

# **Request for Proposals**

## **Water and Sanitary Sewer Rate Study for the City of Dublin, Ohio**

City of Dublin, Ohio  
5555 Perimeter Drive  
Dublin, Ohio 43017

### **Deadline for submission of proposals:**

Wednesday, May 27 2026  
5:00 PM EST

## **Background Information**

The City of Dublin, Ohio (City) is requesting proposals from qualified consultants to conduct a comprehensive municipal water and sanitary sewer (sewer) rate study. The intent of the study is to independently assess and evaluate the City's existing water and sewer charges and fees and provide recommendations based on the broad objective of adequately funding water and sewer utility operations and maintenance, capital costs, and debt service.

This is a qualifications/experience-based selection process. Qualifications, proposals and pertinent experience will be reviewed during the evaluation of the proposals. After the evaluation, the City project team may request in-person interviews; in that case, the project manager is expected to be present.

## **The City's Water and Sewer System**

The City is responsible for the distribution of safe drinking water and the maintenance of the City's sanitary sewer collection system (together referred to as System) for its residents and businesses (approximately 13,200 water accounts and 12,800 sewer accounts). The oldest part of the System is approximately 50 years old and is currently comprised of:

- 1,386,864 feet of water lines
- 1,245,760 feet of sewer lines
- 6 water tanks
- 4 water booster stations
- 5,737 sanitary manholes
- 3,440 fire hydrants
- 2 wastewater pump stations
- 14 wastewater lift stations

While the City is responsible for the installation and above-ground maintenance of the water system, as well as the installation and maintenance of the sanitary sewer collection system, the City of Columbus Department of Public Utilities is responsible for water treatment, underground maintenance and system operations for water, wastewater treatment, meter reading, billing, and collection of the consumption-based charges on each account. This split of responsibilities is detailed in the Sewer and Water Agreements dated April 13, 1993 and subsequent addenda.

The City imposes a water and sewer surcharge (based on metered consumption of water), which is in addition to the water and sewer rates charged by the City of Columbus. Per the Service Agreements, the City of Columbus collects this surcharge and remits it to the City on a quarterly basis. Additionally, as new users are added to the system, capacity charges and permit fees are imposed by both the City and the City of Columbus. The fees associated with the City's sewer and water systems are provided for in Chapters 51 and 52 of the Dublin Codified Ordinances, respectively. A link to the Dublin Codified Ordinances can be found on the City's website at <https://codelibrary.amlegal.com/codes/dublin/latest/overview>.

The City's Water and Sewer Funds are considered enterprise funds. The City currently maintains four separate utility enterprise funds: Water Operations, Water Construction, Sewer Operations, and Sewer Construction. The City is evaluating options for consolidating these funds to improve financial flexibility and operational efficiency. The City has identified approximately \$10 million in unfunded water capital improvement projects. The City has identified approximately \$90 million in unfunded sanitary sewer capital improvement projects, primarily related to relief sewers needed to mitigate basement flooding and sanitary sewer overflows. Additionally, the City has internal borrowing repayment obligations beginning in 2026 that will impact fund balances over the next five years.

## **Scope of Work/Study Requirements**

1. Provide a comparison of current water and sewer system costs (operations, capital improvements, debt service) against appropriate industry benchmarks. A regional comparison will also be required.
2. Recommend a rate structure(s) necessary to adequately fund the Systems through a minimum ten-year time horizon, including consideration of annual inflationary/indexed adjustments. The recommendation should consider and provide for the following factors:
  - a. Current and future costs of providing water and sewer services in accordance with established and anticipated standards, regulations, and capital improvement plans, including extension of the City's water and sewer systems to the unserved areas of the City and sanitary relief sewer projects to mitigate residential basement flooding and sanitary sewer overflows.
  - b. Projected system demands.
  - c. Age and condition of infrastructure and systems.
  - d. Funding requirements for all current long-term liabilities and debt obligations.
3. Recommend a target fund balance for the Water and Sewer Funds (individually) based on industry best practices.
4. Provide the City with a user-friendly water and sewer rate analysis model that can be updated by the City for ongoing financial forecasting.
5. Evaluate current capacity fees and tap fees and provide recommendations for updates as appropriate. This analysis should consider industry benchmarks, system expansion needs, and the relationship between the City's fees and those imposed by the City of Columbus.
6. Assess debt financing options for future capital improvement projects, with particular emphasis on sanitary relief sewer projects estimated at approximately \$90 million. The assessment should include an analysis of the City's debt capacity, potential financing mechanisms, and the impact of debt service on rate requirements.
7. Develop a capital improvement programming and scheduling plan from a financial standpoint, aligning the timing of major infrastructure investments with available and projected revenue streams.

8. Provide multiple rate structure scenarios for City Council consideration, including options that reflect varying levels of capital investment, debt financing, and fund consolidation strategies.
9. Analyze the impact of the City of Columbus rate increases on Dublin ratepayers and recommend strategies to manage the combined rate burden.

## Deliverables

The firm selected is expected to present a preliminary report to the City project team (and others deemed necessary by the City) that includes tentative rate structure(s). The final report should incorporate changes based on comments received during the preliminary presentation and is expected to be presented by the selected firm to the Dublin City Council Finance Committee (target: August 2026). The selected firm should also be prepared to present results at a subsequent City Council meeting if requested.

## Project Milestones

The City expects to observe the following schedule regarding the Water and Sewer Rate Study:

Wednesday, May 13, 2026	Distribution of Request for Proposals
Wednesday, May 27, 2026	Deadline for Proposals to be Submitted
Week of May 25, 2026	Review and Scoring of Proposals
Week of June 1, 2026	Selection of Firm / Contract Execution
Thursday, June 5, 2026 (Target)	Project Kickoff
Tuesday, August 11, 2026	Presentation of Results to Finance Committee

## Instructions

Proposals shall be submitted electronically (in Word or PDF format) to:

City of Dublin

5555 Perimeter

Dublin, OH 43017

Email: mmurray@dublin.oh.us

Phone: 614.410.4400

Questions concerning any portion of the RFP should be emailed to Meghan Murray at the email address listed above.

**No proposal will be considered unless received by 5:00 p.m. EST on Wednesday, May 27, 2026.**

## Questions and Answers

All questions concerning this RFP must be submitted in writing via email to Meghan Murray at mmurray@dublin.oh.us no later than 5:00 p.m. EST on Friday, May 15, 2026.

Responses to all questions received will be compiled and distributed to all proposers by Monday, May 18, 2026. No individual responses will be provided.

Questions received after the deadline may not be addressed.

## **RFP Instructions**

**Proposals should not exceed ten (10) pages (PDF format), excluding resumes, sample reports, and required attachments.**

The contents of the response should be complete in description and concise in volume. The materials presented in the response are expected to clearly reflect qualifications that demonstrate the individual's, firm's or team's capabilities and experiences in municipal water and sewer rate analyses.

Throughout this RFP, the term "firm" or "proposer" means the individual or firm that has responded to this RFP by submitting a proposal.

The RFP response should contain the following components in the order listed:

1. Executive Summary, Experience, Qualifications and Personnel:
  - a. Present in brief, concise terms, a summary description of the firm and its capabilities and the methodology the firm will undertake to achieve the desired outcomes as noted above in the Scope of Work/Study Requirements.
  - b. Describe the firm and the assigned individual's experience in similar types of analysis of water and sewer rates and charges.
  - c. Key Personnel: Identify who will be assigned to the City (including the project lead as well as any other staff that may work under this contract), their credentials, qualifications, experience, position with the firm, availability, etc.

The City reserves the right to terminate an agreement if key personnel identified in the response are no longer available. The City also reserves the right to approve personnel who will perform the work under any contract. If the City is dissatisfied with any individual assigned to perform such work, the City may require that the proposer assign a different person or persons to perform the work.

2. A copy of a rate study performed within the last five years by the firm for a municipality or public entity that provides both water and sewer services.
3. References: Provide the names of at least three comparable-sized municipalities for which the firm has conducted similar rate analyses within the last five years. Points of contact and references for each municipality must be provided.
4. The Proposed Compensation: The proposal must specify a fixed dollar amount for the entire project compensation. The proposal must clearly state that compensation will not exceed the fixed amount. In addition to the total fixed amount, proposers are requested to provide an

itemized cost breakdown by scope item (Items 1 through 9 in the Scope of Work/Study Requirements) to assist the City in allocating resources across the project.

5. Proposed Project Timeline: The proposal must specify an approximate project timeline through final approval of recommended rate(s) based upon the project milestones listed above.
6. Other material may be attached as deemed appropriate.

## **Confidentiality**

All firms are advised that proposals received by the City in response to this RFP may constitute public records as defined by Ohio Revised Code Section 149.43. If your proposal contains material that you deem confidential and exempt from disclosure under Ohio Revised Code Section 149.43, it should be clearly identified and marked confidential, and should be accompanied by an explanation stating the basis for claiming confidentiality.

Any confidential material that is properly designated shall be removed from the proposal prior to release of the proposal to the public. The determination as to the exemption from public records law of any material stamped as confidential by a proposer shall be made by the City. The City shall assume no risk, nor shall it be held liable by any proposer for the release of any material, which proposer may designate or deem confidential. Submittal of a proposal to the City shall be deemed acceptance of this covenant not to sue.

## **Additional Information**

### **Dublin Project Team**

The Dublin Project Team is expected to include the following staff members:

- Mike Barker, Deputy City Manager
- Matt Rubino, CFO/Director of Finance
- Meghan Murray, DCFO/Director of Finance Operations
- Paul A. Hammersmith, Director of Engineering
- Michael B. Hendershot, Director of Utilities and Stormwater Management
- Paul A. Hammersmith, Director of Engineering/City Engineer
- Mitchell Ament, Management Analyst

Other members may be added as needed.

### **Costs**

Proposers shall be responsible for all costs associated with responses to this RFP, including but not limited to costs for attendance or travel to any interview meeting contemplated by this RFP.

**Rejection of All Proposals**

The City reserves the right to reject any and all responses and reissue the RFP at any time prior to execution of a final contract if, as determined by the City, it is in the City's best interest to do so. The City further reserves the right to reject the response of any proposer that, as determined by the City, has been delinquent or unfaithful in the performance of any other agreement or interaction with the City (including delinquent taxes or withholding), or is not financially or technically capable, or otherwise is not a responsible proposer.

**Retention of Responses**

The City reserves the right to retain all submitted responses, regardless of whether they are selected.

**Waiver**

The City reserves the right to waive any informality, defect, non-responsiveness or deviation from this RFP that, as determined by the City, is not material to the proposal.

**Amendment and Additional Information**

The City reserves the right, as determined by the City, to request that some or all proposers amend responses or provide additional information.