

Town of Frisco, CO

**Request for Proposals (RFP)
For Consulting Services to Conduct a Water Rates and Connection Fee Study.
Proposals Due: Friday, April 6, 2018, at 3:00 p.m.**

**Town of Frisco
Public Works Department
P.O. Box 4100 / 102 School Rd
Frisco, CO 80443**

Invitation:

The Town of Frisco, Colorado (“Frisco”) respectfully requests separate sealed Proposals for **Water Rates and Connection Fee Study (“Water Rate Study”)**. Proposals will be received until **3:00 p.m., local time, Friday April 6, 2018 in the Public Works Director’s Office, PO Box 4100 / 102 School Rd, Frisco, CO 80443.**

Project Description:

The Town of Frisco is requesting Proposals for the following services:

Conduct a comprehensive water rate and connection fee study (“Water Rate Study”). This will include evaluating the current water rate and connection fee structures, comparing them to benchmarks in the industry and to structures used by water supply agencies in the Summit County area and providing alternative rate and connection fee structures for Frisco’s consideration. The goal of the study is to identify water rate and connection fee structures that adequately fund operation and maintenance, capital improvement, promote water conservation and keep water rates and connection fees competitive with neighboring communities. The Water Rate Study will need to be applicable for a ten (10) year time frame beginning in 2019.

To be minimally qualified for consideration for award, proposing firms must have successfully completed three (3) projects in Colorado that have a similar degree of complexity and cost within the past five (5) years

Project Schedule:

The Town would like to see the Water Rate Study completed by the end of June, 2018.

RFP available	March 16, 2018
Deadline for RFP Submissions	April 6, 2018
Interview Firms and / or Teams	Week of April 16, 2018
Select Firm, present to Council	April 24, 2018
Complete Plan	June 29, 2018

Additional Information:

Additional information concerning this Request for Proposals (RFP) is available from:

Jeff Goble, Public Works Director / Water Superintendent
Town of Frisco
102 School Rd / PO Box 4100, Frisco, CO 80443
970-668-0836
jeffg@townoffrisco.com

Inquiries:

Any questions or inquiries should be directed **in writing via Email only** to Jeff Goble, Public Works Director, by 3:00 pm on March 26, 2018. Questions must be emailed to Jeff at jeffg@townoffrisco.com. Written responses will be emailed out to all interested parties by 3:00 pm on April 2, 2018. Verbal inquiries must be followed by written requests for information or clarification. No verbal answers will be considered applicable, only written ones will apply.

Scope of Work:

In general, the scope of the Water Rate Study includes:

1. Identify, compare and contrast prevalent water rate and connection fee philosophies and provide benefits and shortfalls of each philosophy as it relates to a mountain resort, primarily residential community. In particular, identify, compare and contrast increasing block rate (tiered) water rate structures used in the Summit County area. Determine the appropriate water rate and connection fee philosophy for Frisco.
2. Determine the total annual revenue requirements through 2029, including existing and projected capital financing taking into account the future growth of Frisco.
3. Allocate the total annual revenue requirements to the water rates and connection fees by various customer classes.
4. Design water rates that will recover from each class of customer, within practical limits, the cost to serve that class of customer.
5. Review existing ancillary fees to recover costs associated with water billing and utility operations services and recommend appropriate ancillary fees and additional fees not currently being charged.
6. Ensure the rate structure options are easy to understand, administer and are accommodated within the existing billing system used by Frisco.
7. Review existing connection fees for new and redevelopment construction, including the current requirement that each structure on a lot be assessed a connection fee, and recommend appropriate connection fees. In particular, determine and justify whether it is appropriate to charge connection fee cost allocation for each customer class, including the

relative allocation between customer classes such as Single Family, Multi Family, Commercial, Industrial and Irrigation.

8. Deliver a comparison of Frisco's current and proposed water rates and connection fees, including the amount of water allowable per tap size, to those of the other water suppliers in Summit County.

Study Requirements:

1. Demonstrate how the recommended water rate and connection fee structure options:
 - a. Equitably distribute costs in proportion to the benefit received by the various rate or fee payers.
 - b. Promote efficient use of water.
 - c. Provide adequate funding for operation, maintenance, replacement and capital expansion of the Frisco Water Utility.
2. Provide justifications for any special classes of customers under the recommended water rate and connection fee structure options.
3. Water rate and connection fee structure options should be easy to understand and administer and must be able to be used within the existing Caselle billing system.
4. Five (5) copies of the Final Water Rates and Connection Fee Study shall be provided to the Town, along with the complete study in a digital form. Anticipate at least one presentation of the study to members of Town Staff and / or Town Council.

Key contacts for the Town of Frisco:

- Jeff Goble, Public Works Director / Water Superintendent
- William Linfield, Town Civil Consultant

All proposals should include the following background information:

A Letter of Submission shall include the name, address and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."

Firms must provide a background on its experience in Water Rate Studies. Of particular interest are engagements involving communities that have characteristics similar to the Town of Frisco.

- A narrative that presents services the firm would provide detailing the approach, methodology, deliverables and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a résumé of related experience.
- A timeline for preparation and implementation of the Water Rate Study.
- A summary of professional liability, errors and omission insurance coverage the firm maintains.

- A list of public agency references for projects of a similar nature to this project. A description of past projects to include client, location, contact person, contact information (telephone/e-mail address) and a brief summary description of the project.
- Provide the project cost for services in an itemized work format. The project cost for services shall be a “not-to-exceed cost for services.”

Proposal Response:

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town. Proposing firms should submit five (5) copies of the proposal no later than 3:00 pm on Friday, April 6, 2018. Late Proposals will not be accepted under any circumstance and any Proposal so received shall be returned to the proposing firm unopened. In addition, Proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their Proposals either by package carrier, postal service, or other means. Proposals shall be sealed securely and clearly marked on the outside of the packaging with “**WATER RATE STUDY PROPOSAL**”

Submittals should be directed to:

Jeff Goble
Public Works Director / Water Superintendent
Town of Frisco
PO Box 4100 / 102 School Rd.
Frisco, CO 80443

The submittal of a proposal shall be taken as evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Town of Frisco to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Town staff and the approval of the Frisco Town Council.

General Requirement of the Selected Proposing Firm:

- Enter into a contract with the Town. (These documents and proposal submittals become part of the contract).
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Town.
- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person

otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.

- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.
- Operate as an independent contractor and will not be considered employee(s) of the Town of Frisco.
- Successful consultant will be paid on actual invoices as work is completed.