

REQUEST FOR PROPOSAL

Consultant to Complete a Water and Sewer Capital Improvement Plan

Description of Project:

Eastover Sanitary District seeks a consultant to conduct a comprehensive Capital Improvement plan for the District's water and sewer utility. The intent of the analysis is to independently assess and evaluate the District's needs for new Capital Projects over the planning period of ten years to improve the system. The broad objective of the analysis is to adequately fund water and sewer operations, maintenance, reserves, interfund transfers and capital costs while minimizing rate impacts and user fee charges to the greatest extent possible.

Scope of Services:

The District wishes to ensure that the costs for providing water and sewer services are covered appropriately through user fees and other suitable revenue sources. The following objectives should be met by the proposed revenue requirements analysis:

1. Review current and future needs for water and sewer services, including depreciation, to determine full cost recovery operational and capital needs of the utility over a five-year planning period.
2. Develop a recommended schedule of water and wastewater revenue adjustments designed to generate adequate funding to recover the true cost of providing full water and sewer services.

Recommended revenue adjustments shall consider and make provisions for the following factors:

- a. Projected demands based on population and other potential system demand sources as identified by the Eastover Sanitary District, i.e. projected or anticipated industrial/commercial development.
- b. Capital needs identified to address age and condition of the projected replacements for supply and distribution infrastructure. Eastover Sanitary District will disclose the description and estimated cost of the projects that is contemplated for the next five years.
- c. Funding requirements for all current long-term liabilities and debt obligations.
- d. Impact of water and sewer regulations known and identified by Eastover Sanitary District.
- e. Consistency with industry practice for utility rate making.
- f. Other impacts as identified.

3. Provide a comparison of current water and sewer system costs and performance (operations, capital improvements, debt obligations, etc.) against benchmarks identified by Eastover Sanitary District.
4. Create a financial model in Microsoft Excel that can be used to create and analyze several scenarios for evaluation by ESD Staff and preparing recommendations for Board consideration.
5. Present findings and recommendations to the Board for discussion, feedback and direction.
6. Provide a final written report summarizing the methodology, analysis, results and recommendations based on Board direction.

Selection Criteria:

This Request For Proposal will be advertised on the Cumberland County Vendor Website, as well as the Eastover Sanitary District Website until a selection is finalized.

Proposals will be evaluated based on, but not limited to, the following criteria. The District may interview 2 or more candidates before making a final decision. The District reserves the right to refuse any and all proposals.

Three (3) copies of the proposal should be provided to the District Manager's Office at 3876 Dunn Road, Eastover, NC 28312, by the due date specified and shall include the following elements:

1. Experience in working with small public utility systems in North Carolina. Consultants must be familiar with the limitations that the District has to compile and provide data used in the study and provide straight forward and easy to accomplish methods and support for obtaining the needed information.
2. Past experience within the last 5 years of up to 5 similar contracts for similar type, size and scope as the Scope of Services described above. Please include a description of specific services provided. Also provided a point of contact and contact information for the clients of those projects.
3. Identification of key employees, including Client Manager and Project Manager, proposed to work on this project with resumes of maximum 2 pages describing their experience and training most relevant to the RFP scope elements listed and from similar clients. Please only provide resumes of individuals that are truly expected to provide support to the District.
4. Conflict of Interest: Firm should not be working for developers or other pertinent companies involved in activities within the District service area. Firm must identify no conflict of interest.

Proposal Development and Selection Process:

1. Any consultants interested in proposing should provide the listed information as an email to Talmage Baggett at manageresd@ncrrbiz.com. Any questions the District receives concerning the Proposal, etc. will be forwarded to all firms that provide this information. Any amendments to the proposal will also be issued via the email provided.
 - a. Name of contact
 - b. Phone number of contact
 - c. Email of contact
2. Any questions concerning the RFP or proposal development should be sent to the attention of Talmage Baggett, Manager ESD at manageresd@ncrrbiz.com. The question and the response to the question will be made as quickly as possible via email to all persons that have expressed interest in proposing and have provided their contract information as discussed in item 1 above.
3. Three (3) copies of the proposal should be provided to the District Manager by 5:00 pm local time on March 16, 2020. Please plan accordingly to ensure delivery occurs before the deadline. Any proposals received after the due date and time will not be accepted.
4. The District will review the proposals and select consultants based on the Selection Criteria listed above.
5. The District reserves the right to refuse any and all proposals.