



# Request for Proposals

## Water Rate Study

City of Rollingwood, Texas

City of Rollingwood  
403 Nixon Drive  
Rollingwood, TX 78746  
Phone: 512-327-1838

RFP Release Date – XXXXXX

RFP Due Date – XXXXXX

## **Overview**

The City of Rollingwood invites qualified professional firms to submit proposals to conduct a cost of service rate study for the City's water utility and recommend changes to the rate structure and rate adjustments to fully cover all costs associated with providing water service, including costs required to operate the City's distribution system, the contract cost with Austin Water, and the administrative costs incurred by the City in managing this utility.

## **Background**

The City of Rollingwood is located directly adjacent to the city limits of Austin and West Lake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

The City of Rollingwood purchases water from Austin Water for distribution within Rollingwood's jurisdictional boundaries. The City has approximately 550 customers.

## **Scope of Work**

In preparing a response to this Request for Proposals (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant.

1. Services to be performed by the Consultant
  - a. Meet with the Utility Commission and City Council to go over expectations and get public input before development of the proposed rate structure.
  - b. Meet with City Staff members to collect and review available information and review the methodology to be used in the development of the recommended rate structures for water services.
  - c. Review historical account and operational cost information and calculate future costs for a five (5) year study period including consumption, capacity and operational forecasts.
  - d. Identify and prioritize Capital Improvement funding needs for a Five-Year CIP budget and facility improvement plans, and other supplemental improvements that the City may deem warranted.
  - e. Develop a forecast of annual revenue requirements.
  - f. Recommend a rate structure that will generate the level of revenue needed, with a distribution of those costs on an equitable basis by customer category. Provide "sample

- bills" for all customer categories illustrating recommended rates, and compare those rates to existing rates.
- g. Work with staff to provide a timeline and sample letter in accordance with all state and federal laws providing for notice of water rate increase, if proposed and subsequently adopted.
2. Timeline Requirements
    - a. The Consultant shall begin work by XXXXXX with a completion date of no later than XXXXXX.
  3. Reporting and Communication
    - a. The Consultant shall meet periodically during the on-site field work process with the City Administrator, Finance Director, Utility Billing Manager, and Public Works Director to discuss issues, concerns, preliminary findings and recommendations.
    - b. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.
    - c. Prior to issuing their final report, the consultant will meet with the City Administrator, Finance Director, Utility Billing Manager, and Public Works Director to review the draft report and recommendations to be presented to the Utility Commission and City Council.
  4. Other Considerations
    - a. All working papers, reports, and records relating to the work performed under the Professional Services Agreement will be property of the City of Rollingwood and will be delivered upon completion.
    - b. The consultant shall be required to attend at least two (2) Utility Commission meetings and one (1) City Council meeting to present the rate study and answer any questions either body may have regarding the study or recommendations.

## **Proposal Content**

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction: Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Work" section above with a cost estimate and cost proposal for the project including a breakdown of costs by each task requested in service to be performed. Include a scope of work and schedule of completion.
3. Qualifications: Describe the firm's resources, experience and capabilities as follows:
  - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
  - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.

- c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
  - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
4. References: Identify at least two (2) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.
5. Additional Data: This section shall be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

### **Proposal Submittal**

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your proposal to:

City of Rollingwood  
Attn: City Secretary  
403 Nixon Dr.  
Rollingwood, TX 78746

The exterior of the envelope containing the proposal must prominently display the words “Water Rate Study RFP Response.”

Proposals received after the RFP due date will not be considered.

Questions regarding this proposal may be directed to Makayla Rodriguez, City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@rollingwoodtx.gov)

### **Review and Selection Procedure**

The Utility Commission will evaluate each proposal at the XXXXXX Utility Commission Meeting, and make a recommendation to the City Council, who will make the final selection during its XXXXXX Meeting. The following evaluation criteria shall be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with applicable State and Federal laws;
5. Knowledge of local issues in the City of Rollingwood and the surrounding region;
6. Proposed schedule and ability to meet applicable deadlines;
7. Overall responsiveness to this RFP.

Please note that the ability of the Consultant to complete the overall project according to all the stated selection criteria will be considered. The lowest cost proposal will not necessarily be selected.

The City of Rollingwood reserves the right to reject any and all proposals and to waive any informality in proposals received.

### **Insurance Requirements**

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.