

REQUEST FOR PROPOSAL FOR RATE CONSULTANT SERVICES

To: Qualified rate consultants

From: *NAME* Sewer District

Re: Rate Consultant Services for the *NAME* Regional Sewer District

Date: *DATE HERE*

The *NAME* Regional Sewer District, working in conjunction with the *ASSOCIATION [IF YOU ARE]*, is requesting submission of proposals to provide rate consultant services to the *NAME* Regional Sewer District in *NAME* County, Indiana. The communities have procured design engineering services, and are working to obtain federal and state funding to address local wastewater issues.

DISTRICT has approximately *X* households. All households are currently served by individual septic systems and individual wells.

Proposals are being solicited from qualified rate consultants to work in conjunction with the engineer to develop a preliminary rate study based on cost estimates in the preliminary engineering report; the community is also interested in an estimate for final rate work. The scope of services should include the following:

- Identify financial needs of the project using various funding agencies, including grant and loan funds from state, federal, and private (if available) sources,
- Negotiate with legal entities, if necessary,
- Develop a loan repayment schedule and utility budget,
- Prepare and present rate reports to the district and public,
- Make final recommendations to the district

Respondents should include the following information: a description of expertise, experience and resources directly relevant and available for the proposed project; a list of similar projects previously completed; a list of references; resumes of professional staff members that will work on this project; name of person in charge of project; description of scope of services; a project timeline; name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposal contractually, and who may be contacted during the period of proposal evaluation.

The proposals should also include an itemized list of fees with a not-to-exceed total amount of compensation for both preliminary and final rate work.

Criteria and weights to be used in selection process:

- Quality of the firm's Statement of Qualifications in relationship to the information requested: *Weight*
- Cost of services: *Weight*
- Firm's individual team members' qualifications: *Weight*
- Firm's experience in projects that are similar to your project: *Weight*
- Firm's familiarity with local conditions, needs, and requirements: *Weight*
- Firm's familiarity with various funding sources: *Weight*
- References: *Weight*

Proposals may be submitted via e-mail to (*your e-mail address here*) or by mail (*your address here*). If by mail, please send six (6) copies. **All SOQs submitted by mail must be in black and white, bound by either a binder clip or a staple. No binders, color or bound copies will be accepted.** Please submit proposals no later than *TIME* on *DATE*.

If you have further questions, please call *CONTACT* at *PHONE NUMBER*