

THE TOWN OF
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BUENA VISTA, COLORADO 81211



BUENA VISTA
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TOWN OF BUENA VISTA, COLORADO

REQUEST FOR PROPOSAL (RFP)

WATER RATE STUDY AND FINANCIAL PLAN

RFP ISSUANCE DATE MARCH 26, 2026

Proposal Due Date April 10, 2026

1. INTRODUCTION

The Town of Buena Vista (The Town) is requesting proposals from qualified firms to conduct a Water Rate Study and Financial Plan. The purpose is to ensure long-term financial sustainability, equitable rate structures, and alignment with the 2021 Town of Buena Vista Water Resource Master Plan, 2025 Town of Buena Vista Water Conservation Plan and the Colorado Water Conservation Board Colorado Water Plan best practices.

2. BACKGROUND

Buena Vista is a vibrant mountain town in Chaffee County renowned for its "Collegiate Peaks" views, the Arkansas River, and outdoor recreation. Buena Vista has an estimated population of 3,300 year-round residents as of 2026 and is experiencing steady growth.

The Town operates and maintains a municipal water enterprise utility serving residential, commercial and institutional customers. The Town seeks to maintain reliable service, fund capital improvements and affordable sustainability.

3. PROJECT OBJECTIVES

- Evaluate adequacy of existing rates
- Develop a 10-year financial plan
- Recommend cost-of-service based rates through a tiered rate structure
- Support conservation and sustainability
- Ensure alignment with Colorado standards and regulations
- Alignment with Capital Improvements Planning

4. SCOPE OF SERVICES

- A. Data Collection and Review
- B. Revenue Analysis
- C. Cost-of-Service Study
- D. Rate Design Alternatives
- E. Financial Planning
- F. Inflation Analysis
- G. Public Outreach and Stakeholder Engagement

5. DELIVERABLES

- Draft and Final Water Rate Study
- Long Range Financial Planning Tool
- Rate Recommendations
- Implementation Plan
- Presentations to Water Advisory Board and Board of Trustees

6. PROJECT SCHEDULE

RFP Issued: 03/26/26

Proposals Due: 04/10/26 by 11.00 am

Selection: 04/21/26

Project Duration: Approximately 4–6 months

7. PROPOSAL REQUIREMENTS

- Cover Letter
- Firm Qualifications
- Project Approach
- Project Team
- Relevant Experience
- Schedule
- Fee Proposal

8. EVALUATION CRITERIA

The Town of Buena Vista seeks to award the firm whose proposal is most advantageous to the Town. Evaluation of the proposal will be based on qualifications. Selection will be made on the following factors:

- Experience (25%)
- Approach (25%)
- Colorado Expertise (15%)
- Team (10%)
- Cost (15%)
- References (10%)

9. SUBMITTAL INSTRUCTIONS

A Letter of Submission shall include the name, address, email, and telephone number of the person who is authorized to legally represent the firm. Any confidential material contained in the proposal must be clearly indicated and marked as "Confidential".

Submit proposals to:

Town of Buena Vista
P.O. Box 2002
Buena Vista Co. 81211

For questions, please contact the Town of Buena Vista Public Works Department at 719 395 6898

Subject: **Water Rate Study RFP**

Resource Links

- [2021 ToBV Water Resources Master Plan](#)
- [2022 ToBV Water Rate Study](#)
- [2025 ToBV Water Conservation Plan](#)
- [CWCB Colorado Water Plan](#)