



**SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT**

DIRECTORS

Buddy Mendes, Chairman
Scott Robertson, Vice-Chair
Nathan Magsig
Juan Mejia
Vince Palomar

STAFF

Veronica Cazares, General Manager

JUNE 16, 2023

**REQUEST FOR PROPOSAL
FOR SEWER RATE STUDY**

Project: Sewer Rate Study

Proposal Due Date: July 21, 2023

Time: 3:00 PM

Proposal Submission: SKFCSD
Attention: Veronica Cazares, General Manager
PO Box 158
11301 E. Conejo Avenue
Kingsburg, CA 93631

Five (5) copies of Proposals, one (1) unbound copy, and one digital copy on a flash drive must be submitted to the District Office by 3:00 p.m. on July 21, 2023. Interested firms should prepare and submit their responses in accordance with the RFP.

headltr.doc

MAILING ADDRESS: P.O. Box 158, Kingsburg, CA 93631-0158 SHIP TO: 11301 E. Conejo Ave., Kingsburg, CA 93631-9511
PHONE (559) 897-6500 FAX (559) 897-1985

The Selma-Kingsburg-Fowler County Sanitation District (Owner) is soliciting proposals from qualified firms to perform a Sewer Rate Study for the District. The intent of the study is to independently assess and evaluate the District's existing sewer rates and provide recommendations. The objective of this study is to adequately fund the sewer utility operations and capital costs while minimizing rates to the greatest degree possible. District financial documents are available on the website: www.skfcsd.org.

1. BACKGROUND

The Selma-Kingsburg-Fowler County Sanitation District (District) is located in Fresno County. The District collects, treats and disposes wastewater originating from the residential, commercial, institutional and industrial dischargers from the three member cities and parts of unincorporated Fresno County. The District owns, operates and maintains the wastewater treatment plant. The sewer collection system is operated and maintained by the District. The District refurbishes and replaces each city's facilities. The member cities own the local sewer collection system, which includes sewers, lift stations, and appurtenances not owned by the District. Each member city is responsible for expanding the facilities that it owns. The District serves an estimated population of 40,000.

S-K-F CSD MISSION STATEMENT

Operate and maintain the District facilities so that local, state and federal waste discharge requirements are complied with and the public health and environment are protected.

Provide adequate capacity to convey, treat and dispose of all wastewater so that the District can adequately serve the developing needs of its member cities and the surrounding area.

Operate and maintain District facilities so that annual costs are reduced to the lowest possible level that will safely sustain compliance with discharge requirements.

2. SCOPE OF WORK

The selected firm will be responsible for preparation of a Sewer Rate Study in accordance with Proposition 218. The District requests a proposal for the preparation of a sewer rate study and shall include but are not limited to the following scope of work. The proposal shall include all services that can be reasonably expected for developing a five year rate schedule for sewer services, preparing and participation in Proposition 218 protest hearings, and presentation to the District Board. The District has a sewer rate model to be used to update financial projections and run different scenarios. The Project duration is six months.

General Provisions:

1. Provide necessary services to complete the Project as identified herein.
2. Provide Project schedule for completion. Provide regular updates of the project schedule and schedule weekly meetings.
3. Provide monthly progress reports in PDF format.
4. Manage project execution to ensure the Project is completed as scheduled.
5. Manage the Project to ensure it does not exceed the anticipated Project cost.
6. Prepare meeting agenda and minutes.

The scope of services includes, but is not limited to, the following:

1. Review FY 2024 CIP, fiscal year 23-24 adopted budget, and proposed projects in preparation of draft FY 2025 CIP.
2. Review current sewer service charges.
3. Review current capacity charges and recommend rate based on FY25 CIP.
4. Review District funds and revenue sources.
5. Review growth trends of the member cities and incorporate into the sewer rate recommendations.
6. Review and recommend escalation cost factors for operating expenditures and capital expenditures.
7. Develop cash flow projections.
8. Based on the review of funds and revenue sources recommend reserve fund amounts for operation and maintenance, District refurbishment and replacement, member city collection system refurbishment and replacement.
9. Assist the District in the Proposition 218 process including preparation of the 45-day public hearing notice, presenting the rate study to the Board of Directors, attendance at Board's Proposition 218 hearing, coordination with District legal counsel, and description of the reasons behind rate and fee adjustments in manner required by Proposition 218.
10. Presentation of sewer rate recommendations to SKF Policy Advisory Committee (one to two meetings).
11. Sewer Rates Recommendations covering Fiscal Years 24-25 through 28-29 for the following funds:
 - a. Operation and Maintenance
 - b. District Refurbishment and Replacement
 - c. Selma Refurbishment and Replacement
 - d. Kingsburg Refurbishment and Replacement
 - e. Fowler Refurbishment and Replacement
 - f. District Expansion-Capacity Charge
 - g. Review Ordinance No. 117 An Ordinance Providing For the Establishment of Sewer Service Charges For Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties For Delinquency and Restriction on the Use of Funds Derived
 - h. Review Ordinance No. 2019-02 An Ordinance Providing For the Establishment of Sewer Service Charges For Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties for Delinquency and Restriction on The Use of Funds Derived in regard to Exhibit A of said ordinance. The task related to this item is to review the Class No., User Description (Equivalency), \$/year and application of exhibit to user's.
 - i. Review Ordinances and Resolutions for general conformance with applicable state and federal law.
12. Provide a comparison of current sewer system costs against appropriate industry benchmarks and comparable agencies.
13. Incorporate staff modifications to existing rate model. Modify the existing rate model that reflects any changes to the rate structure accepted by the District and provide final file to staff.

14. Include a spreadsheet showing the District historical rates and percent changes.

3. TRANSFER OF RECORDS

It is the intent of the District that the work effort be conducted in a manner that maximizes the District's flexibility regarding follow-up studies or design-related efforts and other District projects. Software and software programs that would be necessary to achieve this shall be made available to the District at the end of this project. The use of proprietary software, which cannot be made available to the District at the end of this project, will not be allowed.

All records (project reports, meeting notes, data files, project data, original tracings, maps, field sketches, flow data, design calculations, graphic originals, electronic files, etc.) generated shall be the property of the District and shall be turned over to the District upon completion or as directed.

4. TENTATIVE SCHEDULE-SUBJECT TO CHANGE

Item	End Date
Proposals to District	July 21, 2023
Review Proposals and establish short list	July 24, 2023
Interviews, if needed	Week of July 24, 2023
Select and notify firm	July 26, 2023
Firm and District negotiate contract	July 31, 2023
Staff request District Board action to authorize the General Manager to execute consulting services agreement.	August 10, 2023

5. PROPOSALS

a. Due Date and Format for Submission.

Proposals must be submitted to the District by 3:00 P.M., July 21, 2023. Faxed and emailed proposals will not be accepted. Proposals must be submitted in a sealed envelope clearly marked and labeled: **“Sewer Rate Study”**

Five (5) copies and (1) unbound original, signed by an officer who is authorized to execute legally binding agreements shall be mailed or delivered to:

Selma-Kingsburg-Fowler County Sanitation District
ATTN: Veronica Cazares, General Manager
Mailing Address: PO Box 158
Physical Address: 11301 E. Conejo Ave.
Kingsburg, California 93631-0158

b. Cover Letter.

A cover letter on Firm letterhead addressing the proposal should be submitted and be signed by an officer of the firm authorized to bind the Firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent the Firm.

c. Minimum Experience Qualifications Summary.

Sufficient evidence as to the proponent's qualifications to perform the work is necessary. This may include former in-house experience and/or experience as a consultant. This information shall disclose and include pertinent facts and shall include at least a description of past performance on projects of similar type, scope, and size; project team members who worked on each project and their roles and percentage commitment of time on the project and any other pertinent information to demonstrate experience on similar assignments. In addition, please provide a statement regarding the proponent's ability to complete the work in a timely and professional manner.

- d. References, provide a list of three references within last three years for completed sewage pump station projects, including project completion date, duration, original project cost, project key members, role of firm, and final project cost. Include current contact person, email address, and phone number who may be contacted regarding firm performance.
- e. Experience, qualifications, and availability of the proposed key project staff, including sub consultants, specifically related to the proposed function they would perform. Emphasis should be placed on projects by the individuals proposed where there was a team approach with a management group and project manager. Describe specific characteristics of previous pump station projects.
- f. A summary disclosing any potential conflicts of interest your company may have from working with other clients or related issues. Note that this should not be construed as a conflict of interest in the strict legal sense, rather, any relationship with other parties that may have some interest in the performance of the Consulting Engineer.
- g. Cost Proposal. A cost proposal listing your standard professional hourly rates, a cost estimate for the scope of work outlined above, time for completion, and an estimate for reimbursable expenses (including method for charging). Please note the final scope of work and compensation will be negotiated with the selected proponent.
- h. Agreement: Submit form agreement for services for review by District General Counsel.

- i. Appendix material may be provided but is not required. Appendix material should be limited to resumes of referenced key project personnel and previously published paper, articles, or reports relevant to the scope of work.

6. ACCEPTANCE OR REJECTION OF PROPOSALS

a. Reservation of Rights.

The District reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponents whose proposals is/are most responsive to the needs of the District. Further, the District reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as it is in the District's best interest. Additionally, the District may, for any reason, decide not to award an agreement(s) as a result of this RFP. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the District or that the District decided not to award an agreement as a result of this RFP.

b. Proposal Development Costs.

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the District.

7. GENERAL TERMS AND CONDITIONS

a. Licensing Requirements.

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

b. Insurance Requirements.

Proponent, at proponents' sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance required by the District for consultants.

8. EVALUATION

A selection committee will review the responses and determine which consultants, if any, will be invited for an interview.

The information requested in the preceding section is intended to allow the selection committee to decide as to the suitability and qualifications of the proposing firm. The ability to provide such consulting services will be part of the evaluation process. Criteria which may be included in the analysis include experience with rate studies; qualifications; availability; economics and value; locale of proposer; quality of proposal.

9. CONTACT INFORMATION.

Any questions regarding this project should be directed in writing only to Veronica Cazares, vcazares@skfcsd.org.

Cc: Tricia Miller, Administrative/HR Services Manager