

BIOLA COMMUNITY SERVICES DISTRICT

**Request for Proposals (RFP)
For the Preparation of
Water and Sewer Rate Studies**



**Due: 3:00pm January 9, 2024
Late Proposals will not be accepted**

NOTICE IS HEREBY GIVEN that proposals for the Biola Community Services District **Water and Sewer Rate Studies** will be received from qualified firms to conduct comprehensive rate studies for water and sewer. Responses to this Request for Proposal (RFP) will be received at BCSD, 4925 N Seventh St (PO Box 57), Biola, CA 93606 **until 3:00pm on January 9, 2024.**

BCSD will receive questions concerning the Request for Proposal via email to Elaine Cervantes at elaine.cervantes@biolacsd.org until January 5, 2024 at 2:00pm. BCSD will respond to questions by January 5, 2024 5:00pm.

Sole responsibility rests with the bidder to ensure that their proposal is received on time at the stated location, either in person, or via mail or express delivery. Proposals received after the established date and time will not be considered, and any proposals so received shall be deemed non-responsive and returned to the bidder.

Proposals shall conform to the specification of the Invitation for Proposal. BCSD reserves the right to accept or reject any or all proposals or any combination thereof, to waive any informality or irregularity in the proposal and evaluation process and make award in the best interest of the BCSD. Bidder(s) may bid any one section or multiple sections or all sections.

Proposal Forms: Proposals shall include the total cost and be signed by an authorized company representative. The proposals shall be submitted by the deadline in one sealed envelope entitled: **Biola CSD Water and Sewer Rate Study.**

Project Award: The contract will be awarded based on lowest price from a responsive and responsible bidder. BCSD may make separate awards for any item or category/group of items.

BCSD reserves the right to reject any or all bids or any parts thereof and to waive any irregularities or informalities in any bid or in the bidding process and to make a contract award in the best interest of BCSD.

No bidder may withdraw their bid for a period of sixty (60) calendar days after the date set for the opening of bids.

BIOLA COMMUNITY SERVICES DISTRICT

Published on: December 6, 2023

1.0 INTRODUCTION

1.1 PROJECT DESCRIPTION AND OBJECTIVES

The Biola Community Services District (BCSD) is soliciting proposals from qualified consulting firms to conduct comprehensive rate studies for water and sewer. The focus of these studies is to ensure BCSD's water and sewer utilities have sufficient, defensible funding to meet their operational, capital, current and proposed debt service obligations and those utility rates are set proportionate to the cost of providing service to each customer class. In addition, the consultant will provide a financial model showing rate impacts created by new capital and operational requirements. This model will be useable by BCSD staff for future financial planning.

1.2 BACKGROUND INFORMATION

BCSD is responsible for providing water and sewer services to approximately 320 customers. Water consumption is seasonal and varies throughout the year. During the extreme heat of summer water usage is typically higher, sometimes double, than that of winter usage.

2.0 RATE STUDY SERVICES

2.1 SCOPE OF SERVICES

The Consultant will analyze the current rate structure, utility operations, and capital needs to provide recommendations on a new rate structure(s). The following criteria shall apply to each of the rate studies:

- Evaluate the existing rate structures for conformance with existing statutory regulations and make recommendations for any changes that are necessary to achieve compliance.
- Evaluate the current and future cost of providing services in conformance with established or anticipated changes to standards and regulations.
- Develop an understanding of the existing rate structures and the assumptions underlying cost distribution to the various rate categories.
- Quantify the expected impacts that will occur with implementation of BCSD's capital improvement plan.
- Provide justifications for any special classes of customers under the recommended rate structure.
- Demonstrate that costs from any proposed modifications are equitably distributed in proportion to the benefit received by the various rate payers.
- Demonstrate that any proposed rate structure is in compliance with the rate covenants of any outstanding bonds.
- Recommend rate structures that will be planned for at least five years and presented for adoption by Board.

- The benefits of any proposed rates shall be weighed against the financial impacts of ratepayers.
- Reserve analysis must be part of the model.

2.2 STUDY OF WATER RATES

In addition to the items described in Section 2.1, the following criteria will apply:

- Assess the interaction between the water conservation elements of the recommended rates and their impacts on the ability to fund water operations, as well as their impact on the economic well-being of the community.
- Assess the impact on a rate structure due to drought, loss of supply or other water shortage factors. Evaluate and recommend a drought pricing in order to continue to fund water operations and capital projects.
- Evaluate cash flow under drought scenarios with allocation cutbacks.

BCSD will consider additional recommendations by the consultant.

2.3 STUDY OF SEWER RATES

In addition to the items described in Section 2.1, the following criteria will apply:

- Assess the interaction between the water conservation elements of the recommended rates and their impacts on the ability to fund sewer operations, as well as their impact on the economic well-being of the community.
- Evaluate the advantages/disadvantages of changing the commercial rate structure from EDUs to a factor of water consumption.

BCSD will consider additional recommendations by the consultant.

2.4 WORKSHOPS AND MEETINGS

A minimum of 3 meetings (kickoff, progress and final) will be held between staff and the Consultant and shall be included in the proposal).

2.5 SUMMARY REPORT AND PROJECT DOCUMENTATION

Upon completion of all tasks, the Consultant will provide a draft summary report detailing its findings and conclusions. After review by BCSD, the Consultant will make the necessary changes and submit three (3) copies of the final report. In addition, all reports by the Consultant will be provided to BCSD in electronic format.

In making its rate recommendations, the final reports shall explicitly include the following elements and analysis:

1. Current Rate Structure: Asses the current rate structure's suitability for sustaining cost recovery based on customer demands.
2. Equity: Assess the equity of recommended water and sewer rates for all types of property ownership.
3. Conservation Impacts: Assess the interaction between the water conservation

elements of the recommended rates and their impacts on the ability to fund water and sewer operations, as well as their impact on the economic well-being of the community.

4. Drought or Loss of Supply Rate Structure: Assess the impact on a rate structure due to drought, loss of supply or other water shortages factors.
5. Other Service Charges: Assess existing customer service fee structure and identify other potential areas for service and system charges (shut-down activities, back-flow devices, construction water meters, service shut-offs, etc.) and recommend changes, if appropriate.

3.0 PROPOSAL SUBMISSION

3.1 RFP TIME SCHEDULE

- Request for Proposal Available – January 6, 2023
- Inquiry Deadline (no questions after this date) – 2:00 pm on January 5, 2023
- Proposals Due – **3:00pm on January 9, 2024**
- Evaluation of Proposals – Scheduled to begin January 11, 2024
- Final Selection – By January 12, 2024
- Board of Directors Recommendation – January 18, 2024
- Notice to Proceed (Tentative) – January 19, 2024

3.2 NUMBER OF COPIES AND DELIVERY

Three (3) copies of the proposal shall be submitted to the following address:

**Biola Community Services District
Attn: Elaine Cervantes, General Manager
4925 N Seventh Street
PO Box 57
Biola, CA 93606**

“Biola CSD Water and Sewer Rate Study”

The proposal title, consultants name and deadline information shall be clearly identified on the submission package and cover page. Submission deadline is 3:00pm on January 9, 2024. Proposals submitted after that time shall not be considered.

All questions regarding the scope of work shall be submitted to the Elaine Cervantes, General Manager, via e-mail at elaine.cervantes@biolacsd.org. The deadline to submit questions is 2:00pm on January 5, 2024.

Any subsequent changes in RFP from the date of preparation to date of submittal will result

in an addendum or amendment. Notification of such addendum or amendment shall be sent via email to all contact email addresses provided and posted on BCSD's website at www.biolacsd.org.

3.3 FORMAT AND CONTENT

Proposals should be prepared in a straightforward manner using a table of contents and page numbering. Proposals should address the following items in order of appearance:

A. Cover letter

The cover letter shall be provided which explains the firm's interest in the project. The letter shall contain name/address/phone number of the person who will serve as the firm's principal contact person.

B. Qualifications of Firm/Project Team

Provide names, titles and responsibilities of key personnel who will be responsible for the management of the project. Include qualifications, resumes, experience of each, and length of time with the company.

C. References

Give at least three (3) references for projects of similar size and scope, including at least two (2) references for projects completed during the past five years. Include the name and organization, a summary of the work, the cost of the project and the name and telephone number of a responsible contact person.

D. Strategy and Implementation Plan

Prepare a list of tasks to address the Scope of Work. Describe the firm's interpretation of BCSD's objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of the RFP. The narrative should include a description of the logical progression of tasks and efforts. Also include an explanation of the type of technology that will be used. This section shall also include a time schedule for the completion of the project and an estimate of time commitments from BCSD staff.

E. Fee Proposal

The Fee Schedule shall be broken down as follows:

- A "Not to Exceed" fee for all services listed. Man-hours and billing rates per classification of personnel will be indicated for each task and/or subtask.
- Provide a total fee for the proposal, including expected reimbursable expenses (non-binding), for completion of the scope of services set forth in the proposal.
- All printing and reproduction costs, research, meetings, mileage, telephone usage, general office supplies and overhead, etc., shall be included in the proposal and its "Not to Exceed" Fee schedule.

3.4 PROPOSAL EVALUATION

Proposals will be evaluated based on the following criteria:

- Responsiveness to the RFP.

- Consultant qualifications, project understanding, and overall experience.
- Technical Competency (qualifications and proven ability to collect and complete the data analysis and reporting).
- Results of reference checks.
- Proposed methodology and ability to meet the scope of work and technical specifications.
- Project Schedule.

3.5 NEGOTIATIONS

In an effort to manage the resources available for this project, BCSD may find it necessary to negotiate tasks, include contingencies for additional meetings or workshops, and address other factors identified by the Proposer not contemplated in this document.

3.6 PROPOSER RESPONSIBILITIES

The selected proposer will assume responsibilities for all services in its proposal. The selected proposer shall identify a sole point of contact with the greatest knowledge in regard to the required service operations and contractual matters, including payment of any and all charges resulting from the Agreement.

4.0 INITIATION/KICK OFF MEETING

The successful proposer will be required to meet with BCSD staff prior to commencement of services or at any time as required by BCSD, to discuss and agree on operational issues including transition of services and scheduling.

5.0 PUBLIC RECORDS

Proposals will become public record after award of contract. Proposer information identified as proprietary information shall be maintained confidential, to the extent allowed under the California Public Records Act.