

CITY OF EAST PROVIDENCE
DEPARTMENT OF PUBLIC WORKS
DIVISION OF WATER UTILITIES

REQUEST FOR PROPOSALS

RFP#EP1516-13

PROFESSIONAL SERVICES FOR A
WATER AND WASTEWATER RATE STUDY

I. INTRODUCTION and BACKGROUND

The City of East Providence (City) requests proposals from qualified firms (Consultants) to conduct a comprehensive water and wastewater rate study. The intent of the study is to assess and evaluate the City's current water and wastewater rate structure and provide recommendations that would enhance the rate structure such that it can adequately fund water and wastewater utility operations, capital programs, and bonded debt. The Water and Wastewater are separate and independent enterprise funds within the City of East Providence. While wastewater is billed based on water consumption, the rates and charges for each enterprise fund are separate analyses.

The study will be based on a comprehensive review of the City's water and wastewater funds and budgets, capital improvement planning, customer classes, current usage data, future planned growth, and any other information deemed necessary for the completion of a comprehensive water and wastewater rate study.

The City of East Providence is an urban community with a population of approximately 50,000 people. Most of the City is fully developed as residential, commercial, and industrial

property.

WATER SYSTEM DESCRIPTION

The entire City is served by the City's water distribution system. The City purchases all of its water from the Providence Water Supply Board (PWSB) whose source is the Scituate Reservoir. As such, the City does not own or operate a water supply source or treatment facility.

The City's distribution system consists of approximately 200 miles of transmission and distribution water mains, with pipe sizes ranging from 2-inch in low density roads to a 42-inch transmission main which transports water from the PWSB. The system is divided into a high and low service area. The system is supported by a pumping station, a 6-million gallon storage tank, and a 1-million gallon elevated storage tank, located in an area of the City known as Kent Heights. The low service area includes the 6-million gallon storage tank. The high service area is supported by the 1-million gallon elevated tank. The pumping station boosts the pressure of water from the Low Service System to the High Service System. Both tanks are used to provide equalization storage for periods of peak demand, to provide flow for fires, and to provide an emergency supply of water.

WASTEWATER SYSTEM DESCRIPTION

The City of East Providence owns and maintains a 14.2-mgd secondary treatment plant, (25) twenty-five wastewater pumping stations, and approximately 130 miles of gravity sewers.

The City of East Providence Water Pollution Control Facility (WPCF) is located at 1 Crest Avenue, East Providence. The RIDEM permitted facility (RIPDES Permit No. RI0100048) is

a 14.2 mgd secondary treatment plant that utilizes an activated sludge system and disinfection/dechlorination to meet its approved permit limits. The facility treats sewage from the central and southern areas of the City of East Providence and the Town of Barrington. The facility has an excellent record of compliance with its permit.

The City of East Providence owns and maintains a wastewater collection system which consists of (25) wastewater pumping stations and approximately 130 miles of gravity sewers. The sewer pipes range in size from 6-inch diameter collector sewer to 27-inch diameter interceptor pipe.

The collection system is divided into two areas with the northern area of the city flowing to the Narragansett Bay Commission's (NBC) Bucklin Point WWTP while the City's WPCF serves the central and southern area of the City. NBC bills the City of East Providence directly for customers flowing into NBC. These bills are calculated at the individual retail rate for each individual customer.

II. SCOPE OF SERVICES

The Scope of Work outlined within this Proposal calls attention to certain objectives and general work items anticipated. However, the City recognizes the competence of qualified professional firms and encourages them to utilize their professional judgment and expertise in defining their approach and comprehensive Scope of Work. As such the Consultants are encouraged to review the Scope of Services and to make independent suggestions and recommendations in their proposal if it is felt that it will best meet the objectives of this RFP and best serve the City's needs.

1. Conduct a detailed review of the City's current water and wastewater rate structure, current and historical operating budgets, and capital improvement

plan. Obtain a general familiarity of the City's billing system.

2. Provide a comparison of the City's current water and wastewater costs (operations, capital improvements, bonded debt, etc.) against appropriate industry standards.
3. Prepare an analysis of the expense associated with customers flowing into NBC versus the revenue collected for those customers. Show the impact of the analysis on the unit cost to the other customers.
4. Recommend water and wastewater rate structures that are based on a cost of service analysis and are sufficient to meet the short and long-term revenue requirements of the City's water and wastewater enterprise funds.
5. Evaluate alternative ratemaking concepts that may be beneficial to the City's water and wastewater utility and its customers.
 - i. Recommended rate structures shall consider the following factors:
 - Current and future costs (10 year planning period) of providing water and wastewater in accordance with established and anticipated standards and regulations.
 - ii. Projected demands.
 - iii. Age and condition of system and need to fund long-term capital improvement/replacements for infrastructure.
 - iv. Funding requirements for all current long-term liabilities and debt obligations.
 - v. Impact of new water and wastewater quality regulations.
 - vi. Assess the interaction between water conservation elements and their impacts on the ability to fund water and wastewater operations as well as their impact on the economic well-being of the community.
 - vii. Assess and update existing customer service fee and other nonuse based charges. Identify other potential areas for service and system

charges, and recommend modifications. Provide a comparison of the proposed water and wastewater rates to rates charged in other communities.

viii. Other impacts as identified by the Consultant.

6. The recommended rate structures shall be easy to administer and understand.
7. The City's current automatic billing system must be able to handle the proposed recommended rate structure.
8. Presentation of analysis to City staff.
9. Presentation of analysis to City Council in a public meeting.

III. RESPONSE TO RFP

Four (4) written proposals shall be submitted to the Office of the City Manager, City Hall, Room 102, 145 Taunton Avenue, East Providence, RI 02914 by 2:00 P.M. on Tuesday, April 19, 2016. Proposals shall contain the following as a minimum.

- A. Detailed proposal of the respondent's approach and methodology to institute the project as outlined within this Request for Proposals.
- B. The respondent shall provide a detailed schedule for each task proposed in order to satisfy each element of the project. The scheduling shall allow for City staff review at distinct intervals. An initial meeting between staff and the chosen consultant upon award of the contract and regular project status meetings during the contract period is anticipated.
- C. A description of the background and experience of the designated project

manager and other personnel who will actually be assigned to this project; as well as a detailed description of the function of each designated participant and their projected individual time commitments with specific hours and rates.

- D. The respondent shall include a total, not to exceed fee for the services proposed for each element to successfully complete this project. Fee proposals shall include a cost estimate and anticipated hours for each distinct task. Fee proposals shall also include fees associated with work for subcontractors. All printing, travel, and other miscellaneous costs shall be included in the total not to exceed fee.

Proposals shall contain separate fees for evaluating the water and wastewater rate structures.

- E. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

IV. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by City staff from the Department of Public Works. This is a Request for Proposal; responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fee. The City reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees. The following criteria will be used to evaluate the responses:

1. Company Qualifications and Experience

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The CONSULTANT must indicate specific experience in the required area.

2. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.

3. Performance Record of Firm

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation.

4. Project Understanding and Approach

The CONSULTANT must demonstrate a comprehension of the role and function of this project in meeting the current and future needs of the CITY.

In addition to the understanding of the scope and approach, the CONSULTANT must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues and state of the art in the relevant technical areas.
2. Experience demonstrated on similar projects.
3. Working knowledge of the geographic area as evidenced by prior work experience in the region.
4. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
5. The capability to effectively direct multiple simultaneous work assignments.
6. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
7. The ability to provide the necessary skills and expertise from in-house resources.

8. Methods for assuring product quality, cost control, delivery schedule and project oversight.

V. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultants prior to award and to select and negotiate the consultant services in the best interest of the City.
- B. The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Consultant.
- C. The Consultant shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- D. All original documents and drawings shall become the property of the City after completion of the consultant's work.
- E. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.

Any questions regarding the RFP may be directed to Stephen H. Coutu, P.E., Director of Public Works, 401-435-7701 or James Marvel, Water Utility Superintendent, 401-435-7741.