan will address water planning for the 20, 50 and 100 year times frames (or as approved by the Coalition).

401. Summarize sources and production capacities for each Coalition member. Existing source and production capacities will be provided by Coalition members. Identify peak seasons and peak demands. Coalition members will provide meter data if available. Summarize types of water usage in tables.

402. Summarize and review types and quantities of water needed by Coalition member. Coalition members will provide their own existing and known projected water demands. If needed, HAL will work with Coalition members to estimate future demands by looking at general plans, zoning ordinances, population projections and/or Coalition members future growth estimates. Compare the future water need and availability.

403. Consider possible effects of drought and climate change. Review available data on declining aquifer levels and declining Colorado River flows.

404. Identify conservation goals/options with Coalition members and explore policy, procedure and code options.

405. Evaluate alternatives of sharing water resources by forming a water district, water conservancy district, similar type of district or via governmental agreements.

406. Identify potential solutions to meet existing and future water supply needs
   a. Groundwater development
   b. Cooperative use
   c. Aquifer storage and recovery
   d. Conservation
      i. Public engagement campaign
      ii. Tiered rates
      iii. Land use ordinances, landscaping restriction, or prescriptive landscaping; development standards
      iv. Identify likely potential savings from conservation
   e. Treatment of water from the Colorado River
   f. Wastewater treatment reuse and recharging
   g. Agricultural (Secondary) Water Use Optimization

407. Review water rights and provide recommendations on water right planning
   a. Collect water rights data from Coalition members. Each Coalition member will provide a list of water rights, quantities and status. Prepare a water right inventory. This is a summary of water rights, but not a comprehensive review.
   b. Compare water needs to existing water rights for each Coalition member and the whole group. Identify apparent shortfalls or rights that may be available to share.
   c. Meet with the Utah Division of Water Rights to discuss ability to share resources. Discuss Division requirements and expectations from the water policy. Address the possibility of using a portion of Colorado River Water.

408. Conceptual design of alternatives
   a. Prepare conceptual designs of supply infrastructure alternatives
   b. Prepare initial cost estimates
   c. Hold meeting video meeting with Coalition members to review ideas and costs.
   d. Update / add alternatives based on Coalition members' input.
   e. Prepare a capital facilities plan with project list, timetable and identified roles and responsibilities.

409. Consider legal and regulatory implications of projects
   a. Water rights
   b. Possible cooperating agency, special district, or conservancy district
   c. Comments will be provided by Smith-Hartvigsen

410. Prepare Water Utility Resource Management Plan
   a. Prepare draft plan, including an implementation strategy, list of projects and schedule

b. Prepare / update cost estimates of project construction and engineering
c. Provide Coalition members with copy of draft plan
d. Present draft plan to Coalition members and stakeholders

e. Meet with Coalition member to discuss plan

411. Public engagement plan
   a. Initial public open house to present issues and possible solutions in coordination with coalition members
   b. Social media campaign (City's Facebook page and website and County public engagement plan)
   c. Comment and response period planning and coordination
   d. Meeting with internal stakeholders to discuss public input (video)
   e. Follow-up technical analysis, if needed (effort limited to available budget).
   f. Public open house and presentation of final plan (optional for additional budget)

412. Final presentation of Water Utility Resource Management Plan
   a. Meet with Coalition if desired to present the final plan with mapping, text and graphics
   b. Finalize PDF plan

Deliverables:

- Draft and Final Water Utility Resource Management Plan
- Supporting documentation of the plan

ASSUMPTIONS

- The Hansen, Allen & Luce, Inc. Scope of Work and Fee have been developed and estimated assuming that the project will proceed in general conformance with this task order.
- Coalition members will provide requested data and provide plan input.
- Sunrise Engineering will be a subconsultant to HAL and will provide coordination with GWSSA within the budget provided.
- Smith-Hartvigsen will provide legal guidance, review and comments within the budget provided. If additional budget is needed, HAL will notify the Coalition and additional scope will be discussed as needed.

EXHIBIT B

STANDARD FEE SCHEDULE

PERSONNEL CHARGES

Client agrees to reimburse Hansen, Allen & Luce, Inc. (HAL), for personnel expenses directly related to the completion of the project, in accordance with the following:

Senior Managing Professional	$209.32/hr
Managing Professional	$189.50/hr
Senior Professional III	$178.89/hr
Senior Professional II	$170.48/hr
Senior Professional I	$157.62/hr
Professional III	$148.17/hr
Professional II	$132.89/hr
Professional I	$124.57/hr
Professional Intern	$112.60/hr
Engineering Student Intern	$59.26/hr
Water Resource Specialist	$130.60/hr
Geologist	$132.64/hr
Senior Designer	$119.29/hr
Senior Field Technician	$119.29/hr
Field Technician	$98.50/hr
CAD Operator	$98.50/hr
Public Relations Specialist	$143.85/hr
Administrative Assistant	$69.05/hr
Professional Land Surveyor	$133.00/hr
1 Man GPS Surveying Services – PLS	$162.50/hr
Drone Pilot	$192.00/hr
Expert Legal Services	$320.00/hr

DIRECT CHARGES

Client also agrees to reimburse HAL for all other costs directly related to the completion of the project. Direct charges shall include, but not be limited to, the following:

Communication, Computer, Reproduction	$6.00 per labor hour
Out-of-town per diem allowance (lodging not included)	$64.00 per day
Vehicle	$0.65 per mile
Outside consulting and services	Cost plus 10%
Other direct expenses incurred during the project	Cost plus 10%
Trimble GPS Unit	$135.00 per day
Data Logger/Transducer	$130.00 per week

INTEREST CHARGE AFTER 30 DAYS FROM INVOICE DATE ..... 1.5% per month

Note: Annual adjustments to personnel and direct expense charges will occur in January of each year. Mileage rate changes are based on fuel prices.

HANSEN ALLEN & LUCE inc
ENGINEERS

HAL PROPOSAL SPREADSHEET

CLIENT: ***CITY OF MOAB***

PROJECT: ***WATER UTILITY RESOURCE MANAGEMENT PLAN***

Pha Task #	Task Activity	Billing Period	Hours: Sr. Man Prof Steve/Richard	Manging Prof. Gordon	Manging Prof. Ben/Lance	Senior Prof II	Senior Prof I Katie	Prof III	Prof II	Prof I	PEI	PR Specialist Field Tech/CAD Admin Asst Kelly	Total Hours	Labor Cost	Communications /Office Expense	Miles Travel	Direct Expense	Expense Cost	Total HAL Cost with Contingency & Rate Inc. (SEE NOTE)	Outside Expense	COMMENT
I	**Project Management and Meetings**																				
100		1											0	$0.00	$0.00			$0.00	$0.00		
101	General project coordination and communication	1	12		24							16	52	$9,361.44	$312.00			$312.00	$10,640.78		
102	Start-up meeting	1			12							12	24	$4,000.20	$144.00	500	600	$1,069.00	$5,576.12		
103	Meeting with the Utah Division Water Rights	1			4								4	$758.00	$24.00			$24.00	$860.20		
104	Status meetings	1			6							6	12	$2,000.10	$72.00			$72.00	$2,279.31		
105	Alternatives workshop in Moab	1			12							12	24	$4,000.20	$144.00	500		$469.00	$4,916.12		
106	Solutions workshop by video	1			3							3	6	$1,000.05	$36.00			$36.00	$1,139.66		
107	Final presentation to public in Moab	1			12							12	24	$4,000.20	$144.00	500		$469.00	$4,916.12		
108		1											0	$0.00	$0.00			$0.00	$0.00		
109		1											0	$0.00	$0.00			$0.00	$0.00		
199	Quality Control (QC) / Quality Assurance (QA)	1	1										1	$209.32	$6.00			$6.00	$236.85		
	SUBTOTAL HOURS/UNITS:		13	0	73	0	0	0	0	0	0	61	147		$882.00	1500	600				
	SUBTOTAL:		$2,721.16	$0.00	$13,833.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,774.85		$25,329.51	$882.00	$975.00	$600.00	$2,457.00	$30,565.16	$0.00	Subconsultant Cost
II	**Internal Stakeholder Engagement**																				
200		1											0	$0.00	$0.00			$0.00	$0.00		
201	Identify and engage with each coalition member	1			16							16	32	$5,333.60	$192.00	500		$517.00	$6,435.66		
202		1											0	$0.00	$0.00			$0.00	$0.00		
203		1											0	$0.00	$0.00			$0.00	$0.00		
299	Quality Control (QC) / Quality Assurance (QA)	1	1										1	$209.32	$6.00			$6.00	$236.85		
	SUBTOTAL HOURS/UNITS:		1	0	16	0	0	0	0	0	0	16	33		$198.00	500	0				
	SUBTOTAL:		$209.32	$0.00	$3,032.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,301.60		$5,542.92	$198.00	$325.00	$0.00	$523.00	$6,672.51	$0.00	Subconsultant Cost
III	**Data Collection**																				
300		1											0	$0.00	$0.00			$0.00	$0.00	$13,200.00	Sunrise
301	Gather and review existing studies	1			8		4	12					24	$3,924.52	$144.00			$144.00	$4,475.37		
302	Gather data on population and tourism	1			2		4	4					10	$1,602.16	$60.00			$60.00	$1,828.38		
303	Gather data on historical water use	1			4		4	12					20	$3,166.52	$120.00			$120.00	$3,615.17		
304	Coordination meeting with Sunrise	1			4			4					8	$1,350.68	$48.00			$48.00	$1,538.55		
305	Receive relevant data	1			2			2					4	$675.34	$24.00			$24.00	$769.27		
306	Presentation of stakeholder input by video	1			4		4					4	12	$1,963.88	$72.00			$72.00	$2,239.47		
307		1											0	$0.00	$0.00			$0.00	$0.00		
308		1											0	$0.00	$0.00			$0.00	$0.00		
399	Quality Control (QC) / Quality Assurance (QA)	1	1		1								2	$398.82	$12.00			$12.00	$451.90		
	SUBTOTAL HOURS/UNITS:		1	0	25	0	16	34	0	0	0	4	80		$480.00	0	0				
	SUBTOTAL:		$209.32	$0.00	$4,737.50	$0.00	$2,521.92	$5,037.78	$0.00	$0.00	$0.00	$575.40		$13,081.92	$480.00	$0.00	$0.00	$480.00	$14,918.11	$13,200.00	Subconsultant Cost
IV	**Demand and Source Evaluation**																				
400		1											0	$0.00	$0.00			$0.00	$0.00	$13,200.00	Sunrise
401	Identify the sources and capacities	1			4		8	8					20	$3,204.32	$120.00			$120.00	$3,656.75		Coalition members to provided
402	Identify types and quantities of water needed	1											0	$0.00	$0.00			$0.00	$0.00		
	-Existing condition	1			4		12	12					28	$4,427.48	$168.00			$168.00	$5,055.03		
	-Future condition	1			4		16	16					36	$5,650.64	$216.00			$216.00	$6,453.30		
403	Consider possible effects of drought	1			8			12					20	$3,294.04	$120.00			$120.00	$3,755.44		
404	Identify conservation goals	1			3		8	8					19	$3,014.82	$114.00			$114.00	$3,441.70		Coalition members will provide goals.
405	Identify alternatives of using/sharings	1											0	$0.00	$0.00			$0.00	$0.00		
	-Consider forming a water district/wcd/cooperative	1			4		8	8					20	$3,204.32	$120.00			$120.00	$3,656.75		
		1											0	$0.00	$0.00			$0.00	$0.00		
406	Identify potential solutions	1											0	$0.00	$0.00			$0.00	$0.00		
	-Groundwater development	1			12								12	$2,274.00	$72.00			$72.00	$2,580.60		Lance 8 hours
	-Cooperative use	1			4		4	4					12	$1,981.16	$72.00			$72.00	$2,258.48		
	-Conservation	1			4			4					8	$1,350.68	$48.00			$48.00	$1,538.55		
	-Treatment of Colorado River	1			8		6	6					20	$3,350.74	$120.00			$120.00	$3,817.81		
407	Review water rights and prepare a plan	1											0	$0.00	$0.00			$0.00	$0.00		
	-Collect water right data from coalition members	1			2			4					6	$971.68	$36.00			$36.00	$1,108.45		
	-Compare water right needs	1			2		8	8					18	$2,825.32	$108.00			$108.00	$3,226.65		
	-Meeting with Utah Division of Water Rights	1			4								4	$758.00	$24.00			$24.00	$860.20		
408	Conceptual design of alternatives	1											0	$0.00	$0.00			$0.00	$0.00		
	-Prepare conceptual designs	1			8		16	16					40	$6,408.64	$240.00			$240.00	$7,313.50		
	-Prepare cost estimates	1			12		16	24					52	$8,352.00	$312.00			$312.00	$9,530.40		
	-Meeting with coalition to review ideas and costs (video)	1			4								4	$758.00	$24.00	0		$24.00	$860.20		
	-Update / add alternatives based on coalition input	1			4		4	4					12	$1,981.16	$72.00			$72.00	$2,258.48		
	-Prepare a capital facilities plan	1			6		8	8					22	$3,583.32	$132.00			$132.00	$4,086.85		
409	Consider legal and regulatory implications	1			8		8						16	$2,776.96	$96.00			$96.00	$3,160.26	$30,000.00	Smith-Hartvigsen / Jeff Gittens
410	Prepare a draft report	1											0	$0.00	$0.00			$0.00	$0.00		
	-Prepare a draft report	1			16		16	32					64	$10,295.36	$384.00			$384.00	$11,747.30		
	-Prepare/update costs	1			2		4	4					10	$1,602.16	$60.00			$60.00	$1,828.38		
	-Present report at a meeting and discuss	1			12							12	24	$4,000.20	$144.00	500		$469.00	$4,916.12		
411	Public engagement plan	1	16										16	$3,349.12	$96.00			$96.00	$3,789.63		
	-Open house	1			12							12	24	$4,000.20	$144.00	500		$469.00	$4,916.12		
	-Social media campaign	1	4		4							16	24	$3,896.88	$144.00			$144.00	$4,444.97	$3,900.00	Website by Boldelite / Mike Price
	-Comment and response tracking	1			2			4					6	$971.68	$36.00			$36.00	$1,108.45		
	-Meeting to discuss public input (video)	1			3							3	6	$1,000.05	$36.00			$36.00	$1,139.66		
	-Follow-up technical analysis	1			8		12	12					32	$5,185.48	$192.00			$192.00	$5,915.23		Technical analysis limited to budget
412	Final presentation and report	1											0	$0.00	$0.00			$0.00	$0.00		
	-Meeting with coalition members	1			12								12	$2,274.00	$72.00	500		$397.00	$2,938.10		
	-Final report	1			4		12	12					28	$4,427.48	$168.00			$168.00	$5,055.03		
413		1											0	$0.00	$0.00			$0.00	$0.00		
414		1											0	$0.00	$0.00			$0.00	$0.00		
499	Quality Control (QC) / Quality Assurance (QA)	1	4		2								6	$1,216.28	$36.00			$36.00	$1,377.51		
	SUBTOTAL HOURS/UNITS:		24	0	182	0	166	206	0	0	0	43	621		$3,726.00	1500	0				
	SUBTOTAL:		$5,023.68	$0.00	$34,489.00	$0.00	$26,164.92	$30,523.02	$0.00	$0.00	$0.00	$6,185.55		$102,386.17	$3,726.00	$975.00	$0.00	$4,701.00	$117,795.89	$47,100.00	Subconsultant Cost
	TOTAL HOURS BY EMPLOYEE:		39	0	296	0	182	240	0	0	0	124	0	0							

PHASE	TASK	Labor Costs	Direct Exp Cost	Subtotal w/Contingency	Subconsultant Costs	SubTotalwith Contingency
I	**Project Management and Meetings**	$25,329.51	$2,457.00	$30,565.16	$0.00	$30,565.16
II	**Internal Stakeholder Engagement**	$5,542.92	$523.00	$6,672.51	$0.00	$6,672.51
III	**Data Collection**	$13,081.92	$480.00	$14,918.11	$13,200.00	$28,118.11
IV	**Demand and Source Evaluation**	$102,386.17	$4,701.00	$117,795.89	$47,100.00	$164,895.89
	TOTAL w/Contingency:	$160,974.57	$8,977.10	$169,951.67	$66,330.00	$230,251.67