



**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**  
**6 Holland Street • PO Box 139 • Moultonborough, NH 03254**  
**PHONE 603.476.2347 FAX 603.476.5835**

**Request for Proposal (RFP) - Municipal Sewer Expansion Cost Study**

**Project Overview**

The Town of Moultonborough, New Hampshire, seeks proposals from qualified firms to conduct a comprehensive study on the feasibility and cost of expanding the municipal sewer system. The study aims to evaluate potential sewer extension routes, associated administrative and physical infrastructure, and economic implications.

**Background**

Currently nearly 300 customers in the municipalities of Moultonborough and Center Harbor are served by the Bay Sewer District (see attached map of current District boundaries). The District is part of The Winnipesaukee River Basin Program which sends sewage to the Franklin Wastewater Treatment Facility. Currently, the Bay District employs one full-time employee and one part-time employee and is assisted by the Town of Center Harbor and Moultonborough in its administration of billing and receipts.

Locally, the District itself currently has abundant excess capacity, however any significant increase in participation requires the approval of the NH Department of Environmental Services. Also potentially impacting future operations and discharge conditions is the upcoming decommissioning of the District's local lagoons. Although the lagoons currently provide remarkably effective pretreatment, NH DES has determined that they shall not remain.

The Moultonborough community has long valued its water resources as the lifeblood of its economy and quality of life, and the general population is aware of the relationship between domestic and commercial management decisions and lake health. While individual landowners play an essential role in protecting our lakes, historic development patterns have resulted in dense pockets of development where there simply does not exist enough land area of adequate character to sustainably accommodate perpetual discharge into the local subsurface, even without the further development that continues today.

In certain areas identified by the community as appropriate for increased development and higher density workforce housing, the provision of sewer infrastructure allows for such development to occur with lower costs and decreased impacts to the developer, the buyer, the overall community and the natural environment.

The community continues to discuss the possibility of adopting a health-based septic ordinance, which may become an additional prong in an overall approach to address subsurface discharge in all areas of Town.



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To assist the community in making an informed, long-sighted, and comprehensive decision, the town approved a warrant article at its 2024 Town Meeting, to conduct a study to examine the costs and benefits of expanding the availability of public sewerage from its current terminus in Moultonborough's West Village Overlay District, along Route 25, through the village Center Overlay District, then eastward along routes 109 and 171 to the shared border with Tuftonboro.

### **Scope of Work**

The selected consultant will perform the following tasks:

1. Feasibility Assessment:
  - a. Evaluate the technical feasibility of extending the sewer system from Center Harbor through the commercial area of Moultonborough to routes 109 then 171 and the border of the Town of Tuftonboro.
  - b. Consider environmental impacts, water quality protection, and economic development opportunities.
2. Cost Analysis:
  - a. Estimate construction costs for trunk lines, pumping stations, forced mains, and collection lines.
  - b. Provide a detailed breakdown of expenses, including materials, labor, and equipment.
  - c. Consider long-term maintenance costs.
  - d. Provide an overview of the current funding for the sanitary sewer system program and define possible funding option.
3. Operational Analysis
  - a. Propose one or more operational frameworks capable of providing for the sustainable upkeep and administration of the system at full build out. Such framework(s) should address:
    - i. Who pays for what, who must connect, what will determine the location, number and length of stubs that are added during the initial construction of the system, etc.)?
    - ii. Would/could/should the Bay District manage the new accounts and infrastructure, or should a new district be created—possibly resulting in the dissolution of the Bay District? Does the Tax Collector's office have the capacity to handle the billing of the large influx of new accounts or does the sewer district need to take on billing, and who pays for repairs that are within Balmoral and Suissevale but not attributable to a single property, etc.



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**4. Community Impact Assessment:**

- a. Analyze the potential impact on existing residents, businesses, and future development.
- b. Identify any challenges related to density, zoning, and land use.
- c. Recommend expansion and extension of the sanitary sewer system to serve future growth, address capacity issues, address likely sump pump connections and potential effect on sanitary overflows, and costs.
- d. Assess alternatives such as local community septic systems

**Proposal Requirements**

Interested firms should submit proposals that include the following:

- 1. Qualifications:**
  - a. Overview of the firm's experience in conducting similar studies.
  - b. Relevant expertise of key personnel.
- 2. Methodology:**
  - a. Detailed approach for conducting the study.
  - b. Timeline for completion.
- 3. Cost Proposal:**
  - a. Itemized budget for the entire study, including hourly rates and estimated hours.

**Timeline**

- Proposal Submission Deadline: September 27, 2024
- Final Report Submission: estimate 60 days after agreement

**Contact Information**

For inquiries and submission of proposals, please contact:

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