

CITY OF AVON PARK
RFP # 06-03
WATER, SEWER, AND SOLID WASTE IMPACT FEE AND RATE STUDY

SCOPE OF SERVICES

The City of Avon Park owns and operates a water treatment and distribution system that serves approximately 10,600 residential, commercial and irrigation water customers and a wastewater collection and treatment facility that serves approximately 8,000 residential and commercial customers. The City is currently experiencing an increase in its service area commitments and capacity needs. The scope of work will include services related to the completion of a study to set impact fees for water, sewer and solid waste as well as a water and sewer rate study for the City of Avon Park. The purpose of the proposed impact fee and rate study is to incorporate funding for major growth-driven capital improvements into a proposed rate structure that meets the financial needs of the City and, if feasible, the water conservation goals of the Southwest Florida Water Management District. Therefore, the selected firm is to review and develop a financial plan with associated user rates that ensure adequate revenues can be generated to cover operation, maintenance, replacement costs, bond covenant requirements and financing costs for capital improvements that preserve the financial stability of the City's water and solid waste departments. The selected firm will also be expected to develop separate water, sewer, and solid waste impact fees that appropriately offset capital costs. The impact fees are required to be legally defensible and economically supportable.

The selected firm may be required to provide the following services:

1. Attend organizational meetings with staff and ancillary consultants to identify issues, review current rate structure and rate methodology, and initiate data acquisition efforts.
2. Review the historical water, wastewater and solid waste customer accounts as well as the usage statistics and projected growth requirements, and develop a forecast of customer accounts, water usage, and wastewater flows for a five-year period. Project revenue generated during the five-year period at the current rates.
3. Review the costs of operating and maintaining the water, wastewater and solid waste systems on an individual utility basis and provide a five-year projection of O&M costs.
4. Develop a capital improvement-financing plan for the water, wastewater and solid waste systems.
5. Compare revenue forecast under current rates to total revenue requirements, O&M and capital, to determine necessary rate increases over the forecast period.

6. Provide recommendations for a schedule of rates to be charged for water and wastewater service that are fair and reasonable, that recognize such rate application issues such as water conservation, fixed/variable cost recovery, existing bond covenant requirements and other ratemaking concerns. The rates shall include appropriate minimum base charges, consumptive use of volume charges for all customer types, and shall address service needs both inside and outside the city's corporate boundaries.
7. Evaluate current capacity fees or impact fees to determine if these fees appropriately fund future capital projects. The consultant will update the fees as necessary and provide his analysis of the basis for the determination of the updated impact fees.
8. Prepare a customer impact analysis of the recommendation or proposed rates upon the users of the water and wastewater system.
9. Provide assistance in the development of water, wastewater and solid waste rate schedules and resolutions/ordinances needed for adoption of said rates by the City Council.
10. Prepare a comprehensive report, which presents the data, analysis, and assumptions used in the development of the rate recommendations and the basis for how the rates were calculated. The written report must support all findings and projections in detail.
11. Present the rate study findings before the City Council at a public hearing.
12. Provide a copy of the PC-based rate evaluation for future use by the City in Excel© format.

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PROFESSIONAL CONSULTING SERVICES
WATER, SEWER, AND IMPACT FEE RATE STUDY

FIRM NAME

MAILING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per Agreement. If the firm is awarded the Agreement by the City, undersigned certifies that he/she will provide consulting services for the City of Avon Park according to the requirement of this RFP.

SIGNATURE

WITNESS SIGNATURE

DATE

Name, Title of Above Signer

Name, Title of Above Signer

Address of Branch Office Servicing City of Avon Park Other Than Above

Name/Title/Telephone Number of Representative for City of Avon Park

CITY OF AVON PARK

STATEMENT OF NO BID

If you do not intend to bid, please complete the information below and return this form with the bid title and number clearly marked on the front of the envelope. Please send the STATEMENT OF NO BID FORM no later than the opening date indicated on the INVITATION TO BID FORM.

Please be advised that if the NO BID STATEMENT is not executed and returned your name may be deleted from the list of qualified bidders for the City of Avon Park.

We decline to submit a bid for the following reasons:

Unable to meet Bond or Insurance requirements.

Unable to meet specifications; we do not offer this product or an equivalent.

Specifications are unclear, specialty items are too intricate.

Insufficient time to respond; our schedule will not permit us to perform.

Reason for declining on attached sheet.

Company Name: _____ Date: _____

Telephone Number: _____ Signature: _____

Return completed form to: City of Avon Park, City Clerks Office
110 East Main Street
Avon Park, Florida 33825