

TOWN OF AKRON, REQUEST FOR PROPOSALS MASTER UTILITY PLAN FOR SANITARY SEWER COLLECTION SYSTEM

I. Purpose

The Town of Akron is seeking proposals from qualified engineering firms to prepare a Master Utility Plan (MUP) for its sanitary sewer collection system. The MUP will act as the Town's 20-year planning document, based on a prioritization implementation schedule of capital improvement projects (CIP) that address the following:

- Current and future regulatory requirements through the Colorado Department of Public Health and Environment (CDPHE).
- System deficiencies, needs, and problem areas.
- Incorporation of collected data into the Town's GIS System.
- Positioning the Town for future growth, including infilling and expansion beyond current boundaries.

The plan should also incorporate planning criteria, future conditions, and regulatory requirements for the sanitary sewer collection system. Additionally, the first task to be completed will involve identifying and applying for grant opportunities to fund the MUP and surveying efforts.

II. Introduction/Background

The Town of Akron is proactive in planning for current system deficiencies, infrastructure needs, and addressing problematic areas while developing infrastructure plans that will evaluate infilling and future growth. The Town expects to have a single document that covers the sanitary sewer collection system, which will:

- Review the existing condition of the system.
- Incorporate future requirements and growth.
- Define recommendations, including a detailed CIP phased implementation schedule.
- Review the Town's sewer fund and provide a financial road map for undertaking the defined projects.

The Town regularly maintains its sewer system to ensure optimal performance. The Town has video-recorded the entire sewer line system from 2022 to 2024, and this information is also available. The Town maintains a simple GIS system that can be used for evaluating the sanitary sewer collection system. The selected engineer will be required to conduct quality control level checks on this data.

A primary **Utility Master Plan** was completed in **February 2023**, this new project will serve as the **Pre-Engineering Report**. The initial Utility Master Plan document will be made available to the selected firm to build upon.

III. Proposed Scope of Work

The selected engineering firm will be expected to undertake the following work items:

- **Survey of Akron's Sanitary Sewer Collection System:**
 - Survey data accuracy to within \pm two inches horizontally and vertically.
 - Survey data integrated into Akron's GIS system, covering:
 - Horizontal location.
 - Vertical elevation of manhole rims and lift station rims.
 - Vertical elevation(s) of pipe penetrations.
 - Pipe size and material of penetrations.
 - Slope between manholes.
 - Survey data collected in the Colorado State Plane North coordinate system.
- **Master Utility Plan (MUP) Requirements:**
 - Executive summary (background and recommended project costs).
 - Purpose and scope, including planning criteria.
 - Existing setting, covering physical and environmental conditions (location, water resources, physiography, etc.).
 - Existing conditions and historical maintenance of the sanitary sewer system.
 - Field reconnaissance and evaluation of the system.
 - Prioritization of improvements for the sewer system.

- Review of Akron’s sewer fund and financial impacts of the proposed CIP.
 - Defined plan of action.
 - **Rates Study:**
 - Perform a comprehensive rates study to determine the current and future financial sustainability of Akron’s sanitary sewer collection system. The study will:
 - Review existing sewer rates, revenue generation, and cost structures.
 - Analyze the need for rate adjustments based on the proposed CIP, future system maintenance, and long-term capital needs.
 - Provide recommendations for rate structures that will support the implementation of the MUP and ensure the financial health of the sewer fund.
 - Ensure compliance with all regulatory requirements for utility rate-setting.
 - Deliver a rates model and financial forecast for the sanitary sewer system for a 20-year period, which can be reviewed and adjusted as necessary.
 - **Project Timeline:**
 - The engineering firm must provide a project timeline, outlining each phase of the work and estimated time for completion of key deliverables.
 - The final Master Utility Plan must be completed and delivered by **July 31, 2025**, including all survey data, analysis, recommendations, and final reports.
 - The timeline should include key milestones for interim reviews and approvals from the Town of Akron to ensure the project remains on track.
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IV. Proposal Requirements

In addition to any other required submittals in this RFP, each proposal shall include the following:

1. **Letter of Commitment:**

- Provide a transmittal letter signed by an authorized representative of the engineering firm confirming the firm's ability to accomplish the MUP and a commitment to complete the project in a timely manner.
- Confirm that the engineering firm has read, understood, and accepted the RFP in its entirety and any addenda.

2. Summary Statement:

- Provide a brief statement summarizing the unique qualifications of the engineering firm in relation to the requirements of this project.

3. Project Team Organization and Qualifications:

- Provide a chart identifying the roles of key individuals involved in each phase of the project.
- Provide resumes for all key individuals on the proposed project team.

4. Experience:

- Provide professional resume(s) detailing qualifications to provide the service described herein. Include years in business, number of licensed engineers, number of support employees, office location, and names of principals or employees involved in the services.
- Provide information for at least two similar projects completed in the last 10 years.
- Include experience working with Cities, Towns, and/or rural communities, particularly in projects similar to this one.

5. References:

- Provide at least three references, including client contact information (name, mailing address, email, phone), for similar projects completed by the proposed project team.

6. Project Approach:

- Provide a narrative detailing the engineer's approach to completing the scope of work.
- Define the roles and responsibilities of project team members.
- Define the decision-making authority and points of contact.

- Present the proposed project schedule, listing important dates, times, and locations of meetings and submittals.

7. Cost Proposal:

- Provide a cost proposal in a not-to-exceed format. This should include a breakdown of costs for survey work and the MUP.

V. Proposal Timeline

- 1. RFP Released: November 11, 2024**
- 2. Last Day to Submit Questions: December 2, 2024**
- 3. Proposals Due: December 5, 2024**
- 4. Review of Submittals: Week of December 9, 2024**
- 5. Notice to Proceed: December 20, 2024**

Proposers must submit three (3) copies of their proposals. Fax and email proposals will not be accepted.

Proposals shall be submitted to:

Town of Akron

Attn: Town Manager
Akron, CO 80720

Proposal should be clearly marked **“MASTER UTILITY INFRASTRUCTURE PLAN FOR SANITARY SEWER COLLECTION SYSTEM”**.

VI. Evaluation Criteria

The Town of Akron will evaluate proposals on the following:

1. Proposed project team organization and qualifications - **30%**
2. Project approach - **20%**
3. Performance on past City and/or State of Colorado projects - **10%**
4. Experience with obtaining grants for similar projects - **10%**
5. References - **10%**

6. Completion schedule - **20%** (full score for schedules meeting or preceding the deadline)

The Town reserves the right to reject any and all proposals. The Town also reserves the right to select the consultant that represents the best value to the Town.