



Utility Rate Study Request for Proposal

**Fort Collins-Loveland Water District
5150 Snead Dr
Fort Collins CO 80525**

Purchasing RFP #25-11-01

November 24, 2025

Fort Collins-Loveland Water District



Request for Proposal Overview:

This is a Request for Proposal (RFP) from qualified consultants to conduct a user charge analysis for the water system. This study is to include monthly user charges and plant investment fees.

The broad objective of the study is to adequately fund water utility operations, foreseeable capital costs, and any future bonded debt, which will be supported by the proposed rates. The study will be based on a comprehensive review of the District's water funds and budgets, an inventory of the water capital assets, customer classes, current usage data, future planned service sector growth, and any other information as deemed necessary.

Proposals received after the deadline will not be read or opened. Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your Proposal.

This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to perform a user charge analysis for the water system, which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent.

Specific contract requirements are contained in this document and should be thoroughly reviewed by each bidder. If there are any questions regarding the requirements contained in this Request for Proposal, all questions must be submitted in writing (by email) to the following point of contact:

FCLWD

Attn: Amanda Proctor – aproctor@fclwd.com - 970.226.3104 ext. 102

Project Timetable:

RFP deadline	December 23, 2025
RFP response review and evaluation	December 24 – January 7, 2026
Selection and contract draft and negotiations	January 8-14, 2026
Board approval of contract	January 20, 2026
Project kickoff with staff	Week of February 2, 2025
Board of Directors work session	February 17, 2026 (approximate date)
Draft study presentation to staff	June 29, 2026
Draft study presentation to Board	July 21, 2026
Final study presentation to Board	August 18, 2026

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INSTRUCTIONS, TERMS AND CONDITIONS

1. RATE STUDY OBJECTIVES

- a. Workshop with the Board of Directors to identify goals to be accomplished by revised water rate structure, such as:
 - i. Generate sufficient revenue to provide water services for various classes of customers in the District's service area.
 - ii. Generate sufficient revenues and reserves for reinvestment into capital infrastructure to proactively maintain the District's water systems.
 - iii. Comply with any and all legal or contractual rate requirements the District may be subject to.
 - iv. Establish rates that are both predictable and understandable for the District and for rate payers.
 - v. Ensure rates are established in a way that allows for reasonable administration through collection of data to billing.
- b. Analyze current and projected water system costs, including operations, capital improvements, and bonded debt, if needed.
- c. Evaluate current rate structure against the rate study goals and provide a summary of performance therefor.
- d. Make recommendations for potential adjustments to rate structures over time to ensure adequate funding for the District's water system.
- e. Analyze the cost of serving and the benefits derived from various water classifications.
- f. Evaluate the existing plant investment fees and make recommendations for any changes to the structure.
- g. Evaluate the potential for scaling plant investment fees by lot size and make recommendations.
- h. Evaluate the need for targeted System Development Charges (SDC) in identified areas that are experienced unplanned growth and current system cannot support increased capacity. SDC should reflect costs due to upsizing of existing undersized pipe, pump stations, storage, and treatment capacity to serve growth.
- i. For new taps, ensure the raw water requirement is adequate for all classes and subclasses.

2. STUDY REQUIREMENTS The study is to be performed in conformance with the following policy directions:

- a. The recommended rate structures shall be based on cost of service. Consultants shall provide recommendations in the financial plan that outline any debt service options and rates that are feasible under the proposed rate structures.
- b. The study shall recommend rate structures that consider and make provisions for factors determined by the goals of the rate study.
- c. The recommended rate structures shall provide direct identification of revenues appropriated to major funded activities and infrastructure.
- d. The recommended rate structure shall be consistent with industry practice for establishing utility rates in Colorado.
- e. The study shall provide a recommended rate for the utility based upon standard rate practice.
- f. The benefits of any proposed modifications shall be weighed against the financial impacts on rate payers.

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- g. Justification for special classes of customers under the recommended rate structure shall be demonstrated.
 - h. The recommended rate structures shall be easy to administer and understand.
 - i. The District's current billing system must be able to handle any rate structure that is proposed.
 - j. The recommended rate structure shall be planned for at least five (5) years (i.e., through 2032).
- 3. **STUDY ELEMENTS** In making rate structure recommendations, the final report shall explicitly include the following elements and analyses for the water system:
 - a. Board of Directors Goal and Consideration Factor Identification – The consultant shall describe the method to be used to facilitate District Board of Directors goal.
 - b. Board of Directors Value Consideration – All identified values that are used in crafting the rates.
 - c. Current rate structure – Use the current rate structure's performance as a baseline for comparing recommended changes.
 - d. Current costs – Assess the ongoing cost of providing water services to customers. This includes Operation and Maintenance costs, Capital Improvement Project costs, and any bonded debt.
 - e. Base fee charges – Identify the pool of expenses, or the calculation, of the base fees. Provide scenarios on the base fee related to percentage of fixed versus variable costs.
 - f. Equity – Assess the equity of recommended water rates for all types of property ownership, including commercial properties and multi-family units. This may include evaluation of other approaches to develop more equitable incremental cost assessments. Equitably recover capacity-related capital costs from current and future customers to achieve equity between different generations of ratepayers.
 - g. Evaluate a potential new tap/customer class for seasonal minor water use (e.g. golf course bathroom; drinking water fountain at a park).
 - h. Conservation impacts – Assess the interaction between water conservation and impacts on the ability to fund utility operations.
 - i. Sensitivity analysis – Assess the ability of the revenue stream generated by the recommended rate structures to continue to fully fund water system costs. For example, include a sensitivity analysis where the long-term revenue generated under the new alternative shall be illustrated when confronted with the impacts of increased demand from growth; conservation measures and decreased per capita usage; decreased or increased capital expenses, or scenarios of simple increasing or decreasing usage.
 - j. Financial Analysis, such as Annual operating fund balance targets.
 - k. Budgeting horizon and cycle – Assess the appropriate budgeting horizon and cycle needed to support recommended rate structures.
 - l. Supporting data – Provide data supporting conclusions and observations made for each of the areas above and cite within the study.
- 4. **SERVICES TO BE PROVIDED BY CONSULTANT**
 - a. Review the existing water service rates and status of the utility fund.
 - b. Develop a general familiarity with the District's billing system.
 - c. For all customers, match each customer with their position on the tap fee schedule. This data should include: number of customers and average annual usage for the past three years.
 - d. Meet or confer with staff on at least a biweekly basis.
 - e. Conduct analyses as required to address the scope of work.

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- f. Prepare draft reports of the study as necessary for review.
 - g. Prepare necessary documents and presentations for board meetings, at least one week before scheduled board meeting date.
 - h. Solicit input from the public throughout the rate study process. Consultant shall outline a process for public involvement.
 - i. Provide a rate implementation plan and recommendations of programs and materials to be used to assist the District with implementation.
 - j. Include in the rate study visual graphics that illustrate the usage and dollar amount of revenue produced by class.
 - k. Provide an excel based tool that can be used to evaluate the revenue impact of input assumptions and rate structures.
5. ASSISTANCE TO BE PROVIDED BY DISTRICT STAFF The services to be provided by District staff include, but are not necessarily limited to the following:
- a. Furnish all reasonably available records and information, including financial reports, budgets, and consumption data.
 - b. Provide staff and engineering support and assistance as required and agreed to in advance of study.
 - c. Provide timely review and feedback on all presentations and reports.
6. PROPOSAL SUBMITTAL REQUIREMENTS.

The District reserves the right to request additional information from any proposing firm. The District may contact and evaluate the firm's references; contact any firm to clarify any response; contact current users of the firm's services; and seek and review any other information deemed pertinent to the evaluation process.

The Consultant shall provide one (1) electronic copy incorporated in a single PDF file for review by the Selection Committee. The electronic copy shall be submitted as a single .pdf and emailed to Amanda Proctor.

Proposals should include examples of past work, a proposed process to accomplish the Scope of Work, and a detailed cost estimate. **Proposals shall not exceed twenty (20) pages including attachments.**

The proposal must contain all the following information, in the same sequence as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

Proposals shall not exceed 20 pages in length. Page limit shall include all required submittals. Each side of each page containing text or images counts as one page. The minimum font size is 12. The District desires submittals that are clear, concise, specific to the needs and conditions of this project, and organized as outlined herein.

Proposals shall be organized using the following format:

1. Name and address of firm and primary contact person for this project. Include phone and email.
2. Project Approach – Describe your approach to this project and any special ideas, techniques, or suggestions that you think might make the project proceed smoothly.
3. Project Experience – Describe the experience of the firm and of individuals

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that will be assigned to this project with related projects of similar nature. Provide at least three (3) references (name, affiliation, phone, and email).

4. Qualifications – Describe your firm’s unique qualifications and training for this type of work. Cite specific accounting certifications or accreditations.
 5. Budget – Provide an estimated budget for the project, as proposed.
 6. Proposed Project Timeline
 7. Identify all services that will not be included in the contract and are expected to be provided by District.
7. ACCEPTANCE OF INSTRUCTIONS, TERMS AND CONDITIONS. By submitting a response to this RFP the Proposer acknowledges receipt and acceptance of these Instructions, Terms and Conditions.
8. ACCEPTANCE OR REJECTION OF RESPONSES.
- a. Proposals will be evaluated by District personnel familiar with the requirements of this RFP and the needs of the District.
 - b. The District reserves the right to reject any and all responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations.
 - c. Any bid that fails to conform to the essential requirements of the RFP will be rejected.
 - d. Any proposal that does not conform to the applicable specifications shall be rejected unless the invitation authorizes the submission of alternate proposals and the items or services offered as alternates meet the requirements specified in the RFP.
 - e. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
 - f. The District reserves the right to request any Proposer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
 - g. Proposer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the District as an acceptable justification to re-quote the proposal.
 - h. Proposer acknowledges that the original proposal and costs provided stand. However, the Proposer has the option of withdrawing a proposal at any time until a final contract is executed.
 - i. The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
 - j. The District reserves the right to negotiate terms and scope of work with the highest ranked Proposer. If an agreement cannot be negotiated, the District reserves the right to negotiate with any other Dealer.
 - k. A final contract will be awarded to the most competitively priced and qualified proposal. Although price is of prime consideration, it is not the sole determining factor. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, previous experience and performance, conformity to specifications in Proposal Submittal Requirements, compatibility, other costs, other objective and accountable factors which are reasonable and any other considerations that may be deemed relevant by the District.
9. SUBMISSION OF PROPOSALS. All proposals must be submitted and received by 4:30 pm on Tuesday, December 23, 2025. Proposals must be submitted via email to aproctor@fclwd.com.

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- Any proposals received after the stated time and date shall not be considered and Proposer will be disqualified. It shall be the sole responsibility of the Proposer to have its proposal delivered to the District's designated contact for receipt on or before the stated time and date.
10. **CLARIFICATION & ADDENDUMS.** Each Proposer shall examine all RFP documents and shall determine if sufficient information has been provided to submit a complete bid. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in writing to the District. The Proposer shall not be responsible for oral interpretations given by any District member or staff representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.
 11. **LEGAL NAME.** Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer (company, firm, and partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Contractor to the proposal.
 12. **PROPOSAL EXPENSES.** All expenses for making proposals to the District are to be borne by the Proposer.
 13. **EXAMINATION OF OFFER.** The time necessary for the District to fully examine each Proposer's proposal generally requires at least ten (14) calendar days from the date of the receiving of the proposals. The District may or may not request individual meetings with each Proposer after the proposals have been opened and reviewed for clarification purposes only. No change in the original submitted bid will be allowed.
 14. **ERRORS OR OMISSIONS.** Please be aware that the District will treat all submitted bids as final. No corrections to the bid packages will be accepted after they have been submitted. Therefore, all Proposer should review their bids carefully to be sure they are accurate before submission to the association.
 15. **RESERVED RIGHTS.** The District reserves the right to award the contract to a responsible party submitting a responsive proposal. The District shall be the sole judge of the proposal and its decision shall be final. Also, the District reserves the right to determine the ability of any Proposer to perform the work or service requested. Information the District deems necessary to make this determination shall be provided by the Proposer as specified.
 16. **APPLICABLE LAWS.** All Proposer must be authorized to transact business in the State of Colorado, County of Larimer, District of Fort Collins. All applicable laws, regulations, and ordinances of the State of Colorado, County of Larimer, District of Fort Collins, and restrictions and regulations of the District will apply to any resulting agreement.
 - a. The invitation or opportunity to submit a bid does not create an expectation of a benefit or the right to any benefit. By submitting a bid in accordance with this Request for Proposal, the bidder acknowledges that the grievance procedure below is the bidder's sole and absolute remedy.
 - b. Any grievances should be submitted in writing and sent through the US Postal Service to:

Fort Collins Loveland Water District
Attention: General Manager
5150 Snead Drive
Fort Collins CO 80525

- c. **Expectation of Ethical Conduct.** If the District determines that a Proposer has violated or

5150 Snead Drive
Fort Collins, Colorado 80525
Phone: 970-226-3104
Fax: 970-226-0186
www.fclwd.com

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is a party to a violation of business ethics, and/or does not act in accordance with all federal, state, and local laws such Proposer may be disqualified from participating in this project and may be disqualified from submitting any future proposals for work or for goods or services for the District.

- d. The District expects all statements made and materials submitted in a proposal will be truthful. If a Proposer is determined to be untruthful in its proposal or any related presentation, such Proposer may be disqualified from further consideration regarding this Request for Proposal for the District.
17. **CONFIDENTIALITY REQUIREMENTS.** By offering a submission to this RFP the Proposer certifies that the Proposer has not divulged to, discussed or compared his proposal with other Proposer and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to the actions of their own organization in connection with this proposal:
- a. any prices and/or data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor or agent of the District.
 - b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
 - c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
 - d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
 - e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.
18. **DRUG FREE WORKPLACE.** The District requires all Proposer to maintain and enforce a Drug Free Workplace policy.
19. **EQUAL EMPLOYMENT OPPORTUNITY.** The District hereby notifies all prospective Proposer that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age, or national origin in consideration for an award. Proposer must comply with all applicable Federal and Colorado State labor laws and regulations. The Proposer shall not knowingly hire or employ any workers who do not have valid documentation to work in the United States of America.
20. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the District Board of Directors.
21. **NO CONTACT WITH THE DISTRICT BOARD OF DIRECTORS.** Respondents may not contact any member of the Fort Collins Loveland Water Board (or any District employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the Board.
22. **NON-DISCRIMINATION.** The District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, age, disability, genetic information or any other status protected by law or regulation.
23. **HOLD HARMLESS.** The Proposer shall defend, indemnify, and hold the District, its officers,

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agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the Consultant's performance under this contract.