

Phelps Special Utility District

Request for Proposal

Management of the Water Utility District

Phelps Special Utility District (the District) invites proposals from qualified entities to provide for management of the special utility district. The proposal should provide a detailed description of the management and services to be provided by the responding party.

**THE DEADLINE FOR SUBMITTAL OF PROPOSALS IS TUESDAY FEBRUARY 28, 2023**

This request for Proposals includes the following sections:

**BACKGROUND**

Phelps Special Utility District is committed to providing safe, high quality water services to the Phelps community, while maintaining a standard of excellence in customer service and environmental conservation.

The District currently has 3 water wells. There are currently 711 water accounts. The average water usage for active meters is 7,171 gallons. The accounts are largely comprised of rural individual accounts.

Monthly and annual financial information can be found on the District's website.

**SCOPE OF SERVICES**

Applicants must also meet the following staffing qualification requirements

- One Class C Licensed Operator
- Full-time office staff proficient in Quickbooks and associated water billing software
- One full-time Class D or higher Operator

The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following tasks:

1. Daily visits to source wells, booster stations, and other operational locations
2. Routine maintenance of all water system infrastructure and equipment
3. Monitor and maintain the system's SCADA system
4. Collecting all regulatory water quality samples
5. Monitoring water quality
6. Regular flushing of the water system
7. Daily chlorine residual sampling
8. Responding to customer inquiries and complaints
9. Preparing and distributing financial and operational reports to monthly directors' meetings
10. Quickbooks accounting records
11. Annual TCEQ plant inspections

12. Annual TCEQ sanitary survey
13. Annual lead and copper sampling
14. Monthly Bluebonnet water production reporting
15. Monthly well total report
16. Monthly State BacT samples
17. Quarterly disinfection reports to TCEQ
18. Annual Consumer Confidence Report
19. Annual USDA audit (rural Development)
20. Annual filing of Tier 2 Chemical Inventory Report
21. Annual Water Use Survey with Water Development Board
22. Annual filing of Eminent Domain Authority with State Comptroller's office
23. Monthly water meter reading and billing
24. Collection of receivables including tracking and collection of past due accounts
25. Final meter readings and final billings for account transfers
26. Responding to utility locate requests
27. Installing new services
28. Recommending system capital improvements and managing projects
29. Service lock-off due to non-payment
30. On-call and after-hours response services
31. Emergency Response procedure
32. Attend monthly board meetings
33. Setting and managing elections
34. Mapping of expansions to Phelps SUD
35. Manage any boil water notices
36. Chlorinator maintenance
37. Provide office space, equipment and furniture for bookkeeping services, customer service and receipt of payments. Hours should proximate at minimal 9 am to 3 pm Monday through Friday.

#### **PROPOSAL FORMAT**

The proposal should include the information requested below:

- Cover letter summarizing the proposal
- Scope of work
- Description of the Management Entity
- Description of staffing associated with management.
- Fee structure and schedule of payment (please detail any rates and how they will be billed, i.e. monthly or hourly)
- List of references

#### **CONTRACT TERM**

Phelps Special Utility District wished to negotiate a management contract for services for a period of two years and for a period of three years.

## **SELECTION PROCEDURE AND SCHEDULE OF WORK**

Proposal deadline February 28, 2023

Note: Proposals must be physically **RECEIVED** by 4 pm 2/28/23

Review and evaluation of proposals March 1 - 7, 2023

Selection of entity March 8, 2023

## **SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasked to be completed
- Background and experience in water utility service delivery
- Staff expertise and overall experience of personnel
- Responsiveness to requirements of the project
- Cost

## **DISCRETION AND LIABILITY WAIVER**

Phelps Special Utility District reserves the right to reject all proposals pr to request and obtain, from one or more of the entities submitting proposals, supplementary information as may be necessary for the analysis of the proposals pursuant to the selection criteria contained herein.

The entity, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

## **CONTACTS**

All questions regarding the project should be directed to:

Rob Harris

936-714-6638 or robbaharris@hotmail.com

## **DIRECTIONS FOR DELIVERY OF THE PROPOSAL**

Eight (8) copies of the proposal should be delivered no later than 4:00 PM on Tuesday, February 28, 2023 to:

Physical address: 1415 Ave J, Huntsville, TX 77340

Mailing Address: P O Box 7109, Huntsville, TX 77342