

**REQUEST FOR PROPOSALS
FOR
WATER AND RECLAIMED WASTEWATER RATE STUDY**

CLOSING DATE: 5:00 p.m. on August 17, 2012

The City of Coburg (City) is soliciting proposals from qualified consulting firms to prepare a comprehensive water and reclaimed water rate study. The focus of this study is to ensure the City's water and wastewater utilities have sufficient, defensible funding to meet their operational, capital, current and proposed debt service obligations and utility rates are set proportionate to the cost of providing utility service to each customer class.

Request for Proposal (RFP) documents describing the project and proposal requirements may be obtained during business hours on or after July 31, 2012 at the City of Coburg at 91069 N Willamette St., P.O. Box 8316, Coburg, OR 97408. RFP documents will also be mailed upon request by contacting Sammy Egbert at 541-682-7852, sammy.egbert@ci.coburg.or.us.

Proposals must be received at the City of Coburg by 5:00 p.m. Pacific Time on August 17, 2012.



CITY OF COBURG OREGON

**REQUEST FOR PROPOSALS
FOR
WATER AND RECLAIMED WASTEWATER RATE STUDY**

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1. GENERAL BACKGROUND

1.1 Description of the Project

The City of Coburg (City) is soliciting proposals from qualified consulting firms to prepare a comprehensive water and reclaimed water rate study.

The focus of this study is to ensure the City's water and wastewater utilities have sufficient, defensible funding to meet their operational, capital, current and proposed debt service obligations and utility rates are set proportionate to the cost of providing utility service to each customer class.

The scope of work includes:

1.1.1 Conduct a review of the existing water and wastewater rates and status of the utility funds. Develop a general familiarity with the City's billing system.

1.1.2 Determine current and projected water and reclaimed wastewater revenue.

1.1.3 Determine current and projected water and reclaimed wastewater costs. Additionally determine rate increases necessary for the following:

1.1.3.1 Build the water and reclaimed wastewater contingencies back to the recommended percentages.

1.1.3.2 Mandated water re-use project (wastewater).

1.1.3.3 Pressurized water system installation and ongoing maintenance.

1.1.3.4 Impact of addition of 2FTE Wastewater Operators on reclaimed wastewater portion of utility.

1.1.3.5 On-line payment system.

1.1.3.6 Funds for automatic overtime/vacation time pay-out.

1.1.3.7 Delineate ratepayers inside the City Limits and ratepayers outside the City Limits.

NOTE: Proposed rate increases will be shown for the above mentioned items 1.1.3.1 through 1.1.3.6 individually to allow the City to weigh the benefits of each against the financial impact to ratepayers.

1.1.4 Consideration will be given by the Proposer to funding past and future depreciation (replacement of facilities).

1.1.5 The recommended rate structure shall be planned for a minimum of five (5) years.

1.1.6 The benefits of any proposed modifications to rates shall be weighed against the financial impacts of ratepayers.

- 1.1.7 Meet or confer with City Staff as needed and attend a minimum of one meeting (evening) with the City Council, and conduct a minimum of one public outreach meeting (evening).
- 1.1.8 Conduct analysis as required to address the scope of work.
- 1.1.9 Prepare materials for soliciting input and gaining public support for this plan.
- 1.1.10 Preliminary Report
 - 1.1.10.1 Prepare a Preliminary Report
 - 1.1.10.2 Submit ten (10) bound copies, one (1) unbound copy and one (1) PDF on CD.
 - 1.1.10.3 Present Preliminary Report to the City Council and City Staff
- 1.1.11 Final Report
 - 1.1.11.1 Submit ten (10) bound copies, one (1) unbound copy.
 - 1.1.11.2 Provide a disk with the report in MS Word format and with spreadsheets in MS Excel format.
- 1.1.12 Supply a time schedule for developing the preliminary and final reports. The final report shall be delivered to the City no later than January 1, 2013. The City desires potential recommendations to go into effect on July 1, 2013.
- 1.1.13 Prepare a draft Resolution to adopt the rates.
- 1.1.14 The recommended rates shall be based on cost of service and shall be sufficient to meet the revenue requirements of the City.
- 1.1.15 Prepare a financial model showing rate impacts created by new capital/operational requirements. This model will be useable by City Staff for future financial planning and will be compatible with Springbrook software used by the City.
- 1.1.16 Any additional tasks which the Proposer believes are necessary to complete the project as required by the City.
- 1.1.17 Services to be provided by City Staff:
 - 1.1.17.1 Furnish all reasonably available records and information, including financial reports, budgets and consumption data.
 - 1.1.17.2 Provide staff support and assistance as required and agreed to in the Contract.

- 1.2 The City owns and operates a water system and is building a wastewater system which supplies about 3,500 residents, commercial and industrial customers through approximately 500 connections. The City operates its own water and is building its wastewater treatment plant, collection system, storage, and distribution system.
- 1.3 The City's estimate of the Project cost is \$10,000.00.
- 1.4 The City estimates this project will take place from September, 2012 through December 2012.
- 1.5 The City's estimates the project will be complete by January, 2013.

2. PROPOSER'S UNDERSTANDING AND APPROACH TO THE PROJECT

3. PROPOSER'S QUALIFICATIONS AND EXPERIENCE

- 3.1 Services and capabilities of the Proposer's organization.
- 3.2 List of previous related projects within the previous three (3) years.
- 3.3 References for related projects.
- 3.4 Organization chart of Project personnel and designation of key positions.
- 3.5 Resumes of education and experience of key personnel.

4. PROPOSER'S SECTION

- 4.1 Any alternate approaches or outcomes.
- 4.2 Any exceptions taken to the requirements and/or contract.

5. EVALUATION PROCESS

- 5.1 Description of the proposal evaluation process:

The City intends to engage the qualified consultant it determines is best suited for this assignment. It is imperative the consultant's proposal fully address all aspects of the RFP. The proposal must provide City Staff with clearly expressed information concerning the Proposer's understanding of the City's specific requirements which would result in the conduct of this study in a thorough and efficient manner.

The Selection Committee will consist of a mixture of City Staff and City Councilors.

Negotiations will take place with the primary firm on the final scope of work, the final contract proposal, and the proposal price. If a contract cannot be

negotiated for this study, the negotiations with the designated Proposer shall be terminated in writing and negotiations shall be started with the next highest-rated Proposer.

The selected Proposer will be notified in writing of the final approval of the contract.

5.2 Evaluation criteria, including points applied to each criterion:

5.2.1 15 Points: Proposer's availability, accessibility, and capability to perform.

5.2.2 10 Points: Experience (resumes) of Proposer's key staff persons proposed for this Project.

5.2.3 10 Points: Proposer's estimate of the proportion of time the key staff would spend on the Project.

5.2.4 15 Points: Proposer's demonstrated ability to complete similar projects on time and within budget.

5.2.5 10 Points: References and recommendations from past clients (within the previous three years).

5.2.6 15 Points: Proposer's knowledge and understanding of the Project.

5.2.7 15 Points: Proposer's approach to completing the Project or proposed solutions.

5.2.8 10 Points: Budget allocation to tasks.

5.3 Reference checks will be completed for the top-scoring Proposers.

5.4 An interview will be scheduled with the top-ranking Proposers.

6. CONDITIONS OR LIMITATIONS (IF ANY)

6.1 Any conditions which may constrain or prohibit the Proposer's ability to provide additional services.

6.2 Any Special Contract requirements, including but not limited to disadvantaged business enterprise ("DBE"), minority business enterprise ("MBE"), women business enterprise ("WBE") and emerging small business enterprise ("ESB") participation goals or good faith efforts with respect to DBE, MBE, WBE and ESB participation, and federal requirements when federal funds are involved.

7. PRICE

7.1 Price breakdown for required services/products.

7.2 Price breakdown for alternate services/products.

8. ADMINISTRATIVE INFORMATION

8.1 Submittal Date

Proposals are due by 5:00 p.m. on Friday, August 17, 2012, and must be received no later than this date and time. Proposal postmark dates and times will not be considered as meeting this deadline.

Proposers must submit five (5) bound copies and one (1) unbound copy of their proposal.

Proposals may be hand-delivered between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday to: Water Rate Study Proposal, 91069 N Willamette Street, Coburg Oregon, 97408.

OR

Mailed to: Water Rate Study Proposal, P.O Box 8316, Coburg, OR 97408.

The City is not responsible for proposals which are delinquent, lost, mismarked, sent to an address other than that given above, or sent by mail or courier service.

8.2 Questions pertaining to this RFP and the selection process should be directed to Petra Schuetz at petra.schuetz@ci.coburg.or.us or 541-682-7871.

8.3 The City does not intend to hold a pre-Proposal meeting.

8.4 The City reserves the right, without qualification, to:

8.4.1 Cancel the RFP at any time.

8.4.2 Select any proposal as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the City.

8.4.3 Select proposals, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.

8.4.4 Negotiate a final Contract which is in the best interest of the City.

8.4.5 Reject all proposals.

8.5 Proposer's responding to this RFP do so solely at their expense. The City is not responsible for any costs incurred by the Proposer in proposal preparation, presentations or site visits.

8.6 This RFP does not constitute a contract for services performed or to be performed.

- 8.7 The selected Proposer will draft the Project Contract for City's review once negotiations are complete.