



St. Vrain Sanitation District

Request for Proposal

Rate Study

2023

Submission Date:	June 30, 2023
Submission Time:	4:00 P.M. (by our clock)
Submission Location:	St. Vrain Sanitation District Attn: District Manager 11307 Business Park Circle Firestone, CO 80504 www.stsan.com

1. INTRODUCTION

St Vrain Sanitation District (the "District") is requesting proposals from qualified organizations to perform a comprehensive rate study and analysis. Said study to provide the District with guidance and support for setting rates and fees to cover District costs associated with operations of its wastewater collection and treatment systems. Study also to provide the District with guidance and support for setting sewer connection fees to provide for adequate funding of District system improvements needed as a result of customer growth and/or new treatment regulations.

2. SUBMISSION DATE AND LOCATION

All proposals must be received by the District Manager, St. Vrain Sanitation District, 11307 Business Park Circle, Firestone, CO 80504, prior to 4:00 p.m., (by our clock), June 30, 2023. Proposals must be clearly marked "REQUEST FOR PROPOSALS — Rate Study" and addressed to the District Manager. Late proposals shall not be accepted under any circumstances, and any proposals so received shall be returned to the originator unopened. Proposing firms will be expected to allow adequate time for delivery of their proposals either by air freight, postal service, or other means.

3. SCOPE OF WORK REQUIRED

The District requests the following to be included in the study:

- a. Evaluation of District rates and fees to ensure adequate revenue to cover the cost of service and reserve requirements. Suggestion of adjustment to rate levels i.e. planned increases etc.
- b. Evaluation of District plant investment fee (PIF) schedule (residential and non-residential). With emphasis on defensible approach to determining proper funding level for current and future capital investments. Approaches to evaluate include but not limited to equity buy-in, capacity buy-in, incremental and hybrid approaches.
- c. Evaluation of miscellaneous charges and surcharges related to wastewater loading, current and proposed regulations regarding treatment and discharge limits.
- d. Final report detailing the findings of the study with recommended practices for the District to utilize for updating rates and budget preparation.

4. THE DISTRICT

The District is a quasi-municipal corporation and political subdivision of the State of Colorado. The rights, powers, privileges, authorities, functions and duties of the District are established by the laws of the State of Colorado, particularly Title 32, Section 1, C.R.S. The District is governed by a board of directors elected by the public. Mr. Rob Fleck, District Manager and Jon Peterson, Finance Manager will be the primary District staff contacts for the purpose of this study.

The District operates monthly on a cash basis of accounting and prepares its annual budgets on a basis consistent with generally accepted accounting principles.

5. PROPOSAL REQUIREMENTS

The following information is requested to be included with proposal:

- a. Title Page – indicating the firm's full name; the name, address and phone number of the contact person and date of the proposal.
- b. Table of Contents
- c. Transmittal Letter – a signed letter briefly stating the proposer's understanding of the scope of the work to be performed, the commitment to perform the work within the time period required, a statement as to why the firm believes it is the best qualified firm to perform these services and engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.
- d. Firm Qualifications - a section that demonstrates the qualifications, competence and capacity of the Firm to perform the Study. This section shall include but not be limited to the following items:
 1. License to practice in Colorado by the firm and all key professional staff assigned to perform rate study and analysis
 2. Level of liability insurance coverage for errors and omissions and any other forms of insurance for personnel assigned to this study that are deemed related to the performance of the audit
 3. Name(s) of the person(s) who will be authorized to make representations for the firm, their title(s), address(es) and contact number(s)
 4. A listing of current and prior governmental clients for reference
 5. Specify how you will staff the study and specifically identify the staff who will be assigned to and perform the study and include their qualifications and experience for the performance of these duties
- e. Specify Study Approach -A detailed work plan that includes but is not limited to an explanation of the steps and methodology to be followed
 1. Proposed segmentation of the study
 2. Level of staff and estimated number of hours to be assigned to each proposed segment of the engagement
 3. Project schedule with estimated meetings with District staff
 4. What reports will be provided and timeline of deliverables
 5. Any other information not included above regarding the methods and procedures that you may utilize and any other information relative to the study
- f. Proposal Cost – This will be a total, all-inclusive maximum price that will be charged for the performance of the study. This price shall include all direct and indirect costs including all out-of-pocket costs. Proposal cost to include:
 1. Name of the Firm.
 2. Time estimates for each partner, manager or other staff member assigned to the study.
 3. Out-of-pocket expenses included in the total cost.
 4. Manner of payment -How progress payments will be billed.
 5. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal and authorized to execute a contract.

6. EVALUATION PROCEDURE

All proposals received by the date and time indicated in this request will be reviewed by the District Manager, and District Finance Manager and evaluated for compliance to the requirements of this document and any other criteria at the sole discretion of the District. The District reserves the right to accept and/or reject any and all bids submitted. The District reserves the right make an award based directly on the proposals or to negotiate further with one or more firms, all in its sole discretion. The District also reserves the right to retain all proposals submitted and to utilize any ideas in any proposal regardless of whether or not the proposal was accepted by the District. The District reserves the right to select the proposal that is deemed to be in the best interest of the District, and not necessarily on the basis of the lowest price. The Board of Directors of the District shall make the final determination of the firm selected.

7. EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- a. The firm is independent and licensed to practice in the state of Colorado.
- b. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- c. The firm can provide proof of errors and omissions insurance with limits of at least \$1,000,000 per occurrence.
- d. Results of any reference checks and past performance from other clients.
- e. The firms past experience and performance in dealing with governmental engagements of similar size scope and nature.
- f. The proposing firm's engagement team, including the experience and resumes of key personnel assigned to perform the auditing and related technical consult services.
- g. Responsiveness to the needs of the District, both in the ability to meet the outlined time schedule and to the scope of service.
- h. The proposing firm's proposal cost.

8. FINAL SELECTION

It is anticipated that a firm will be selected prior to July 19, 2023. Following notification of the firm selected, it is expected an agreement to provide professional services will be executed between both parties on or about July 19, 2023.