

TOWN OF AKRON REQUEST FOR PROPOSAL MASTER UTILITY PLAN FOR THE WATER DISTRIBUTION SYSTEM

I. Purpose

The Town of Akron is seeking proposals from qualified engineering firms to prepare a **Master Utility Plan (MUP)** of its water distribution system. This MUP will act as the Town's 20-year planning document, based on a prioritized 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 area(s); and positioning the Town for future growth, both through infilling and expansion beyond current boundaries. The plan should incorporate planning criteria, future conditions, and regulatory requirements for the water distribution system.

II. Introduction/Background

The Town of Akron aims to proactively plan for current system deficiencies, infrastructure needs, and problematic areas, while developing infrastructure plans to accommodate infilling and future growth. Akron is seeking a Pre-Engineering Report (PER) that will build upon its **initial Utility Master Plan completed in February 2023**. The selected firm will utilize the initial Master Plan document as a foundational resource, enhancing and expanding its insights with updated analyses and recommendations for capital improvements. The resulting single document should review the existing system conditions, incorporate future requirements, provide recommendations, detail a phased CIP implementation schedule, and offer a financial roadmap for project execution. The Town also maintains a basic GIS system with relevant datasets, which may be utilized to support the evaluation of the water distribution system. The selected firm will be expected to perform quality control checks on this data and conduct site visits as needed.

III. Proposed Scope of Work

The selected firm will be expected to undertake the following tasks:

- 1. Complete a water model of the entire Akron Water Distribution System:**
 - Define problem areas within the system constrained by size (capacity).
 - Review areas impacted by development pressures.
 - Determine water demands (peak hour, day, month).

- Review transmission lines, pipe types, and sizes alongside system longevity and capacity.
- Assess raw water demands and impacts on the treatment facility.
- Review treatment capacity, specifically when to bring additional treatment facilities online and associated costs, and evaluate alternative chemical treatment options for nitrate, arsenic, and uranium removal.
- Assess treated water storage and fire flow capacities.

2. Conduct a comprehensive rates study:

- Evaluate the Town's current rate structure for water services, comparing it to regional and industry standards.
- Analyze the financial sustainability of current rates and determine if adjustments are necessary to fund the recommended capital improvement projects and ongoing maintenance.
- Provide rate structure recommendations to ensure equitable distribution of costs among users while promoting fiscal sustainability.
- Present rate adjustment scenarios for phased implementation, aligning with project timelines and anticipated funding requirements for the Master Utility Plan.

3. Initial Utility Master Plan Integration:

- This project will build on the initial Utility Master Plan completed in February 2023 for the Town of Akron. The completed Master Plan document will be available as a foundational resource for this Pre-Engineering Report (PER).
- The selected firm will incorporate findings and data from the 2023 Master Plan, ensuring alignment with Akron's long-term utility objectives and providing an updated analysis and recommendations for capital improvements.

4. Final plan document minimum requirements:

- Executive summary with background information and project cost recommendations.
- Purpose, scope, and planning criteria.

- Analysis of the existing setting (location, water resources, topography, climate, floodplain, wildlife, and population projections).
- Evaluation of existing conditions and numerical ratings of water distribution system components.
- Analysis of water distribution system and water model results.
- Prioritized improvement recommendations, incorporating pipe type and LCRR regulations.
- Identification of new water lines, wells, and/or towers for growth areas.
- Financial review of the water enterprise fund and CIP impacts, including the recommended rate structure and rate adjustments.
- Plan of action.

5. Project Timeline and Completion Deadline:

- The proposal must include a timeline specifying the duration of each project phase and a final completion deadline. Akron has set a firm deadline of **July 31, 2025**, for completion of the Master Utility Plan. The selected firm will be required to manage the project to meet this deadline and account for milestones, including reviews and adjustments, to ensure timely delivery.

6. Plan Accessibility:

- The final technical document should be accessible to non-experts, such as junior staff and elected officials.

7. Exclusions:

- This plan will not include a survey of water rights, actual water quantity, or metering.

IV. Proposal Requirements

Each proposal shall include:

1. Letter of Transmittal

- Signed by an authorized representative confirming the engineer's ability to accomplish the MUP and a commitment to complete the project by **July 31, 2025**.

- Confirmation that the engineer has read, understood, and accepted the RFP in its entirety.

2. **Summary Statement**

- A brief statement summarizing the engineering firm's unique qualifications relevant to this project.

3. **Project Team Organization and Qualifications**

- An organization chart identifying key individuals for each phase of the project and resumes for all key personnel.

4. **Experience**

- Include a professional resume stating qualifications, with details of similar projects completed in the last ten (10) years, and experience with municipal or rural community projects in Colorado.

5. **References**

- A minimum of three references for similar projects completed by the personnel proposed for this project.

6. **Project Approach**

- A narrative detailing the engineer's philosophy and approach, roles and responsibilities, decision-making authority, and proposed schedule with key milestones.

7. **Cost**

- A not-to-exceed cost proposal including a breakdown for the site survey and MUP completion.

V. Timeline for Proposal

1. **Proposal Deadline:** 4:00 PM, December 5, 2024

- **Submission:** Proposals must be submitted to:

Town of Akron

Attn: Town Manager
250 Main Ave
Akron, CO 80720

Proposals should be clearly marked: "**MASTER UTILITY INFRASTRUCTURE PLAN FOR WATER DISTRIBUTION SYSTEM.**" Akron will not be responsible for unmarked submissions opened prior to the deadline.

2. **Schedule Overview:**

Event	Date
RFP Released	November 11, 2024
Last Day to Submit Questions	December 2, 2024
Proposals Due	December 5, 2024
Review of Submittals	Week of Dec. 9, 2024
Notice to Proceed	December 20, 2024

3. **Proposal Format:** Submit three (3) copies. Fax and email submissions will not be accepted.
4. **Addenda:** All questions and requests for clarification must be submitted via email at least three (3) days before the due date, to glaycock@townofakron.com. Any responses will be issued as addenda posted on the Town's website.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- **Project Team Qualifications** - 15%
- **Project Approach** - 30%
- **Experience on Past Projects** - 10%
- **References** - 10%
- **Completion Schedule** - 35% (full score for schedules meeting or preceding the deadline)

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

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Acknowledgment of Addenda

Addenda Nos. _____ and _____ have been received and are acknowledged.

(Bidder insert No. of each Addendum.) Failure to acknowledge receipt of addenda, if any were issued, may cause proposal to be considered non-responsive.

Proposer should check the City website for addenda issued.

Respectfully submitted,

(Corporate Name of Consultant)

(Mailing Address)

(City, State & Zip Code)

By:

(Signature)

(Print Name and Title)

(Telephone)

(E-mail Address)