NORWOOD SANITATION DISTRICT

PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: *970-327-4288* *www.norwoodtown.com*

NORWOOD SANITATION DISTRICT

REQUEST FOR PROPOSALS

WASTEWATER SYSTEM MASTER PLAN
& 20-YEAR CAPITAL IMPROVEMENTS PLAN

Norwood, Colorado

Issuing Agency	Norwood Sanitation District
Proposal Deadline	December 17th, 2026, 5:00pm
Anticipated Award Date	January 14th, 2027

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1. INVITATION AND PURPOSE

The Norwood Sanitation District (District), located in Norwood, Colorado, is soliciting proposals from qualified professional engineering and consulting firms to develop a comprehensive Wastewater System Master Plan and 20-Year Capital Improvements Plan (Master Plan/CIP).

The District intends to select a firm with demonstrated expertise in wastewater collection systems, wastewater treatment facilities, lagoon systems, infrastructure condition assessments, hydraulic analysis, regulatory compliance, capital improvement planning, and infrastructure funding strategies.

The purpose is to establish a comprehensive understanding of existing wastewater infrastructure, evaluate current and anticipated system needs, identify deficiencies and risks, and develop a prioritized, cost-effective, financially sustainable plan for future improvements. The District seeks an actionable investment strategy—not merely a general assessment—that supports budgeting, grant applications, regulatory compliance, operations, and Board decisions.

Identify the infrastructure the District owns and operates and document its known condition.
Identify deficiencies, capacity limitations, operational risks, and assets requiring further investigation.
Recommend improvements, explain their necessity, and establish priorities and implementation timing.
Prepare planning-level cost estimates and identify potential funding approaches.
Forecast capital needs over a 20-year planning horizon.
Recommendations shall recognize the operational, geographic, environmental, regulatory, and financial considerations of a small rural sanitation district.

2. PROJECT BACKGROUND AND EXISTING CONDITIONS

The District is responsible for wastewater collection, treatment, and associated infrastructure serving its designated service area. Areas requiring consideration include the collection and conveyance system; wastewater treatment and lagoon facilities; lagoon liner condition and potential rehabilitation or replacement; discharge requirements and regulatory compliance; sewer mains and manholes; equipment condition; recurring maintenance concerns; system capacity; future wastewater demands; and long-term capital expenditure requirements.

The consultant shall review available District records, operational information, prior engineering studies, permits, inspection reports, maintenance records, and other relevant documentation. The consultant shall independently evaluate the information and identify where documentation is insufficient to establish asset condition, capacity, or performance. Assumptions, limitations, missing information, and recommended additional investigations shall be clearly documented.

3. PROJECT OBJECTIVES

Establish a comprehensive inventory of the District's wastewater infrastructure.
Evaluate physical condition, remaining useful life, and operational performance of existing assets.
Identify deficiencies, vulnerabilities, and potential failure risks.
Evaluate wastewater treatment and lagoon capacity and performance.
Review regulatory requirements and identify infrastructure improvements necessary to maintain or achieve compliance.
Evaluate collection system capacity, condition, and potential infiltration and inflow.
Determine the system's ability to accommodate anticipated future wastewater demands.
Identify and evaluate feasible improvement alternatives.
Develop preliminary engineering recommendations and planning-level cost estimates.
Prepare a prioritized 20-year Capital Improvements Plan and annual capital expenditure forecast.

Identify potential grants, loans, and other funding opportunities.
Establish a practical implementation strategy and recommended next steps.

4. SCOPE OF SERVICES

The consultant shall provide the professional engineering, technical analysis, planning, project management, and coordination necessary to complete the Master Plan. The tasks below establish the minimum anticipated scope. Consultants may recommend additional tasks or alternative approaches where they provide clear value.

TASK 1 — PROJECT INITIATION AND DATA COLLECTION

Conduct a kickoff meeting to confirm objectives, expectations, communication procedures, and schedule.
Review available engineering studies, reports, permits, drawings, maps, operating records, flow data, and maintenance history.
Review existing collection, treatment, and lagoon documentation and previously identified projects.
Identify missing information and additional inspections, testing, or investigations needed to complete the assessment.
Prepare a work plan, data request list, and detailed project schedule.
Deliverable: Project initiation memorandum documenting records reviewed, information gaps, proposed field investigations, schedule, and next steps.

TASK 2 — INFRASTRUCTURE INVENTORY AND CONDITION ASSESSMENT

Inventory identifiable collection lines, sewer mains, manholes, lift stations, treatment facilities, lagoons, inlet/outlet structures, discharge infrastructure, mechanical/electrical equipment, and associated assets, as applicable.
For each asset, document available location, type/function, age, material/construction, condition, estimated remaining useful life, operational concerns, maintenance history, and rehabilitation or replacement needs.
Conduct appropriate site visits and field observations of accessible infrastructure.
Establish a consistent condition-rating methodology and identify assets requiring further investigation.
Distinguish verified conditions from estimated conditions and conditions requiring additional inspection.
Deliverable: Infrastructure inventory, condition assessment, asset mapping, and deficiency register.

TASK 3 — WASTEWATER COLLECTION SYSTEM EVALUATION

Evaluate available sewer maps and records, sewer main condition and age, manhole condition and accessibility, recurring maintenance concerns, and system reliability.
Identify potential infiltration and inflow, recurring blockages, root intrusion, grease accumulation, flow restrictions, hydraulic bottlenecks, and capacity limitations.
Determine whether CCTV inspection, smoke testing, manhole inspections, flow monitoring, infiltration/inflow investigations, or hydraulic modeling are warranted.
Recommend necessary investigations and provide anticipated costs. Where data supports it, develop or update a hydraulic model to assess existing and future capacity.
Deliverable: Collection system evaluation, deficiencies, recommended investigations, and prioritized improvements.

TASK 4 — WASTEWATER TREATMENT AND LAGOON EVALUATION

Evaluate lagoon condition, structural integrity, liners, embankments/berms, inlet and outlet structures, piping, valves, mechanical/electrical equipment, access, and operational infrastructure.
Review available influent and effluent data, treatment processes, capacity, treatment performance, seasonal variations, discharge characteristics, sludge accumulation/management where applicable, and operational limitations.
Assess existing and anticipated loading, remaining useful life, and long-term rehabilitation or replacement needs.

Evaluate reasonable alternatives for identified deficiencies, including liner rehabilitation/replacement, operational modifications, treatment improvements, and other technically feasible solutions.

Compare significant alternatives based on cost, performance, regulatory considerations, constructability, and long-term operating implications.

Deliverable: Treatment facility and lagoon condition assessment, alternatives analysis, capacity evaluation, and recommended improvement strategy.

TASK 5 — REGULATORY AND ENVIRONMENTAL COMPLIANCE REVIEW

Review existing wastewater discharge permits, applicable CDPHE requirements, applicable federal and state regulations, permit limits, monitoring/reporting requirements, and available compliance records.

Identify known or potential compliance deficiencies, permit renewal/modification needs, regulatory deadlines, and infrastructure improvements necessary to maintain or achieve compliance.

Identify anticipated regulatory changes that could affect future capital investments.

Coordinate with regulatory agencies as appropriate to clarify technical requirements and anticipated obligations.

Deliverable: Regulatory compliance assessment identifying requirements, potential deficiencies, anticipated obligations, deadlines, and recommended actions.

TASK 6 — CAPACITY ANALYSIS AND FUTURE GROWTH PROJECTIONS

Review service area, customer connections, available population/development information, historical wastewater flows, average and peak flows where available, and seasonal variations.

Evaluate existing collection and treatment capacity and anticipated residential, commercial, and other development demands.

Establish reasonable planning assumptions and evaluate existing conditions and projected demands over the 20-year planning period.

Identify when and where additional capacity may be required and the improvements needed to accommodate anticipated demand.

Deliverable: Existing and projected wastewater demand assessment, capacity analysis, growth assumptions, and expansion recommendations.

TASK 7 — ALTERNATIVES ANALYSIS AND PRELIMINARY ENGINEERING

Evaluate reasonable engineering alternatives for significant deficiencies and recommended capital improvements.

Consider initial construction costs, lifecycle operation and maintenance costs, useful life, regulatory compliance, reliability, environmental impacts, constructability, operational complexity, expansion potential, and funding availability.

Identify a preferred alternative and document the technical and financial basis for its selection.

Develop recommendations sufficiently to support budgeting, project prioritization, funding applications, and subsequent design.

Deliverable: Alternatives evaluation and documented preferred improvement recommendations.

TASK 8 — 20-YEAR CAPITAL IMPROVEMENTS PLAN

Prepare a comprehensive 20-year CIP identifying projects needed to maintain, rehabilitate, replace, and improve the wastewater system.

Each project shall include a unique ID, name, description, location, deficiency/need, recommended improvement, justification, priority, design/permitting needs, construction and professional-service costs, contingency, total cost, target year, useful life where appropriate, potential funding sources, and consequences of delay.

Use a documented scoring methodology considering public health and safety, regulatory compliance, condition, failure risk, reliability, operational efficiency, capacity, environmental impacts, and financial considerations.

Identify projects that may be combined, phased, or coordinated to reduce costs.

Organize projects into years 0–2 (critical/immediate), 3–5 (short-term), 6–10 (mid-term), and 11–20 (long-term).

Provide an annual capital expenditure forecast and total anticipated investment. State estimate accuracy, assumptions, exclusions, escalation factors, and contingency.

Deliverable: Detailed, prioritized 20-year CIP with project profiles, planning-level cost estimates, and annual implementation schedule.

TASK 9 — FINANCIAL PLANNING AND FUNDING STRATEGY

Evaluate total capital investment, annual capital expenditure requirements, project sequencing, and funding needs.

Identify potentially applicable grants, state/federal infrastructure programs, low-interest loans, Colorado Water Resources and Power Development Authority programs, USDA Rural Development programs where eligible, and other public financing opportunities.

Identify potential matching requirements, funding deadlines, application requirements, and additional information needed to pursue funding.

Where sufficient financial information is available, evaluate capital needs in relation to existing obligations, revenues, available resources, and potential financing requirements.

Recommend phasing strategies that balance compliance, infrastructure needs, funding availability, and customer affordability.

Deliverable: Capital funding strategy identifying potential funding sources, anticipated financial requirements, and recommended funding priorities.

TASK 10 — FINAL MASTER PLAN AND IMPLEMENTATION STRATEGY

Consolidate findings, engineering evaluations, recommendations, and financial planning into a comprehensive final Master Plan.

Include an executive summary, background, asset inventory, condition assessment, collection evaluation, treatment/lagoon evaluation, regulatory review, capacity analysis, alternatives, recommended improvements, prioritized CIP, cost estimates, funding strategy, implementation schedule, and next steps.

Clearly distinguish immediate needs, planned improvements, and projects requiring additional investigation.

Present findings and recommendations to the District Board.

Deliverable: Final Master Plan, editable supporting documents, CIP spreadsheet/database, and Board presentation.

5. PROJECT MANAGEMENT AND COORDINATION

The consultant shall designate a qualified project manager as the District's primary point of contact. The consultant shall:

Conduct a kickoff meeting and provide a detailed project schedule.

Maintain regular communication and provide written progress reports at agreed intervals.

Promptly identify delays, scope issues, data gaps, and material risks to findings, costs, or schedule.

Coordinate field investigations, site visits, and agency coordination.

Provide opportunities for District review and comment and incorporate reasonable feedback.

Maintain project records and supporting documentation.

At a minimum, the consultant shall conduct a kickoff meeting, an existing-conditions/field evaluation meeting, a preliminary findings presentation, a draft Master Plan review meeting, and a final presentation to the District Board.

6. REQUIRED DELIVERABLE FORMATS

All deliverables shall be provided in formats that allow the District to retain, review, and update the information. Required formats include:

Final Master Plan in searchable PDF format.

Infrastructure inventory in Excel or equivalent editable format.

Capital Improvements Plan in Excel or equivalent editable format.
Individual capital project descriptions and cost estimates.
Digital infrastructure maps and available GIS data in commonly accessible formats.
Supporting calculations and technical memoranda.
Final Board presentation in PDF or PowerPoint format.
The District shall receive copies of final work products and supporting electronic files in accordance with the professional services agreement.

7. PROJECT SCHEDULE

Consultants shall provide a detailed schedule identifying task durations, milestones, review periods, and deliverables. The District anticipates a project duration of approximately 9–12 months from notice to proceed, subject to the proposed methodology and availability of records and data. Proposals shall identify schedule dependencies, field investigations, agency coordination, and other factors that could affect completion.

8. CONSULTANT QUALIFICATIONS AND EXPERIENCE

The District seeks a qualified engineering firm with demonstrated experience serving municipalities, sanitation districts, special districts, and rural communities. The proposed team shall demonstrate qualifications in:

Wastewater system master planning and collection system evaluations.
Wastewater treatment facility assessments and lagoon design, rehabilitation, and improvements.
Hydraulic analysis/modeling and infrastructure condition assessments.
Regulatory compliance and wastewater discharge permitting.
Capital improvement planning, preliminary engineering, and cost estimating.
Public infrastructure funding strategies.
Proposals shall identify firm background, relevant projects completed within the past ten years, project manager and key personnel, professional licenses/certifications, subconsultants and responsibilities, experience with comparable rural systems, and at least three professional references. Direct experience with lagoon-based treatment systems and Colorado wastewater requirements is strongly encouraged.

9. PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

A. Cover Letter and Executive Summary: Overview of qualifications, understanding of the project, and commitment to completing the requested services.

B. Understanding of Project Objectives: Understanding of District needs and challenges associated with a rural sanitation district master plan.

C. Firm Qualifications and Relevant Experience: Similar projects completed within the past ten years, including client, description, cost where available, and references.

D. Project Team and Organization: Personnel, qualifications, licenses, relevant experience, responsibilities, and subconsultants.

E. Technical Approach and Methodology: Detailed explanation of how each scope task will be completed, including field investigations, engineering analyses, and modeling.

F. Project Schedule: Detailed schedule, milestones, and anticipated completion dates.

G. Project Management and Quality Assurance: Project oversight, technical review, quality control, and communication procedures.

H. References: At least three references for comparable wastewater engineering or master planning projects.

I. Cost Proposal: Total project cost, task-level costs, labor hours, billing rates, subcontractor costs, expenses, investigations, and optional services.

10. COST PROPOSAL AND CONTRACT STRUCTURE

Consultants shall submit a detailed not-to-exceed fee proposal for the base scope, with costs broken down by task. Additional services that cannot reasonably be quantified shall be identified separately and priced using hourly rates or defined unit costs. Potential additional services include extensive CCTV inspections, flow monitoring, surveying/mapping, geotechnical investigations, laboratory testing, detailed hydraulic modeling, environmental investigations, preliminary design, and funding application preparation. The District shall not be responsible for additional services unless authorized in writing. The District reserves the right to negotiate final scope, schedule, and compensation.

11. PROPOSAL EVALUATION AND SELECTION

Proposals will be evaluated based on qualifications, technical approach, relevant experience, project management, and overall value. The anticipated evaluation criteria are:

Evaluation Category	Points
Understanding of District needs and project objectives	15
Relevant wastewater engineering and master planning experience	20
Technical approach and proposed scope methodology	20
Qualifications and experience of project team	15
Project schedule and management approach	10
Experience with Colorado regulations and funding programs	10
Cost proposal and overall value	10
TOTAL	**100**

The District may establish an evaluation committee, request clarification or additional information, interview shortlisted firms, request presentations, and negotiate scope and compensation. The District intends to select the firm providing the best overall qualifications and value, not necessarily the lowest fee. The District reserves the right to reject any or all proposals and waive minor informalities.

12. GENERAL CONDITIONS

The selected consultant shall execute a professional services agreement with the District before beginning work.
The consultant shall maintain required professional licenses and appropriate insurance coverage.
The consultant shall be responsible for the accuracy, completeness, and professional quality of work within the agreed scope.

The consultant shall promptly notify the District of conditions or additional investigations that could materially affect findings, recommendations, costs, or schedule.

Ownership, permitted use, and delivery of project-specific documents and work products shall be established in the final agreement.

The consultant shall disclose potential conflicts of interest.

Changes to approved scope, schedule, or compensation require written District authorization.

13. RESERVATION OF RIGHTS

The District reserves the right to amend this RFP through written addenda, reject any or all proposals, request additional information, negotiate with one or more qualified firms, and make an award in the District's best interest. Issuance of this RFP does not obligate the District to award a contract or reimburse proposal preparation costs.

14. RFP CONTACT AND SUBMISSION INFORMATION

Norwood Sanitation District
PO Box 528
Norwood, Colorado 81423

Physical Address: 1670 Naturita Street, Norwood, Colorado 81423
Telephone: 970-327-4288

RFP Contact: Sara Owens, Town Manager
Email: sowens@norwoodtown.com

Proposal Submission Deadline: December 17th, 2026 at 5:00pm

Proposals shall be submitted electronically in PDF format to the designated District contact. Proposal title: RFP – Norwood Sanitation District Wastewater System Master Plan and 20-Year Capital Improvements Plan. Questions shall be submitted to the designated contact by the stated question deadline.

END OF REQUEST FOR PROPOSALS