

TO: Mayor and Board of Aldermen

FROM: City Staff

DATE: July 27, 2026

SUBJECT: RFQ Selection Summary & Recommendation — Comprehensive Water & Sewer Rate Study

Executive Summary

On Monday June 29, 2026, the city staff conducted a meeting to review the RFQ applicants to select a qualified professional engineering and consulting firm to perform a Comprehensive Water and Wastewater Rate Study for the City of Willard.

Submissions were received from four (4) firms. Following an in-depth review of qualifications, staff have evaluated all applicants and selected **Great River Engineering** as the primary recommended firm to negotiate a final scope of services and fee schedule.

Participating Applicants

The city received proposals and conducted evaluation meetings with the following firms:

1. **Climate & Waste Advisory System**
2. **Archer-Elgin**
3. **Cochran Engineering**
4. **Great River Engineering**

Evaluation Findings

All four participating firms delivered high quality, professional presentations and demonstrated significant technical capability in municipal utility engineering and financial planning.

Following the completion of all interview meetings, staff scored the proposals based on technical merit, relevant experience, firm capacity, and presentation clarity. While the competition was close, **Great River Engineering** emerged as the top candidate.

Key Factors Supporting the Selection of Great River Engineering:

- **Diversity of Staff & Expertise:** Their project team brings a well-rounded combination of utility financial analysts, licensed professional engineers, and rate-structure specialists, offering broad depth across both technical and financial disciplines.

- **Relevant Previous Experience:** Great River Engineering demonstrated extensive, proven experience performing utility rate studies and master planning specifically for Missouri municipalities of similar scale and operational structure.
- **Public Education & Stakeholder Engagement:** The firm outlined a strategy for translating complex rate math and regulatory mandates into accessible visual presentations for public meetings, helping residents understand the "why" behind any proposed rate adjustments.
- **Knowledge of Grants & Funding Opportunities:** Beyond rate modeling, the team demonstrated exceptional expertise in navigating state and federal funding mechanisms (including DNR, USDA Rural Development, and ARPA/SRF programs) to help offset capital project costs.
- **Communication & Presentation Quality:** Their team demonstrated strong presentation skills and an ability to communicate technical financial data clearly and transparently to both elected officials and the public.

Staff Recommendation

Staff recommends that the Board of Aldermen authorize staff to enter into contract negotiations with **Great River Engineering** for the Comprehensive Water and Sewer Rate Study.