REQUEST FOR PROPOSALS AND QUALIFICATIONS

**WATER AND SEWER RATE ANALYSIS**

**CITY OF GREAT RATES, MISSOURI**

1. PURPOSE STATEMENT

The City of Great Rates, Missouri, later referred to as the “City,” invites your firm, later referred to as “you” or the “analyst,” to submit a proposal and your qualifications to perform user charge analyses for the City’s water and sewer systems.

1. SUBMITTAL GUIDANCE

A. To receive consideration for this project you should submit substantially the following requested information as well as other information you think would be useful in choosing a utility rate analyst. Submit only that which demonstrates your capabilities to perform rate analysis. When reviewing submittals, the City will view excessive or extraneous material negatively. Economy of actions and time are important to us.

B. Submit your response **by e-mail** attachment to (name) at \_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_ no later than 1:00 pm, on (month, day, year). In the subject line of your e-mail state “Rate Analysis RFPQ Response.” If you have materials that are difficult or impossible to e-mail, send those to the same person at (postal address for mail delivery and land address for courier delivery) so that material will arrive by the same time and date. Print on the package “Rate Analysis RFPQ Response.” If you have questions e-mail the same person or call them at (000) 867-5309.

C. The City reserves the right to accept or reject any or all submittals. The City will review all responsive submittals and select a firm to perform the work or reject all proposals.

1. GENERAL INFORMATION

A. Great Rates is a second-class City located \_\_\_\_\_\_\_\_\_\_\_ with a population of approximately 6,800 and its own water and sewer systems. With few exceptions, the rates are structured the same for all types of customers. Residential customers account for approximately 85 percent of water and sewer use and revenues. Additional utility information is available at (your Web site addresses for the water and sewer utilities) and by calling (name).

B. Water – The water system has approximately 2,400 meters, including two wholesale water district customers that are served under contract. The current rates and financial statements are attached (are available on the Web site above).

C. Sewer – The sewer system has approximately 2,150 meters which include nearly the same customers, none being surchargeable for high-strength wastewater. Residential bills are based on monthly water usage (or winter average usage). All others are based on use each month of the year. The current rates and financial statements are attached (are available on the Web site above).

D. Your commitment must be to satisfy the City’s needs. To that end, the City reserves the right to terminate your engagement with the City for any or no reason and the City will decide if, and how much to pay you for services rendered up to that point.

1. ANTICIPATED SCOPE OF WORK, APPROACH AND STAFF SUPPORT

A. The City anticipates the analyst will:

* Develop proposed rate and fee initial adjustments that, in concert with proposed future incremental increases, will be adequate to pay each system’s costs for the near term (10 years), have a high likelihood of performing as anticipated, and be fairly structured for the ratepayers,
* Make recommendations to guide the City in adopting all needed rate, fee and policy changes now and in the near future,
* Prepare a report that demonstrates how the analysis was performed and its results, and
* Make one of more presentations, as appropriate, at a public meeting(s) that convincingly and clearly portrays the importance of making the changes as recommended.

B. In your response state your basic approach to user charge analysis, the basic steps you employ to perform analyses and the scope of work you believe will be beneficial to the City. This scope should include time estimates of when you anticipate starting the project, when it should be completed and significant milestones within the project if the project will take significant time to complete.

C. State any work or tasks to be performed by City staff.

D. Describe your use of e-mail and other electronic tools for doing rate analyses.

E. State the fees you will charge to perform the various packages of work you propose. We are looking for fee statements in this type of format:

Service package 1 – water user charge analysis, $X,xxx

Service package 2 – sewer user charge analysis, $Y,yyy

Service package 3 – on-site visits requested by the City, $zzz per visit, etc.

We see no need for fee quotations on an hourly or “cost-plus” basis. If you feel that might be necessary, contact us before doing so. We are not inclined to pay hourly rates for the primary service packages.

F. State the percentage of total revenues that user charge analyses account for in your firm or for the primary person in your firm who will perform or supervise this project. For example, your response might be: “User charge analyses account for 90 percent of ABC Corp. revenues.” Be able to substantiate your revenue claims.

G. Describe the form of the agreement you prefer to use between your firm and the City for this project. It is preferable to the City to use your proposal and the City’s acceptance as our agreement.

1. QUALIFICATIONS STATEMENT
2. State where the firm is based, where it operates and the location of the office from which the service is to be performed.
3. Describe the user charge analysis experience and capability of the firm or of the individual(s) who will do the analyses.
4. Provide user charge analysis project references.
5. Provide a sample of one of the firm’s recent utility rate analyses that is similar to the type you anticipate doing for the City. This is to illustrate output the City can anticipate for its analyses.
6. State the guarantee the firm offers to assure the City’s satisfaction with how the project will be completed.