



Upper Yampa Water
Conservancy District

Upper Yampa Water Conservancy District
Request for Statement of Qualifications
Budget Restructuring, Enterprise Fund Accounting

SUMMARY

The Upper Yampa Water Conservancy District (District), based off Steamboat Springs, is issuing this Request for a Statement of Qualifications (SOQ) to solicit qualifications from firms to provide consulting services pertaining Budget Restructuring and assessment of Enterprise Fund Accounting.

BACKGROUND

A Water Conservancy District in existence since 1966, it is located in northwest Colorado, with boundaries encompassing parts of Routt and Moffat Counties, and offices in Steamboat Springs. It owns and operates Stagecoach and Yamcolo Reservoirs, and the Five Pine Mesa Ditch, providing water storage for water users in the upper Yampa water basin.

The District is undertaking a review and restructuring of its budget, in order to implement strict cost accounting of its operations, particularly its reservoirs and power plant. The operating and capital costs of District facilities are required by several long term contracts for water from the Districts supplies. Accurate accounting of expenses for these facilities will be imperative for future planning and pricing. The District may be considering the implementation of Enterprise Fund Accounting for its Reservoirs. District staff has a well-developed income and expenditure accounting system but needs to implement a system that insures the proper allocation of all direct and indirect costs.

SCOPE OF WORK

The selected firm or consultant will work closely with the District's team to review the existing budget, develop a budgeting format that appropriately tracts all direct costs and assesses allocation of indirect costs throughout the District's activities. The potential of formal "Enterprise Fund Accounting" should be evaluated. The selected consultant must attend two regularly scheduled Board of Director meetings and respond to Directors questions or concerns and present the final budgeting procedure.

Minimum Requirements

The selected candidate will hold a CPA license and will have worked with multiple governmental agencies, demonstrating proven experience in governmental accounting, governmental budgeting processes, allocation of indirect costs, and Enterprise Fund Accounting.

Ability to clearly represent and explain GASB requirements, including reporting of Government Wide Statements, Enterprise Fund Statements, and the necessary full accrual and modified accrual reconciliations.

Ability to clearly represent basis for allocation of indirect costs to cost centers, based on experience and common practices by other governmental entities.

Mailing Address
P.O. Box 775529
Steamboat Springs, CO 80477-5529

Location
Fish Creek Filtration Plant
3310 Clear Water Trail

Telephone
(970) 871-1035
Fax (888) 519-3464

Upper Yampa Water Conservancy District



CONSTRAINTS AND CONSIDERATIONS

The work will be performed to meet the following deadlines:

Task	Date
Preliminary presentation to staff, Enterprise Fund assessment	9/2/2016
Preliminary 2017 Budget Presented to BOD	9/21/16
Proposed 2017 Budget presented to BOD for final approval	11/16/16

SOQ REQUIREMENTS

Please Provide:

- Cover Letter,
- Experience and Qualifications
- Brief summary of overall approach to the project, planning and scheduling.
- Estimated project cost.

Scheduling:

- SOQs Due: 7/22/2016 5:00 PM

Each statement will be reviewed by District staff and selected workgroup members. One or more proposals will be selected for a follow up interview and a final decision will be made by District staff by 8/19/2016. The District may reject any or all proposals at its discretion.

SUBMISSION OF SOQ

Qualifications Due

Date and Time: 7/22/2016 5:00 PM Mountain Time
Address: Upper Yampa Water Conservancy District
P.O. Box 775529
3310 Clearwater Trail
Steamboat Springs, CO 80477-5529

Or electronically at kcraig@upperyampawater.com
Attention: Ms. Karina Craig