



Request for Proposals Water And Wastewater Rate Study

City of Fairfield
PO Box 1149
Fairfield, TX 75840
Phone: 903-389-2633

RFP Release Date – Monday, August 29, 2022

RFP Due Date – Friday, September 30, 2022

Overview

The City of Fairfield invites qualified professional firms to submit proposals to conduct a cost of service rate study for the City's water and wastewater utilities and recommend changes to the rate structure and rate adjustments to fully cover all costs associated with providing water and wastewater service, including costs required to operate the City's distribution and collection systems, the costs incurred by servicing the Westwood water utility and the Texas Department of Criminal Justice Boyd Unit, and the administrative costs incurred by the City in managing these utilities

Background

The City of Fairfield is located in Freestone County and has a population of approximately 3,000 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five Council members elected at-large to staggered, two-year terms.

The City of Fairfield services 1,500 customers in the city with water and wastewater service, and services an additional 445 water customers in the Westwood water utility system, a system the city purchased in 2017. In addition, the city provides water and wastewater service to the Texas Department of Criminal Justice Boyd Unit, a 1,000-inmate population unit situated just outside the city.

Scope of Work

In preparing a response to this Request for Proposals (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant.

1. Services to be performed by the Consultant
 - a. Meet with City staff and City Council to go over expectations before development of the proposed rate structure.
 - b. Meet with City Staff members to collect and review available information and review the methodology to be used in the development of the recommended rate structures for water and wastewater services.
 - c. Review historical account and operational cost information and calculate future costs for a 5-year study period including consumption, capacity, and operational forecasts.
 - d. Identify and prioritize Capital Improvement funding needs for a Five-Year CIP budget and facility improvement plans, and other supplemental improvements that the City may deem warranted.
 - e. Develop a forecast of annual revenue requirements.
 - f. Recommend a rate structure, which will generate the level of revenue needs with a distribution of those costs on an equitable basis by customer category. Provide "sample bills" for all customer categories illustrating recommended rates.
 - g. Work with staff to provide a timeline and sample letter in accordance with all state and federal laws providing for notice of rate increases, if proposed and subsequently adopted.
2. Timeline Requirements
 - a. The Consultant shall begin work upon execution of a professional services agreement with a completion date to be negotiated as part of the services agreement.
3. Reporting and Communication

- a. The Consultant will meet periodically during the on-site field work process with the Mayor, City Administrator, Public Works Director, and other City staff to discuss issues, concerns, preliminary findings, and recommendations.
 - b. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.
 - c. Prior to issuing their final report, the consultant will meet with the Mayor, City Administrator, and other City staff to review the draft report and recommendations to be presented to the City Council.
4. Other Considerations
 - a. All working papers, reports, and records relating to the work performed under the Professional Services Agreement will be property of the City of Fairfield and will be delivered upon completion.
 - b. The consultant will be required to attend at least one City Council meeting to present the rate study and answer any questions either body may have regarding the study or recommendations.

Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction: Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. Scope of Work and Schedule: Discuss each task outlined in the “Scope of Work” section above with a cost estimate and cost proposal for the project including a breakdown of costs by each task requested in service to be performed. Include a scope of work and schedule of completion.
3. Qualifications: Describe the firm’s resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
4. References: Identify at least two (2) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

5. Additional Data: This section will be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

Proposal Submittal

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your proposal to:

City of Fairfield
Attn: City Secretary
PO Box 1149
Fairfield, TX 75840

Proposals received after the due date will not be considered. Proposals can also be hand delivered at the city's physical address at 425 W. Commerce St., Fairfield Texas, 75840.

Questions regarding this proposal may be directed to Nate Smith, City Administrator, City of Fairfield, 425 W. Commerce St., Fairfield, TX 75840 or by email at: nate.smith@fairfieldtexas.gov.

Review and Selection Procedure

City staff will evaluate each proposal, and make a recommendation to the City Council, who will make the final selection on the October 11 City Council Meeting. The following evaluation criteria will be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with applicable State and Federal laws;
5. Knowledge of local issues in the City of Fairfield and the surrounding region;
6. Proposed schedule and ability to meet applicable deadlines;
7. Overall responsiveness to this RFP.

Please note that the ability of the Consultant to complete the overall project according to all the stated selection criteria will be considered. The lowest cost proposal will not necessarily be selected.

The City of Fairfield reserves the right to reject any and all proposals and to waive any informality in proposals received.

Insurance Requirements:

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.