



## **Request for Proposals (RFP)**

**For Consulting Services to Conduct a Fee Study  
Examining Water and Waste Water Rates, Connection Fees and  
Capitalization fees**

**Proposals Due:  
Wednesday, January 8, 2019, by 12:01 p.m.**

**Bayview Water and Sewer District  
P.O. Box 637 / 16401 E. Emerson Drive  
Bayview, ID 83803**

BWSD637@gmail.com  
(208) 683-3948

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## **Background**

The District is a quasi Municipal Corporation within the State of Idaho. It operates under statutory authority defined in Idaho Code Title 42, Chapter 32. The District was established in 1970's to provide clean and safe drinking water to a portion of the community of Bayview and is identified within the State regulatory structure as PWS #: 1280014.

During the 1980's the community created a Local Improvement District (LID 1) to fund construction of a waste water collection and treatment system and became a water and sewer District at that time. The population of the area served varies but has been increasing and was approximately 1062 in 2014.

The Bayview Water & Sewer District (BWSD) has 459 water and 362 waste water connections and serves the residential and commercial portions of the Bayview Area. The water system was extended to serve Cape Horn Road subdivisions by creation of a Local Improvement District (LID2) where there are 164 water connections. Waste water services were not extended to the Cape Horn Road subdivisions.

### Administration

The BWSD is governed by an elected Board of Directors and the current Chairperson is Sharon Meyer. The primary contact during this RFP process (provided below) is Jessie Roe. The System Operator in Responsible Charge is Robert Kuchenski who provides services under contract to the District.

## **Scope of Work**

It is the intent of this RFP process to identify and engage the most qualified consulting firm to assist the District in achieving sustainable capitalization and connection fees for both the water supply and waste water collection and treatment systems as well as identify water and waste water rate structures that will adequately fund operation and maintenance, repair and replacement, and that shall ensure that each system is operating on a self-sustaining basis.

The District has identified several key requirements that are important components for a cost of service and rate study. The successful proposer will be required to provide, at a minimum, the services below:

1. Meet with appropriate District staff to familiarize themselves with current practices and procedures, giving full consideration to the goals and objectives of the District.
2. Review relevant materials, reports, studies, etc. developed by/or for the District related to rates including historical cost of service studies, ordinances, resolutions and relevant contracts. Including the most recent Water Facility Plan (WFP).
3. Evaluate and define the various rate classes of residential, commercial and industrial customers, their demands for services, and the essential cost of providing services to each class.
4. Analyze the impact of meeting potential peak demands on the cost of providing services.
5. Determine the revenue required to support water operations, including current and planned capital improvements for the next five years.
6. Determine the revenue required to support waste water operations, including current and estimated capital improvements for the next five years.
7. Propose and discuss options to modify existing rate structures for more stable revenue recovery and ease of administration. A base rate should be developed that will allow apportionment of the administrative and overhead costs for each system on the basis of system residential equivalents (ER's) and benefit including proximity to fire protection

hydrants (water system), proximity and availability of service and an equitable means for charging based on usage. Development of an appropriate base rate of charge for current non-revenue customers is a goal for both systems.

8. Evaluate the best way to charge for Water and Waste Water services and the financial impact that each option has on each class of customer. These impacts should be expressed in terms of average monthly bill by year and calculated on historical consumption patterns. A base rate should be identified that will allow apportionment of the administrative and overhead costs for each system on the basis of system residential equivalent (ER) that reflects the cost of providing service.
9. Provide projected impact that the proposed rate structure will have on future consumption patterns, and the resulting impact on the cost of providing service.
10. Develop and suggest strategies for implementing significant rate changes in order to reduce the adverse impact on specific customer classes.
11. Provide draft and final reports summarizing findings, assumptions, methodology and recommendations.
12. Provide a simplified and straightforward report to communicate and explain the proposed rate changes to District's customers.
13. Attend District meeting(s) to present study recommendations, as required.

The Water and Waste Water Rate Study will need to be applicable for a ten (10) year time frame beginning in 2019. To be minimally qualified for consideration for award, proposing firms must have successfully completed three (3) projects in Idaho that have a similar degree of complexity and cost within the past five (5) years.

## **Project Schedule**

The Proposed Rate Studies shall be completed by the end of March, 2019.

RFP available	November 30, 2018
Deadline for RFP Submissions	January 8, 2019
Interview Firms and / or Teams	Week of January 14, 2019
Select Firm	January 23, 2019
Complete Plan	April 01, 2019

## **Request for Proposals Format**

Response Instructions:

Concise and well-organized responses are recommended. A responsive submission shall include at a minimum:

1. Qualifications and relevant experience of your firm.
2. References including name, phone number, email address and physical address.
3. Length of time in business.
4. If your firm has done business with the District, list the project(s).
5. Résumé of the proposed key personnel that would be assigned to this project.
6. Specific services your firm will provide and your firm's strategy to provide the services in a timely manner.
7. Work plan and timeline for accomplishing rate study requirements.
8. A related schedule that indicates timeline for delivery of Identified Work Products.
9. An estimate of probable cost for the services requested based on the firms experience with projects of similar scope and size.

#### Insurance Coverage:

Provide information on the types and limits of insurance carried by the Consulting Firm, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage.

#### Contact Information:

1. Provide contact information for the proposing firm itself and each of the key personnel that have been designated.
2. Name
3. Mailing address
4. Telephone and FAX numbers
5. E-mail contact information
6. Company Website URL if such exists

In addition to the above information, a Respondent may submit information it desires to demonstrate its understanding of the proposed project; anticipated approach to the project or anything it considers pertinent to this RFP. Such additional information shall not exceed twenty (20) pages.

All material and information submitted in response to this RFP becomes the property of the District. Blanket substitution of a proposer's standard documents as an alternative for that requested by the District will be considered unresponsive.

### **Selection Process**

An award made pursuant to this RFP will be based upon the proposal with appropriate consideration given to technical, management requirements and respect for timelines and cost. Evaluation of offers will be based upon the Firm's response to the RFP and a subsequent interview which may be conducted by telephone, in person, or at the discretion of the District not at all.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Firm:

1. Responsiveness and depth of response to information requested.
2. Satisfaction of prior and current clients (including references).
3. An assessment of the Firm's ability to deliver the needed assistance and leadership in accordance with the specifications enumerated in the RFP.
4. Ability to meet desired timeline
5. Cost
6. Professional insurance coverage applicable to performance and work products

Award will be made to the most qualified Firm and that which is deemed most advantageous to the Bayview Water and Sewer District, in their sole opinion, after all evaluation criteria have been considered. The District may choose to interview only the top ranking Firm or Firms based on proposal review, at its sole discretion or the District may dispense with interviews and select a Firm to perform the work. Unsuccessful offerors will be notified as soon as possible.

Should negotiations be unsuccessful, the District shall enter into negotiations with the next, highest ranked Firm. The process shall continue until an agreement is reached with a qualified Firm and only as the District determines it shall be in its best interest.

At the sole discretion of the Bayview Water and Sewer District this solicitation may be terminated without selection of any service provider. This RFP does not commit the District to pay for any direct

and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending the interviews.

### **Deadline and Delivery Location**

RFP submittals must be received electronically and time stamped **by Wednesday January 8, 2019, by 12:01 p.m.** Responses shall be provided as documents in Portable Document Format (.PDF)

Responses received later than the specified and date will be considered non-responsive.

#### Proposal Copies

The costs incurred in preparing responses to this RFP or incurred in any other manner by the vendor in responding to this RFP will be entirely the responsibility of the respondent.

#### Delivery Instructions:

E-mail responses to the address provided below as documents in Portable Document Format (.PDF) before the specified time for delivery.

#### **Point of Contact**

Jessie Roe  
Secretary/ Treasurer

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P.O. Box 637  
Bayview, ID 83803

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