



Request for Proposals

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

Angel L. Mumma, Director of Finance
City of Dublin, Ohio
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Dublin, Ohio 43017
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Deadline for submission of proposals:

Friday, January 18, 2019

5:00pm EST

Background Information

The City of Dublin, Ohio (City) is requesting proposals from qualified financial consultants to conduct a comprehensive municipal water and 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 evaluation of the proposals. After the evaluation, the Director of Finance and the City project team may request in-person interviews, in which case, it is expected that the lead consultant will 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 12,400 water accounts and 12,000 sewer accounts). The oldest part of the System is approximately 43 years old and is currently comprised of:

- 1,378,000 feet of water lines
- 1,224,000 feet of sewer lines
- 5 water tanks
- 4 booster stations
- 5,461 manholes
- 3,258 fire hydrants
- 1 wastewater lift station

While the City is responsible for the installation and above-ground maintenance of the water and maintenance of the sanitary sewer collection system, the City of Columbus Department of Public Utilities is responsible for water treatment, under-ground 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 the Sewer and Water Agreements dated April 13, 1993 and subsequent addendums.

The City imposes a water and sewer surcharge (based on metered consumption of water), which is in addition to the water rates charged by the City of Columbus. Per the Service Agreements the City of Columbus collects this surcharge and submits 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://dublinohiousa.gov/government/city-code/>.

The City's Water and Sewer Funds are considered enterprise funds.

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 be required as well.
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.
 - b. Projected 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 used by the City for financial forecasting.

Deliverables

The selected firm is expected to present a preliminary report that includes tentative rate structure(s) to the City project team (and others that may be deemed necessary by the City). The final report should incorporate changes pursuant to the comments received during the preliminary presentation and is expected to be presented by the selected firm to Dublin City Council (or a committee of Dublin City Council such as the Public Works Committee or the Finance Committee).

Project Milestones

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

Thursday, December 27, 2018	Distribution of Request for Proposals
Friday, January 18, 2019	Deadline for Proposals to be Submitted
Week of February 4, 2019	Tentative Dates for In-Person Interviews (if needed)
Friday, February 8, 2019	Selection of Firm
Thursday, August 1, 2019	Project Completion

Instructions

Five copies of each proposal shall be delivered to:

Angel L. Mumma, Director of Finance
 City of Dublin
 5200 Emerald Parkway
 Dublin, OH 43017
 Email: amumma@dublin.oh.us
 Phone: 614.410.4401

In addition to the original copy, an additional email copy must be sent to amumma@dublin.oh.us by the due date and time. The email copy should be in either Word or PDF format.

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

No proposal will be considered unless received by 5:00pm EST on Friday, January 18, 2019.



RFP Instructions

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 performing 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 three 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 of the municipalities 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.
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:

- Angel Mumma, Director of Finance
- Paul Hammersmith, PE, Director of Engineering/City Engineer
- Barb Cox, PE, Engineering Manager
- Todd Garwick, PE, Senior Civil Engineer

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 responses submitted regardless of whether the response is 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.