



# CITY OF BISHOP

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www.ca-bishop.us

## Request For Proposals

### 2013 Water and Sewer Rate Review

**Release:** 9 August 2012

**Closes:** 14 September 2012

**Contact:** David Grah, Director of Public Works

**General:** The City of Bishop requests proposals from consultants to conduct a review of water and sewer rates and rate structure.

**Background:** The City of Bishop is a general law city that has a permanent population of about 3,500. Bishop is located in a remote rural part of the State of California. The City's economic base is mostly recreation and government.

The City of Bishop has owned and operated the water and sewer system for city residents since about 1903, the year the city was founded. Through these systems and related administrative and financial processes the city provides water and sewer services responsibly, economically, and equitably.

Water and sewer rates in the City of Bishop are "flat rate" and based on Equivalent Dwelling Units (EDU). Bishop's flat rate system uses 22 customer categories. The rates for each category are related to single family residences (defined as one EDU) through factors for each category. The rates for the 2012/2013 fiscal year are attached. There are currently about 3,050 EDU's.

The most recent rate study was completed in 2009 and lead to the rates established for the 2010/2011 through 2013/2014 fiscal years. This recent study adjusted EDU rates and some EDU factors. Since Bishop data was not available for most customer categories, EDU factor adjustments were based on state-wide averages. Past rate studies are available at the city website on the Public Works page.

One of the most common areas of concern with the city's water and sewer rates is for the level of equity of the city's flat rate system. The city expects to remain on a

flat rate system for the foreseeable future but would like to improve rate equity through EDU factor adjustments as a part of the rate study that is the subject of this Request for Proposals (RFP).

Although the Bishop water system is a flat rate system, there are about 80 water meters on customer's services in the city. Since the last rate study, meters were added so that representative accounts in all 22 customer categories have meters. Because the city is committed to a flat rate system, these meters are not used directly for billing. The intention is to use the data from these water meters for the rate study.

**General Scope of Work:**

Conduct a rate review and recommend water and sewer rates for the 2014/2015 through 2019/2020 fiscal year period. A rough budget of \$30,000 has been established for the consultant work on this project. Work is expected to include:

1. Research, gather, and review existing information including revenues and liabilities.
2. Present rates structures and rates for comparable agencies.
3. Follow generally accepted industry practices for cost-of-service studies guidelines such as those suggested in American Water Works Association publication "Avoiding Rate Shock: Making the Case for Water Rates" and presented in the State Water Resources Control Board Division of Clean Water Programs Revenue Program Guidelines (March 1998 Revision).
4. Include review and recommendation of adjustments base single EDU rates, EDU factors, and customer categories.
5. Allow for two review and revisions cycles including report outline and draft report.
6. Provide report in both paper and electronic formats including editable files.
7. Provide support and expertise for Proposition 218 process related to any rate adjustment.
8. Represent city on the subject of the rate study at public meetings and hearings including Water and Sewer Commission and Bishop City Council meetings. Present the study at these meetings. At least four meetings should be included in proposal.
9. Work is anticipated to start in late January 2013 and be completed early July 2013.

**Proposal:** A qualifying proposal must include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. Description of approach to work, of report, and how proposed scope compares to general scope of work described in this RFP.
3. Resumes of staff involved.
4. Examples including projects, dates, and scope of similar work, especially on similar projects for small agencies.
5. Three references.
6. Proposed work schedule.
7. Estimate of cost.

Proposals must be received no later than 1500 (3 pm) on the closing date for this Request for Proposals. Send proposals to:

David Grah  
Director of Public Works  
City of Bishop  
377 West Line Street  
Bishop, California 93514  
publicworks@ca-bishop.us

Proposals shall be submitted in a sealed envelope (3 paper copies and 1 electronic copy) which is clearly marked with the title of the Request for Proposal.

**Selection Process:** The consultant will be selected based on the experience and ability of the firm and staff to accomplish the scope of work, based on the proposal, and considering the effective use of City funds. The City is particularly interested in receiving proposals from diasadvantaged and locally-owned small businesses.

The City reserves the right to reject any or all proposals. The City will attempt to negotiate a contract with the highest rated firm.

# City of Bishop

## Water and Sewer Rates

Starting 1 July 2012 and continuing thru 30 June 2013

<b>Customer</b>	<b>Monthly Rate</b>			<b>Per</b>
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>	
Single Family Residence	\$32.00	\$27.58	\$59.58	Each
Multiple Family Residence	\$25.60	\$22.06	\$47.66	Each
Church*	\$32.00	\$26.59	\$58.59	Each
Church Recreation Hall*	\$32.00	\$26.59	\$58.59	Each
Hospital*	\$10.67	\$9.19	\$19.86	Bed
Convalescent Home	\$10.67	\$9.19	\$19.86	Bed
Lodge or Meeting Hall*	\$32.00	\$26.59	\$58.59	Each
Hall Bar*	\$32.00	\$26.59	\$58.59	Each
Public School	\$1.28	\$0.99	\$2.27	Student
Other School	\$1.02	\$0.79	\$1.81	Student
Fairgrounds	\$224.00	\$186.10	\$410.10	Each
Gas Station*	\$12.80	\$52.40	\$65.20	Island
Self Serve Car Wash*	\$96.00	\$61.17	\$157.17	Stall
Beauty or Barber Shop	\$32.00	\$27.58	\$59.58	Each
Bar*	\$2.56	\$2.21	\$4.77	Seat
Hotel Manager Quarters*	\$32.00	\$27.58	\$59.58	Each
Hotel Room*	\$8.00	\$13.24	\$21.24	Each
Laundry*	\$96.00	\$82.74	\$178.74	Each
Laundromat*	\$25.60	\$20.47	\$46.07	Washer
Restaurant*	\$3.20	\$2.76	\$5.96	Seat
Trailer Dump Facility*	\$64.00	\$55.16	\$119.16	Each
Other Facilities*	\$32.00	\$27.58	\$59.58	Toilet

\*These fees are additive for each account.