



**Tontitown Water & Sewer Commission**

155 Fantinel Drive Suite D

Post Office Box 127

PH# 479-361-2996 FAX# 501-421-8774

E-Mail [water@tontitownws.com](mailto:water@tontitownws.com)

March 24th, 2010

**Subject:** Request for Statement of Qualifications (SOQ) to Conduct a Water and Sewer Rate Study

Please find attached a Request for a Statement of Qualifications (SOQ) to conduct a water and sewer rate study for the City of Tontitown, Water and Sewer Commission. The attached SOQ outlines the requested services and the required format for submission.

Submissions of an SOQ for this study are due by 4:00 p.m. (CST), April 26th, 2010. SOQs should be delivered to:

Mick Wagner, Executive Director

Tontitown Water Utility

155 Fantinel Drive, Suite D

Tontitown, Arkansas 72770

Should you have questions about this SOQ, please contact Mick Wagner , 479-790-3480

We appreciate your interest in providing these professional services to Tontitown.

Sincerely yours,

Mick Wagner  
Executive Director

# **Request for Statements of Qualifications to Perform a Water and Sewer Rate Study**

## **Project Description:**

The City of Tontitown Water and Sewer Commission is interested in receiving Statements of Qualifications from qualified consulting firms interested in providing technical and professional services as it relates to developing a water and sewer rate study.

## **Project Issues**

The City of Tontitown provides water and sewer services to its local citizens. The Tontitown Water and Sewer Commission governs the utilities. Tontitown current serves 901 water customers and 103 sewer customers.

Given the downturn in the economy, both utilities have seen a reduction in total revenues. The utilities are funded, in part, by sales tax proceeds which have declined. At the same time, the anticipated future cost associated with regional wastewater treatment is anticipated to have a significant impact upon the wastewater utility. Finally, both utilities need adequate funding for renewal and replacement capital infrastructure projects. As a result of the above issues, the Commission needs to review and establish a long-term financial and rate plan to meet the expected financial requirements of each utility. This study will likely include the need to develop a rate transition plan to gain Commission and community acceptance. An important aspect of the overall study will be the ability to clearly communicate the findings, conclusions and recommendations of the study to the Commission and the public.

## **Submission Format for the Statement of Qualifications**

In submitting a Statement of Qualifications, please use the following format.

- Letter of Transmittal – Identifying the firm or firms, project manager and relevant contact information
- Section 1 - Overview of the Qualifications of the Firm to Perform the Study
- Section 2 – Overview of the Proposed Project Personnel for the Study
- Section 3 – Overview of the Proposed Project Approach [Note: not intended to be a detailed scope of services, but a brief discussion of the key steps and project approach].
- Section 4 – Estimated Project Time Schedule
- Copies of at least three rate studies performed for other public water or sewer utilities

The Statement of Qualifications should not exceed 15 pages.

## **Preliminary Scope of Work**

In developing this study, it is anticipated that, at a minimum, the following tasks will be required for each utility.

- ✓ Review of Tontitown's existing data/information, along with the current water and sewer

- rates
- ✓ Development of a water and sewer revenue requirement analysis/financial plan
- ✓ Development of a water and sewer rate transition plan (as needed or necessary)
- ✓ Development of water and sewer rate design alternatives
- ✓ Presentation of the findings, conclusion and recommendations to the Commission (assume at least 2 meetings)
- ✓ Written report

### **Project Schedule**

A notice to proceed to the selected consultant is anticipated by April 30<sup>th</sup>, 2010. It is estimated that this project may require 90 – 120 days to complete.

### **Submission**

All interested consulting firms shall submit a statement of qualifications (five copies required) to, Tontitown Water Utility , P.O. Box 127 , Tontitown , AR 72770 Attn: Mick Wagner no later than 4:00 P.M. (CST), April 26th, 2010. Also submit one electronic submission to [director@tontitownws.com](mailto:director@tontitownws.com) . Please submit five (5) bound copies of your SOQ.

The City of Tontitown Water and Sewer Commission reserves the right to reject all submissions. The City of Tontitown and the Tontitown Water and Sewer Commission shall not be responsible for the cost of developing any firm's SOQ.

If selected, the City of Tontitown will negotiate a final scope of services and fees for these services.