

CITY OF COLFAX



**REQUEST FOR PROPOSALS
AND PRICE ESTIMATE
FOR AN UPDATE
OF THE CITY OF COLFAX'S UTILITY RATES
FOR WASTEWATER**

Submission Deadline: March 1, 2023 - 4 p.m.

**CITY OF COLFAX
REQUEST FOR PROPOSALS
FOR AN UPDATE OF THE
CITY OF COLFAX'S UTILITY RATES FOR
WASTEWATER**

I. PURPOSE

The City of Colfax is seeking professional consulting services to update the City Utility Rates for Wastewater. The Update will determine the appropriate fee structure to fund operations, debt service and capital replacement programs for the utility. The City of Colfax intends to award a contract or combination of contracts to consultant(s) that have a history of successfully performing services on similar rate studies.

II. BACKGROUND

Located in Placer County, the City of Colfax is approximately 60 miles east of Sacramento. Interstate Highway 80 runs through Colfax. The existing incorporated area of the City of Colfax is 2 square miles.

Colfax operates as a General Law City with a five-member City Council that serves just over 2,000 residents. With approximately 10 full-time employees and 2 part-time employee the City operates and maintains its own wastewater treatment plant and sewer collection system.

The current City Utility Rates were studied and approved in 2018. The rate study is available for review on the City's website in the RFP/Bids section at www.colfax-ca.gov.

III. SCOPE OF SERVICES

The Scope of Services involves all necessary analyses and documentation to perform the study of the City's wastewater utility rates and recommendation of a five-year rate schedule. The City of Colfax wastewater utility rates are based on Equivalent Dwelling Unit (EDU) methodology. In general, the scope of work shall involve the following:

Data Collection and Development. The consultant(s) shall work with City staff to collect all available data and to develop additional data when required to fully support a comprehensive City utility rate fee program.

Develop Cost Savings through Creative Solutions. The consultant shall research and give recommendations to the City for potential cost savings. One such consideration may be negotiation of the terms of the Wastewater Treatment Plant loan. The City would like the consultant to investigate other options which may alleviate the high costs to the rate payers.

Fee Calculation and Analysis. The consultant(s) shall determine the City of Colfax's wastewater utility rates based on costs to provide ongoing operations, payoff existing

loans (Debt Service) and implementation of an adequate capital replacement program. The utility rate study should take into account the mandated programs and industry trends specific to the services being provided. In addition, the consultant(s) will also propose a methodology for annual inflationary adjustments if needed.

Draft Report. The consultant(s) shall prepare and provide a report that documents the fee study results, including, but not limited to, a description of the overall methodology, findings, supporting justification, recommended utility rates and the calculations that provide the legal nexus between services provided and the benefits from those services.

Presentation of Materials. The consultant(s) shall present information at briefing meetings with City staff at critical points in the preparation process in a manner that a typical member of the community would understand. In addition, upon completion of the Draft Report, the consultant(s) shall be prepared to present the study to the City Council and the residents in a public meeting. The presentation capabilities and public involvement processes proposed by the consultant(s) is a key factor in determining the successful proposals for the Updates.

Proposition 218 Process. The consultant(s) will propose the preparation and completion of the Proposition 218 process as a potential additional service to the City.

Final City Wastewater Utility Rate and Presentation. A final study shall be provided and presented to the City Council in a Public Hearing.

The successful consultant(s) must be prepared throughout the analysis to (a) adjust its scope of work to account for possible changes in rate structures acceptable to the City; and (b) adjust its methodology to account for local conditions.

IV. FORMAT FOR RESPONSE TO REQUEST FOR PROPOSAL (RFP)

The response to the "Request for Proposals" must be made according to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or to include conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2" X 11" sheets (fold outs are acceptable for charts, etc.) and type size must be large enough to be easily legible (shall not be smaller than 10 point). Please deliver the RFP in a sealed envelope, labeled as shown below in Item A.

- A. Deliver one (1) complete electronic copy and four (4) complete hard copies of the submittal to the contact person listed below.

City of Colfax
ATTN: City Clerk
PO Box 702
33 S Main Street
Colfax, CA 95713

Marguerite Bailey, City Clerk, will serve as the City’s contact for the City utility rate study. The City prefers that any questions, inquiries and matters of coordination regarding this RFP be submitted by e-mail to the contact listed below.

City.clerk@colfax-ca.gov
Phone: (530) 346-2313

B. Mandatory Content and Sequence of Submittals:

1. Cover Letter.

Section 1 shall be a maximum two-page “Cover Letter” and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to make representation for the organization. This cover letter should also state the Principals’ acceptance of the City’s Standard Agreement format as provided in Attachment A. If the Consultant proposes any changes to this format, said proposed changes should be outlined in the cover letter.

2. Table of Contents.

Section 2 shall be a detailed “Table of Contents” and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

3. Consultant Qualifications.

Section 3 shall be entitled “Consultant Qualifications” and shall include a description of the consultant firm’s resources, experiences and capabilities as they relate to appropriate City utility rate studies, as well as resumes of the staff to be assigned to this project. Submit in the order identified below:

- a. Background and experience. In this section, describe your firm’s background and its organizational structure. Describe the roles and background of the team leader and key team members. Describe capabilities specific to the scope of work within this RFP.
- b. Consultants. Describe the background and qualifications for each of the consultants your firm would use in meeting the above capabilities and in preparing this City utility rate study.
- c. Scheduling. Delineate the schedule you propose for the City wastewater utility rate study.

- d. Cost Control. Describe how your firm ensures that the project contract amount is not exceeded.
4. Description of Analysis.
Section 4 shall be entitled “Description of Analysis” and will describe the methodology that you will utilize to provide the analysis requested in this Request for Proposals, taking care to account for the possible changes in scope and methodology mentioned in the last paragraph under Scope of Services, above.
5. Workplan & Schedule.
Section 5 shall be entitled “Workplan” and will outline how the consultant’s team intends to prepare and complete the City utility rate studies.
6. Price Estimate.
Section 6 shall be entitled “Price Estimate” and shall provide a breakdown of costs by hour and by task contained in the Workplan in Section 5. Provide a total “not to exceed” amount inclusive of ancillary costs, such as copying, travel, phone, etc. The only reimbursable cost will be the printing and binding of the final report for each of the City utility rate studies. The City reserves the right to negotiate the scope of work, overall price estimate and hourly rates prior to entering into a contract with the selected firm(s).
7. Experience Summary.
Section 7 shall be entitled “Experience Summary” and shall briefly describe knowledge and experience in conducting City wastewater utility rate studies for other agencies, along with a discussion comparing similarities with this project. Include professional references, including names and telephone numbers for each sample project.
8. Additional Data (this section shall be limited to two pages).
Section 8 shall be entitled “Additional Data” and shall include any other data the consultant deems essential to the evaluation of the qualifications and proposal statements. Where appropriate, please key data back to information contained in Sections 1 thru 7. If there is no additional data, this section will consist of the statement, “We wish to present no additional data.”

V. SELECTION PROCESS

Evaluations of all qualification statements, work plans and price estimates will consist of two steps of selection. The selection committee will be comprised of representatives from the City of Colfax.

The first step will consist of evaluating the proposals for the purpose of ranking the most qualified proposing firms and to recommend either one consultant or a combination of consultants for City Council approval. The City will conduct vendor interviews from March 13 through March 17. Qualifications, assigned personnel, a realistic schedule, experience with the Proposition 218 process, and the ability to involve the residents as stakeholders in the process will be the basis for ranking the most qualified firms. Since the City reserves the right to negotiate the final price with a selected firm, the price estimate will not be the most significant consideration in the first step of the City's selection process.

The second step involves the City negotiating with the proposing firm that it ranks as the most qualified to perform the engagement. The City desires to negotiate the final price for the engagement, details of scope of services, timeline for completion of the engagement, contract terms and conditions. Should the City not be able to negotiate the price and other conditions to its satisfaction, it may choose to negotiate with another qualified proposing firm.

VI. CITY NOTICES

Any questions related to this RFP are to be directed by email to the City's contact person identified herein.

All consultant firms responding to this RFP should note the following:

- A. All work performed for the City of Colfax, including all documents and computer software files associated with the project, will become the exclusive property of the City of Colfax. The proposals must indicate if consultant anticipates using software that is proprietary in nature and therefore cannot be legally released to the City.
- B. The City of Colfax reserves the right to: 1) reject all submittals, 2) request clarification of any submitted information, 3) not enter into any agreement, 4) not select any consultant, 5) cancel this process at any time, 6) amend this process at any time, 7) issue similar RFPs or RFQs in the future, and/or 8) request additional information during the selection process.
- C. The selected consultant is expected to perform and complete the project in its entirety.
- D. Any and all costs arising from preparation of this RFP and participation in the selection process incurred by any consultant firm shall be borne by the firm without reimbursements by the City of Colfax.

VII. TIMING AND SCHEDULE

All responses to this RFP must be submitted to the City’s contact person identified herein on or before the specified deadline. The City will then review the responses and schedule interviews with the firm(s) who best meet(s) the criteria outlined above.

The proposed schedule is as follows:

Submission deadline	March 1, 2023 – 4 p.m.
Interviews	March 13, through March 17, 2023
Preliminary selection	By March 22, 2023
Negotiation of contract	March 27 to March 31, 2023
Award of contract	April 12, 2023, City Council meeting
Project to commence	April 24, 2023