

City of Rifle Utility Maintenance, Capital, and Rate Study



Request for Proposal
Revised 9/4/20

CITY OF RIFLE
202 RAILROAD AVENUE
RIFLE, COLORADO 81650

2020

Proposal Due Date: September 25, 2020
Award Date: October 21, 2020
Estimated Completion Date: February, 2021

Project Directory

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INVITATION FOR PROPOSAL

For

City of Rifle Utility Rate Study and Capital Improvements

(9 pages)

Your firm has been invited to propose on work due to your firm's technical expertise and good standing on past projects. Per City code (Sec 4-30-50, part 6), The City is required to invite at least three qualified firms for work within certain anticipated costs. You are all qualified, therefore:

The City of Rifle invites firms to submit proposals to provide full engineering design, specifications, survey for design and permit applications as further detailed below in the following.

Proposals will be accepted until 4:30 p.m., September 25th, 2020. It is the sole responsibility of the consultant to see that the proposal is delivered to the City before the submission deadline. The consultant shall bear all risks associated with delays in the mail or delivery service. Late proposals will not be considered. An electronic copy may be e-mailed. This deadline allows us to place the contract on the council meeting of October 21st, 2020.

This is a BEST VALUE solicitation. Qualifications, experience, performance on past projects (good standing), proposed staff and project manager, and availability are critical aspects of our analysis. The review of submittals will look at completeness of proposal, scope of work consistent with RFP, personnel skill and availability, designated project managers, reviewers, and Engineer of Record (EOR), commitment to schedule, and cost.

The RFQ and associated addendums can be found at <https://www.rifleco.org/216/Projects-Out-To-Bid> . Questions concerning this proposal shall be addressed to Craig Spaulding, Civil Engineer at cspaulding@rifleco.org or phone 970-665-6556.

Instructions for Proposal

The proposal shall be submitted in one part. Please limit the proposal to 10 pages (excluding resumes, project descriptions, and any required attachments) of text and/or figures, photos, etc., one sided (or 5 pages two sided). A basic corporate resume of qualifications is sufficient. It is required to submit a proposed agreement as an attachment. Submit the proposal by the deadline to:

Craig Spaulding, Civil Engineer
cspaulding@rifleco.org
City of Rifle
202 Railroad Avenue
Rifle, Colorado 81650

Proposals shall include:

- 1) Project Understanding & Approach
 - a. Address key project issues the consultant envisions focusing on a rate structure that is sustainable for both consumers and infrastructure maintenance and replacement
 - b. Provide a list of previous similar projects along with contact information
 - i. Projects shall include experience in both rate studies and utility master planning
- 2) Brief Corporate Resume and sub-consultants including projects performed involving rate studies, master planning, and/or utility master planning
- 3) Proposed Agreement naming this RFQ and associated addendums contract documents
- 4) Fee Proposal in the form of detailed spreadsheet with a breakdown of staff names, hours, hourly rate, and fee for each proposed task, subtask, and sub-consultants.

Evaluation Criteria

Qualifying Firms are required to have experience in

- Utility Capital Improvement and Maintenance Master Planning
- Rate Analysis

Qualifying Firms will be rated by the sum of the points below ranging from 0-100

- (0-20) Technical Expertise of the Firm
- (0-30) Previous Experience on Project Similar in Scope
- (0-15) Completeness and Accuracy of Proposal
- (0-20) Project Approach
- (0-15) Proposal Cost

Local preferences will be applied per City code as follows:

For all competitive solicitations for which the City decides to use a point ranking system, upon completion of the point ranking, if a nonlocal vendor is the highest ranked vendor and the point score obtained by a local vendor is within ten percent (10%) of the points obtained by the nonlocal vendor, the highest ranked local vendor shall have the opportunity to proceed with negotiations with the City for the contract.

The submissions will be ranked by the City using the criteria above and negotiations will be conducted with the highest ranked firm to adjust scope and fee to add preferences/omissions and remove unwanted aspects of the proposal. Once an agreement is reached on the final scope, schedule and budget, the selection (with adjusted fee and scope) will be sent to City Council for award. The City has the right to reject all proposals. Non-responsive proposals will be rejected.

Purpose

The purpose of the study is to provide **capital improvement** and **maintenance planning** for wastewater and water. Using that plan the current and proposed **rate structures** will be evaluated. The rate structures must support a maintenance strategy that improves city infrastructure while remaining sustainable and fair for consumers.

Scope of Work

The Scope of work shall include updates to the existing Water and Wastewater Master Plans and use that data to provide rate and tap fee suggestions as outlined below.

Data Gathering:

1. Kickoff meeting/transfer data (see list of provided data)
2. Review and request any additional data needed

Technical Analysis of Water and Wastewater Infrastructure: Technical analysis shall use the existing Water and Wastewater Master Plans and follow the same format

1. Review gathered data
2. Update existing Water Master Plan dated 2006 as follows
 - a. Water Demand and Supply
 - i. Update existing and projected EQRs using the 2019 Comprehensive Plan and existing usage
 - ii. Adjust projections for Airport Zone and existing conditions of Rifle Cogeneration Plant
 - iii. Make adjustments as they pertain to the Beaver Creek Supply
 - iv. Make adjustments as they pertain to Rifle Creek Water Supply and the new Water Treatment Plant
 - b. Existing Infrastructure
 - i. Update in regards to the new Raw Water Supply and Water Treatment Plant
 - ii. Update in regards new tanks at the airport and above Deerfield Park
 - iii. Update to reflect the recent water model created by SGM
 - iv. Provide water main replacement plan organized by year with updated engineer's estimates
 - c. Water Quality and Treatment
 - i. Update in regards to new water plant and 2020 standards
 - ii. Update in regards to Beaver Creek
 - iii. Update data on Colorado River
 1. How pertains to new water treatment plant
 2. Algae in current intake pond
 - d. System Improvements
 - i. Update based on current construction costs
 - ii. Update in regards to new water plant and abandonment of the Beaver Creek and Graham Mesa Water Plant
 - iii. Update build-out conditions and pressure zone data based on most recent water model and comprehensive plan
3. Update 2006 Wastewater Master Plan
 - a. Update existing and projected EQRs using the 2019 Comprehensive Plan and existing usage
 - b. Evaluate existing infrastructure based on age and material type along with available camera data to determine replacement/lining/maintenance plan
 - c. Evaluate new WWTP in regards to compliance and potential required upgrades
- ~~4. Technical review of existing infrastructure~~
 - ~~a. Provide prioritized replacement/maintenance strategy~~
 - ~~b. Provide prioritized CIP and/or triggers for certain Capital Improvements~~

- c. ~~Provide measureable rating structure proportional to predicted service lives of pipes using information provided that can be used to show improvements or deterioration to the system when analyzing rate structures~~
- d. ~~Meeting to present rating system allowing input and refinement prior to analyzing rates~~

Consumption Evaluation:

~~Evaluation of the current consumptions and rates and forecasting of trends based on anticipated growth rates. Using historic data and/or other industry trends correlate between rates and usage. This correlation will be used in the rate analysis to predict revenues as rates are increased or decreased.~~

Alternative Evaluations:

This shall include analysis of at least 2 rate alternatives and one evaluation of the current rate structure **and tap fees for both water and wastewater**. These should include expense and revenue projections along with evaluation of monthly rates. As part of the financial projections for each alternative, consideration shall be included for the following factors. **Recommendations for tap fees as they pertain to new development infrastructure requirements shall also be included:**

1. Current and future costs of providing water and wastewater service in accordance with established and anticipated standards and regulations.
2. Annual costs to maintain the utility infrastructure accounting for inflation
3. Past and future replacement of facilities, equipment, infrastructure and other capital
4. Projected operational demands
5. Age and condition of the water and wastewater systems
6. Funding requirements for all current liability and debt obligations
7. Discussion of increased or decreased consumption due to rate change
8. Recommended reserve fund balances to be maintained for:
 - a. Operation and Maintenance
 - b. Capital Improvements
 - i. Shall include recommendation on when/how new debt should be taken (what CIP projects should be saved for in reserves and what projects should assume new debt)
 - c. Rate Stabilization
9. Recommend debt payoff strategies
10. Projection of System Conditions based on rating system developed in Technical Analysis
11. Recommendations for rate distribution to:
 - a. Reserves
 - b. Water Rights
 - c. Operations
 - d. Replacement
 - e. Capital Improvements
 - f. Customer Service Billing and Admin

Rate Structure Recommendations:

The consultant will make a recommendation as to which alternative best meets the goals of the City

1. Provide fair, equitable, and sustainable billing structure
2. Easy for City to administer and users to understand.
3. Recommended methodology for future rate adjustments
4. Planned rate structure adjustments for at least 13 years taking in account sunset of current .75% tax in 2033.

Maintenance/Capital Improvement Plan Recommendations:

Update existing Capital Improvement and infrastructure plans contained in the 2006 Water and Wastewater Master Plans. In addition to updates there shall be:

- 1. Water main replacement plan*
- 2. Sanitary Sewer lining/maintenance/replacement plan*

~~Using the recommended rate structure and technical analysis, maintenance and capital planning shall be provided as detailed below. The 5-year plan shall be tabulated with costs, revenues, reserve balances, and infrastructure conditions. Conditions should be determined with the rating system identified in the technical analysis.~~

- ~~1. Capital Improvements Plan~~
 - ~~○ Each year for the first 5 years~~
 - ~~○ CIPs for 5-10 years~~
 - ~~○ CIPs for 10-20 years~~
- ~~2. 5 Year Maintenance and Replacement Plan~~
 - ~~○ Recommended maintenance and replacement each year for the first 5 years~~
 - ~~○ Recommended evaluation of systems and methodology for determining maintenance and replacement beyond 5 years~~
- ~~3. ID foreseen triggers for certain Capital Improvements~~
- ~~4. Include final recommendations as to annual maintenance and replacement of infrastructure prioritized using methodology from the technical analysis~~

Presentation of Results:

Upon completion of the analysis, the consultant shall be responsible for presenting a summary of the report to the City Council that describes the rate structure alternatives and recommendations. The presentation shall also be in a bound and in PDF format compiling all information.

Meetings

There will be weekly design meetings and meetings with City Staff at design milestones.

Project Schedule

Proposals Due	September 25, 2020
Award (Council meeting)	October 21, 2020
Kickoff meeting/Confirm schedule	October 23, 2020
Technical Evaluation	November 20, 2020
Alternative Evaluations	January 15, 2021
Final Presentation	February, 2021

List of Data to be provided to successful firm:

1. Financial records

- Audits for the previous two to three years;
- The previous year-end financial reports (if the audit has not been completed);
- The current year-to-date financial report; and
- Principal and interest schedules for any new debt not already included in the financial reports.

2. Billing records

for a 12-month summary of water and sewer billings listed by customer totals, consumption totals, and total revenues for each separate rate classification.

3. Capital projects:

A list of planned capital improvements and their estimated costs.

4. Water/sewer policies and operational guidance

- Water and sewer usage fees;
- Code of ordinances;
- Any uncodified water/sewer ordinances enacted since the last code update; and
- Operational guidance documents pertaining to extensions, tap fees, connection fees, and so forth.

5. Operational cost

- In addition to costs contained in the financial records, costs for repairs and maintenance performed by Public Works (which is not operated out of the utility fund) will also be included

6. GIS Information

- All below grade infrastructure is mapped including material type and date of installation and can be viewed at <https://rifleco.mapgeo.io/datasets/properties?abuttersDistance=200&latlng=39.544846%2C-107.784907>
- This information will be provided in tabulated format

Interviews

The City may elect to conduct interviews of project teams associated with this solicitation. Interviews times would be scheduled by the City.

Please contact Craig Spaulding, Civil Engineer at cspaulding@rifleco.org, if you have a preference and provide an email affirmation that you have received all files in readable condition.