

MEMORANDUM

To: CSWD Board of Directors
From: Daniel Keen, Secretary
Date: July 30, 2026
Subject: Consideration of Proposals to Conduct an Engineering Assessment of the Caspar South Water District Wastewater Management System

Requested Board Action

1. Review the three proposals.
2. Select a consultant to perform the engineering assessment.
3. Authorize the Board President to execute an agreement with the selected firm.

Note: Because the District has no employees, no staff evaluation or recommendation has been prepared regarding the proposals. The proposals are presented for the Board's independent review and selection.

Background

The District recently solicited proposals to conduct a comprehensive assessment of the wastewater management system. The engineering assessment is intended to provide the Board with a current understanding of the physical condition of the District's wastewater collection system, identify existing or potential deficiencies, estimate the remaining useful life of major system components, prioritize future capital improvements, and provide planning-level cost estimates. The assessment will also assist the Board in long-range financial planning and help support future capital improvement decisions.

Requests for proposals were distributed to several engineering firms with experience evaluating small wastewater collection systems. The District received three responsive proposals by the stated deadline:

GHD, Inc.
Lescure Engineers, Inc.
Specialized Utility Services Program, Inc.

Fiscal Impact

The Fiscal Year 2026-27 budget includes up to \$50,000 for the engineering assessment. Depending upon the proposal selected by the Board, expenditures may be less than or equal to the budgeted amount. If the selected proposal exceeds the available appropriation, the Board may consider an amendment to the budget or a modification to the project scope.

Conclusion

Following selection of a consultant, the Board President will execute the agreement on behalf of the District. The consultant will then coordinate with the District regarding project scheduling, and the completed engineering assessment will be presented to the Board at a future meeting.

Selection of a qualified engineering consultant is an important step toward developing a comprehensive understanding of the condition of the District's wastewater management system. The resulting assessment will assist the Board in establishing maintenance priorities, planning future capital improvements, and supporting long-term financial planning.

Attachments

1. GHD Proposal
2. Lescure Engineers proposal
3. Specialized Utility Services Program proposal