# REQUEST FOR PROPOSALS

## SEWER RATE STUDY
## SISTER BAY, WIS.

**DATE ISSUED**
November 18, 2026
**PROPOSAL DUE DATE AND TIME**
January 7, 2027, 3:45 pm CST

# REQUEST FOR PROPOSALS
# SEWER RATE STUDY SERVICES

**SUBMISSION DEADLINE:** January 7, 2027, by 3:45 PM, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234, or electronically (PDF) to megan.barnes@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Megan Barnes, Utilities Director at megan.barnes@sisterbaywi.gov. All questions will be answered to the best of staff's ability, and posted to the Village website to ensure all proposers have access to the same information. Visit www.sisterbaywi.gov and scroll to the bottom of the home page.

**PROJECT DESCRIPTION:** The Village of Sister Bay ("Village") is soliciting proposals from qualified and licensed consultants to provide sewer rate study services in 2027. Sister Bay is a community of roughly 1,148 people situated on the northwestern shore of the Door Peninsula in Door County, Wisconsin. The Village lies adjacent to the Bay of Green Bay and the Town of Liberty Grove and is located approximately 30 miles north of the City of Sturgeon Bay and 75 miles northeast of the City of Green Bay. The Sister Bay Sewer Utility has approximately 1,526 active service connections. The Utility serves customers located in the Village of Sister Bay, as well as customers in the Liberty Grove Utility District No. 1, including 214 commercial users and no industrial users. Charges for service are user fees (or rates) for the services provided to each customer. The Village bills rates quarterly to customers for services rendered, which includes a service charge based on the size of the installed water meter and volumetric rate based on usage. The last sewer rate study was completed in 2024, effective January 1, 2025.

**OVERVIEW/SOLICITATION:** The Village of Sister Bay is seeking proposals from qualified and licensed consultants to prepare our 2027 sewer rate study to be effective July 1, 2027. Quality and accuracy are paramount and are critical to establishing the rates. Acknowledging publication and notification deadlines, time is of the essence.

## I. Instruction to Proposers

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public records, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

## II. Submission Materials

The following should be incorporated into each submission:

**Format:** Electronic submissions preferred (PDF).
**General Information**. Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.
**Project Proposal.** At a minimum, provide information on approach, services, ideas, costs, timeline.
**Prior Experience**. A narrative explaining prior experience with rate studies, as well as examples.
**References.** A minimum of three municipal or utility references are required.

## III. Evaluation and Selection

### Evaluation Process

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. The Sewer and Water Utility Committee's average score will be evaluated against the average scores from other submissions to determine whom to award a contract.

### Selection Criteria

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal applicable laws
3. Experience
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The Village, at its sole discretion, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

## IV. Award

Upon final selection, all respondents will be notified by the Village, via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit or cost alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

## V. Administrative Contact

Name: Megan Barnes
Title: Utilities Director
E-Mail: megan.barnes@sisterbaywi.gov
Mailing Address: 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234