



BANCROFT CLOVER WATER & SANITATION DISTRICT

May 17, 2021

Request for Proposal

Bancroft-Clover Water and Sanitation District is requesting a proposal for an update to its water rates, sewer rates and financial plan. The update is to be performed in the summer and fall of 2021.

Background Information

Bancroft-Clover Water and Sanitation District (BCWSD or District) is a quasi-municipal corporation established on August 30, 1954, as a Title 32 Special District, to provide water and sanitation services to portions of southeastern Lakewood and unincorporated Jefferson County, Colorado.

Bancroft-Clover Water and Sanitation District (BCWSD or District) is a Master Meter Water Distributor of Denver Water. District purchases treated potable water at a wholesale (Master Meter) rate and sells the water at retail to the end user customer. District owns, operates, and maintains its own water distribution system and is responsible for billing and collection of fees for water service.

The District is a member municipality of the Metropolitan Wastewater Reclamation District (MWRD). District owns, operates, and maintains the sanitary collection system up to the connection with MWRD's transmission facilities. District is responsible for the billing and collection of fees for sanitary sewer service.

BCWSD has approximately, 9,200 water and 9,400 sewer accounts, which are billed monthly. Rates for water and sewer service are effective from February 1st through January 31st of the following year. Rates are developed based on cost-of-service principals.

Water rates have two components, a fixed monthly service charge, based on the meter size, and an inclining block structure for metered use. Sewer rates also have two components, a fixed monthly service charge based on meter size, and a volume charge based on low winter water usage (December – January).

Scope of Services

- Provide a rate model which includes at a minimum: 10-year financial planning, water rate, wastewater rate and capital plan modules.

(Scope of Services continued)

- Provide an update to District water and wastewater 10-year financial plans. This includes:
 - Population of the model with historical, audited revenues, expenses, and cash balances
 - Populate model with projected year end 2021 revenues and expenses.
 - Assist with and incorporating 2022 budget into financial planning model.
 - Project revenue requirements for a 10-year study period, 2022 through 2031
 - Provide recommendations regarding financing future capital based on existing capital improvement plan.
 - Provide analysis of current reserve levels and provide recommendations for any changes.
- Analyze the District's existing tap fee structure.
 - Provide recommendations regarding the fees' effectiveness and appropriateness.
- Provide an update to District water and wastewater rates for implementation on February 28, 2022, which includes:
 - Based on the updated financial plans, recommend adjustments to water rates, sewer rates and service charges to recover revenue requirements.
 - Create bill impacts based on usage levels.
 - Review draft results with staff during on-site work session.
- Conduct a kickoff work session with District Board and Staff to answer questions, clarify project goals and expectations.
- If additional work session is required, provide per hour or per meeting cost.
- Provide a presentation to the District Board of Directors to explain any recommended adjustments to rates, and answer questions from staff and Board.
- Provide an executive summary of all results of the financial planning, rates update, and model calculations via .PDF and Excel files. Data provided shall include assumptions used and future projections.

Project Schedule

- Project kickoff is set for the date the contract is signed.
- Draft results will be available and reviewed by the staff during an onsite work session, by September 24, 2021.
- Final results will be delivered via .PDF and PowerPoint presentation on October 18, 2021.

Deadline for Submission

An original, three (3) copies, and one electronic copy of all proposals are to be submitted to:

Bancroft -Clover Water and Sanitation District
ATTN: Tim Lowe, District Manager
900 S. Wadsworth Blvd., Lakewood, CO 80226
E-mail to Timl@bancroftclover.com

Proposals are due no later than 4:00 p.m. local time, on June 14, 2021, by mail or e-mail delivery. The proposals must be sealed in an envelope with the title of this proposal and the Respondent's name, address and telephone number clearly marked on the envelope. The above deadline is firm, as to the date and hour. The District will treat as ineligible for consideration, any submission that is received after that deadline. All submissions become the property of the District and will not be returned.