



Request for Qualifications

For

Consulting Services for Rate Studies

Riverbend Water Resources District

Issue Date: August 27, 2019

**Response Deadline: September 12, 2019,
3:00 p.m.**

REQUEST FOR QUALIFICATIONS FOR CONSULTANT SERVICES

I. INTRODUCTION

A. General Information

1. Riverbend Water Resources District (hereinafter “RIVERBEND”) is located in Bowie, Cass, and Red River Counties and is chartered by the Texas Legislature (2009) as a conservation and reclamation district created under and essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution, as set forth in Title 6, Special District Local Laws Code, Subtitle L, Municipal Water Districts, Chapter 9601, with statutory powers including the authority to acquire any and all storage rights and storage capacity in a reservoir or other water source inside or outside the boundaries of the district, and to acquire the right to take water from that reservoir or source, subject to the rights or permits held by municipalities or other persons. A primary goal of RWRD is to provide a sustainable water supply for water user groups within the region.
2. RIVERBEND is in need of certain consulting services as more fully described below (hereinafter “Services”). This Request for Qualifications (hereinafter “RFQ”) is intended to secure one or more qualified and affordable individual(s)/firm(s) to provide potentially all, part or none of such services. This is an RFQ to select service providers to meet the service needs of RIVERBEND. It consists of this transmittal only, and contains the instructions for the preparation of quotes, costs breakdown, minority business enterprise inquiry, and timeframe. Cost breakdowns in any quote shall include an hourly rate for each employee, inclusive of all direct costs, for services to be provided. Any quote should also include the qualifications to be required of each person designated to perform billable services.
3. Respondents are to submit a written quote that presents the Respondent’s qualifications, understanding of work to be performed, and description of fees. The Respondent’s quote should be prepared simply and economically and should provide all the information pertinent to its qualifications that respond to the Scope of Services listed herein.
4. Individual(s)/firm(s) responding to this RFQ should have a knowledgeable background and have experience in providing consulting services related to rate studies. Interested firms must submit the following materials by **Thursday, September 12, 2019 by 3:00 PM** to be considered:
 - a. One (1) original and five (5) copies of the proposal;
 - b. One (1) pdf version on a flash drive of the proposal;
 - c. Respondents should mail or hand-deliver the completed proposals to the following address:

RIVERBEND WATER RESOURCES DISTRICT

**Attention: Kyle Dooley
Executive Director/CEO
228 A Texas Avenue
New Boston, TX 75570**

5. The District reserves the right to terminate this process at any time and no guarantee is expressed or implied that obligates the District to contract service(s) for the proposed project(s).
6. The District reserves the right to reject any or all proposals submitted. There is no expressed or implied obligation for the District to reimburse responding individual(s)/firm(s) for any expenses incurred in preparing proposals in response to this request.
7. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.
8. Inquiries concerning the request for proposals may be made to:
**Kyle Dooley
kyledooley@rwr.d.org**
9. After evaluation by the selection committee, a recommendation will be made to the Riverbend Board of Directors for approval. Upon approval by the board of directors, negotiations will commence with the selected firm. If a satisfactory contract cannot be negotiated with that firm, Riverbend shall formally end negotiations with that firm and consider the next most favored provider and attempt to negotiate with that firm. Riverbend reserves the right to reject any and/or all proposals and to waive any and/or all technicalities and informalities received in response to this RFQ.
10. **Lobbying of selection committee members, District Board Members, and Staff will not be permitted nor tolerated during the RFQ solicitation period.**

B. Term of Engagement

The term of the agreement will be for the period beginning on or about November 1, 2019 and ending on January 6, 2020 with the final report for the Water and Wastewater Rate Study to be completed by January 22, 2020. The contracting period is not to extend beyond the fiscal year. The contract is subject to the review and recommendation of the Executive Director/CEO (including a price acceptable to both the District and the selected firm).

C. Minority and Women Business Enterprise Participation Requirement

This project will not have a MWBE participation requirement but all MWBEs are highly encouraged to apply.

II. SCOPE OF SERVICES

A. General Scope of Services

The District may select an individual(s)/firm(s) that it determines to be the most qualified to perform the work as defined in the scope of work. **Please be advised**

that an individual(s)/firm(s) determined to be the most qualified to perform the work will be required to submit information pursuant to Chapter 2252 of the Texas Government Code and in compliance with HB 1295 as passed by the 84th Regular Legislative Session. This form should be completed in conjunction with the submission of the proposal to the District.

B. Specific Scope of Work

The successful firm will provide the following services:

1. Meet with RIVERBEND staff to review and analyze existing water and wastewater rate structures for retail and commercial customers as well as discuss potential raw water rate structure.;
 - a. Establishing revenue requirements, including
 - i. operating expense;
 - ii. depreciation expense; and
 - iii. return on rate base;
 - b. Allocating costs of service, including
 - i. cost of service to water service functions; and
 - ii. functionalized costs to the wholesale customer class; and
 - c. Calculating and recommending rates and charges; and
2. Develop a model for use by RIVERBEND in determining future residential and commercial water rates that will meet infrastructure needs for current and growing water demands, including a variation for increasing rates over a 5, 10, and 15-year time span; and
3. Develop a model for use by RIVERBEND in determining future raw water rates that will meet infrastructure needs for current and growing water demands, including a variation for increasing rates over a 5, 10, and 15-year time span; and
4. Assist in the creation of public relations materials for use in educating Customers about the rationale used in developing the recommended Raw and Retail Water Rates; and
5. Participate in meetings as requested, including due diligence and presentation to the Riverbend Board of Directors; and
6. Work with the District's Executive Director/CEO in the performance of any additional scope of work listed.

C. Services

1. Services may be provided at RIVERBEND headquarters unless directed otherwise by the Chair;
2. Subcontracting of work under this RFQ/contract is not allowed;
3. There will be no guarantee of a minimum level of services to be acquired by RIVERBEND; and

D. Schedule and Deliverables

The District will attempt to adhere to the following schedule. The District reserves the right to change the schedule as needed and will notify firms who register with the District of any significant changes:

Advertise Request for Qualifications (“RFQ”)	August 27, 2019
Deadline for submittal of response to RFQ	September 12, 2019
District notifies selected firm on or about	September 18, 2019
Contract negotiations with selected firm and finalize contract	October 1 – October 31, 2019
Notice to proceed with legal services	November 1, 2019

E. Special Considerations

The cost of making presentations to the District should be included in consultant’s proposal.

F. Working Paper Retention and Access to Working Papers

1. All working papers and reports must be retained, at the firm’s expense, for a minimum of three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. The firm will be required to make working papers available, upon request, to RIVERBEND.
2. In addition, the firm shall respond to the reasonable inquiries of successor consultants and allow successor consultants to review working papers relating to matters on continuing accounting significance.

III. PROPOSAL REQUIREMENTS

The response to this RFQ should be as concise as possible while adhering to the format and information requirements described below.

Please limit your response to a maximum of twelve (12) single sided letter-sized pages with minimum font size 10, not including cover pages. The response to this RFQ will consist of the following sections:

- Section 1 – General Information and Statement of Interest
- Section 2 – Team Organization
- Section 3 – Project Experience
- Section 4 – Project Approach
- Section 5 – Potential Legal Conflicts
- Section 6 – Signed HB 1295 Compliance
- Section 7 – Schedule of Hourly Billable Rates for Services

A. SECTION 1 - GENERAL INFORMATION

Provide the following information about each individual(s)/firm(s) participating in the services:

1. Name and address of individual(s)/firm(s) (include county);

2. Firm(s) contact name and information;
3. Number of years in business;
4. List of professional licenses and certifications; and
5. Statement of Interest.

B. SECTION 2 – TEAM ORGANIZATION

Provide the following information about each individual(s)/firm(s) participating in the services:

1. Relationships of firms (if team is proposed) – explain what each firm will contribute to the project; and
2. Key personnel assigned to the project, organizational relationship presented in a chart format, office location and project roles.
RIVERBEND expects the team listed in the proposal to perform the work on the project.
3. An abbreviated resume for each individual(s) identified and describe the specific qualifications and experience of the individual(s), including professional licenses and certificates

C. SECTION 3 – PROJECT EXPERIENCE

Provide information about three (3) recent projects related to cost of service and rate studies using the utility basis performed by the firm, particularly by the staff assigned to this project. The projects shall illustrate the firm's ability to perform the services required for this project.

For each project, provide the following information:

1. Project name and location;
2. Client name, phone number, and point of contact;
3. Project description; and
4. Project duration and year completed.

D. SECTION 4 – PROJECT APPROACH

Discuss the following, as related to the proposed project:

1. Approach to planning, organizing, and project management, including communication procedures, approach to problem solving, QA/QC, approximate schedule, and other similar factors; and
2. Innovative strategies or approaches that could be applied to this project.

E. SECTION 5 – POTENTIAL LEGAL CONFLICTS

Provide a description of any conflicts of interest or potential conflicts, as follows:

1. Provide an affirmative statement that the firm is independent of the District as defined by the U.S. General Accounting Office's Government Auditing Standards (1988); and
2. List any and all engagements within the last three (3) years that are or might otherwise be a conflicts of interest with the District.

F. SECTION 6 – HB 1295 COMPLIANCE

1. Provide a signed form in compliance with HB 1295. Texas House Bill 1295 (effective 1/1/2016) requires individual(s)/firm(s) to complete Form 1295 and disclose all interested parties to the proposed project/contract. The firm must log in to the state website at <https://www.ethics.state.tx.us/tec/1295-Info.htm>, complete the form online, print, sign, notarize and include with the proposal.

G. SECTION 7 – SCHEDULE OF RATES

Provide a schedule of hourly billable rates for type of services, i.e. monthly retainer, rate to attend meetings, rate to attend court, rate for document drafting/review, etc.

IV. EVALUATION CRITERIA

The proposals will be evaluated based on the following criteria:

- Quality of the Response - The degree to which the Respondent has responded to the purpose and scope of specifications, e.g., services to be provided – flexibility of Respondent to meet RIVERBEND needs, conformance in all material respects to this RFQ, etc. 20%
- Capability - Respondent has the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance as required by these specifications. Also includes Respondent’s capability and skill to provide the products or perform the services stated in these specifications. 40%
- Experience - Respondent’s experience in providing the services as requested in these specifications. 40%

V. CONTRACT

- A. The successful Respondent will be required to enter into a Personal Services Agreement (hereinafter “Agreement”) with RIVERBEND. Any Agreement shall be in accordance with the contract format required by RIVERBEND.
- B. The Agreement is subject to the review and recommendation of the Board Chair, including a price acceptable to both the District and the selected individual(s)/firm(s).
- C. The Agreement will be monitored for acceptable services rendered throughout the contract period.
- D. Cancellation of Agreement – RIVERBEND shall have the right to cancel and terminate any Agreement, in part or in whole, for any reason or for no reason, without penalty, upon 10-day notice to the individual(s)/firm(s). Individual(s)/firm(s) shall not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

END OF REQUEST FOR QUALIFICATIONS