

**FINANCE DEPARTMENT  
DIVISION OF PURCHASES & SUPPLIES**



Sheldon A. Neeley, Mayor

**REQUEST FOR PROPOSAL #21000575  
WATER & SEWER RATE STUDY**

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**WATER & SEWER RATE STUDY**

**Issue Date:** October 23, 2020

**Question Deadline:** November 2, 2020 @ 2:00 PM (Eastern Time)

**Proposal Deadline:** November 12, 2020 @ 4:00 PM (Eastern Time)

**Contact:** Joyce McClane, Purchasing Manager ([jmcclane@cityofflint.com](mailto:jmcclane@cityofflint.com))

**DESCRIPTION:** The City of Flint, Michigan, is requesting proposals from qualified teams with expertise in water and wastewater utility engineering and financial services to develop a Comprehensive Water and Wastewater Cost of Service and Rate Design Study. The purpose of this study is to promote community engagement regarding the City’s water and wastewater capital and financial needs and make recommendations on changes to the City’s rate structure. The consultant shall develop a comprehensive plan that will support recommendations to City Council regarding the City’s Water and Wastewater.

**INELIGIBLE BIDDERS:** All respondents will be required to certify that they are not on the U.S. Comptroller General’s List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General’s List of Ineligible Contractors.

Proposals will be accepted at the City of Flint, Purchasing Division, 1101 S. Saginaw Street, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: **“WATER & SEWER RATE STUDY.” The City will receive proposals until 4:00 p.m., local time on Thursday, November 12, 2020.**

**CONTRACT TIME FRAME: TO BE DETERMINED**

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint’s web site at <https://www.cityofflint.com/finance/purchasing/bids-2/> under “open bids” and the specific bid or proposal number assigned to this notice.

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City of Flint has partnered with BidNet as part of the [MITN Purchasing Group](#) (branded page link) to post bid opportunities to this site. As a vendor, you can register with the [MITN Purchasing Group](#) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once the City of Flint has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies throughout Michigan.

City of Flint looks forward to providing you with more bid information and simplifying the entire bid, proposal, and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. If you need help registering, please call the MITN Purchasing Group support department toll free 1-800-835-4603 option #2.

Link to City of Flint open solicitations:

[MITN Purchasing Group](#) (branded page link)

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New awarded vendors should complete and submit a vendor application, IRS W-9 Form, and Vendor ACH Payment Authorization Form with the City of Flint. Links to these forms are available at <https://www.cityofflint.com/finance/accounts-payable-department/>.

Results may be viewed next business day online EXCEPT when a bid is under review. The bidders/public will only see the names of the bidders that submitted a bid, not their cost. This will protect the bidders cost in case there is a re-bid.

<https://www.cityofflint.com/finance/purchasing/results/> under “bid results”.

Proposal must be time stamped by the Purchasing Division no later than the exact date and time indicated above.

## SUMMARY

The City of Flint, Michigan, is requesting proposals from qualified teams with expertise in water and wastewater utility engineering and financial services, to develop a Comprehensive Water and Wastewater Cost of Service and Rate Design Study. The purpose of this study is to promote community engagement regarding the City's water and wastewater capital and financial needs and make recommendations on changes to the City's rate structure. The consultant shall develop a comprehensive plan that will support recommendations to City Council regarding the City's Water and Wastewater.

The City of Flint will receive sealed proposals until 4:00 p.m., [Thursday, November 12, 2020](#) at the Purchasing Division, Flint City Hall, located at 1101 S. Saginaw Street, Flint, MI 48502, at which time and place all proposals will be opened and read aloud. All sealed proposal envelopes must be marked with **“WATER & SEWER RATE STUDY”**.

The City reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City and to accept the proposal which, in the opinion of the City, best serves the interest and needs of the City.

Flint does not discriminate based on race, color, age, religion, sex, disability, and national origin; nor does it discriminate based on handicap status and activities, as to employment or the provision of services. Flint is an equal opportunity employer.

## REQUIREMENTS

The City seeks the services of a professional firm with experience and knowledge related to assessing revenue requirements to comprehensively determine cost of service and rates for water service and sanitary sewage disposal service. The City is requesting that firms express interest in providing the services herein by submitting a detailed proposal valid for at least 60 days. Firms shall submit proposals describing the ability to provide the following:

- Review the current rate structure and rates charged for water service and sewage disposal service for sufficiency.
- Determine revenue requirements and cost of service allocation.
- Review current long and short-term debt obligations of the water and sewer fund.
- Review annual operation and maintenance expenses of the water and sewer fund to ensure all operational expenses are being factored into the calculated rates.
- Review and evaluate the cash flow to ensure it is adequate to pay for the Capital Improvement Program.
- Develop an equitable and suitable rate schedule considering those factors listed above, including appropriate cash balances and in compliance with EGLE recommendations, Michigan statutes and case law.
- Upon completion, prepare a summary, recommendation, and presentation to City.
- If requested, provide presentation and answer questions at a City Council regularly scheduled meeting.

## **BACKGROUND**

The City of Flint is a community of approximately 90,000 residents located in mid-Michigan in Genesee County, Michigan.

The City is responsible for operation and maintenance of water and sewer infrastructure and connections within and outside of the City boundaries, including several water and sewer pumping (lift) stations. Drinking water is distributed to all of the residents of the City from its Water Plant which is owned, maintained, and operated by the City and is located in the City of Flint. The City also owns, operates, and maintains the Water Pollution Control Facility (publicly owned treatment works, POTW, Wastewater Treatment Plant), which is located outside of the City in Flint Township. 100% of the City residents are required to connect to the water and sewer service lines. The City also provides water and sewer service to communities outside of the City including Mt. Morris Township and Burton. The City does not treat raw water but buys finished drinking water from Great Lakes Water Authority (GLWA) which the City's Water Treatment Plant delivers to the Flint customers by the water distribution infrastructure system.

The City bills over 28,000 customers at least monthly. The water and sewer systems have separate billing rates and readiness to serve charges. Residential customers have drinking water metered. Sewer use is based on the metered reads. Commercial customers have both water and sewer use metered. Rates are updated annually in the Master Fee Schedule.

**The City bills over 28,000 customers at least monthly.**

## **PROJECT DESCRIPTION**

The purpose of this project is to conduct a comprehensive water and sewer rate study for the City. It is expected that the successful firm will draw conclusions and make recommendations to the City to develop or affirm a secure financial plan for the future of the water and sewer funds and the activities each fund supports.

## **PRELIMINARY SCOPE OF WORK**

After receiving written approval by the City to proceed, the Consultant will provide a plan to prioritize the work, perform the work, and record the work performed. The following tasks shall be included as a minimum:

- Meet with appropriate City staff, contractors, engineers, and/or City Officials to review records and collect data as necessary.
- Provide all materials, labor, supplies, supervision, insurance, and other services and accessories to complete the work.
- Perform the work to assure conformance with all applicable Federal, State, and Local accounting rules and rate recommendations per [EGLE and Bolt v Lansing decision](#).
- Document the actual work performed and, on an as needed basis, provide a status report to the Jeanette Best, WPC-F.
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## PROPOSAL SUBMISSION

Prepare and submit three (3) paper copies and one (1) USB-digital copy of your detailed proposal, signed by an officer of your firm, by **4:00 p.m. local time on November 12, 2020**. *All proposals shall be sealed, and the envelope clearly labeled: WATER & SEWER RATE STUDY with your company's name in the return address of the envelope.* Submit these materials to: City of Flint, Purchasing Division, 1101 S. Saginaw Street, Flint, MI 48507.

All questions or concerns regarding this RFP shall be submitted in writing via e-mail only no later than **2:00 pm by November 2, 2020** to Joyce McClane, Purchasing Manager at [jmcclane@cityofflint.com](mailto:jmcclane@cityofflint.com).

The Detailed Proposal should include, in the following order:

- Proposal Form consisting of two (2) pages (included in RFP), signed by authorized company agent.
- A summary which highlights the important elements of your proposal.
- A work plan which describes your structured approach to accomplishing the required tasks in conformance with all applicable Federal, State, and City rules, regulations, ordinances, and laws.
- Develop comprehensive water and wastewater financial plans based on sound financial management practices for a 10 year forecast period.
- A list of additional services which you feel are necessary or desirable for the City to achieve its goal of delivery of quality service to its customers; any such additional services shall be clearly identified as additional so as not to interfere with evaluation or understanding of the scope of the proposal.
- A complete list of deliverables that will be provided during the contract.
- A proposed work schedule for complying with project requirements, which includes all work hours by classification and by task.
- A description of the organization of the project team, including sub-contractor participation.
- The Consultant shall designate a Project Manager who shall direct and coordinate the services as described herein and provide the expertise necessary to accomplish the project requirements. A resume emphasizing the completed projects similar in nature and scope to the project described herein and all projects currently involved in shall be submitted for the Project Manager of this project. The Project Manager in this proposal will be considered by the City as committed to the project, should your firm be selected.
- A statement of the proposed fee based upon time and expense charged to the project including a “not to exceed” amount for all phases of the project. Indicate expense reimbursement and hourly labor rates by classification and overhead or multiplier.

- A list of at least five (5) references for which similar municipal work has been performed, especially those for whom compliance with cost of service standards was required.
- Any other information which you believe would be helpful to the City in evaluating your firm's qualifications and experience.

## **SELECTION CRITERIA**

The City will review all detailed proposals and may conduct interviews with each firm, if warranted. The recommendation will be based on:

- The firm's ability to provide the required services.
- The qualifications and performance history submitted by the firm in the Detailed Proposal as it relates to innovative methods of controlling costs, quality of work and other information relevant to this project, including verification of references.
- The credentials of key personnel in managing a project involving utility rate studies.
- The firms' understanding of the scope of services as demonstrated in the Detailed Proposal.
- The present workload of the firm and the availability of staff for this project.
- The appropriateness of the firm's Fee Proposal to the level of services to be provided.
- Any other relevant information that the City may legally consider in making its decision.

The **City Chief Financial Officer** will present a recommendation to the City which will make the final decision on the prevailing proposal.

The City reserves the right to reject any and all bids. Further, the City is not bound to accept the lowest bid but rather, the best bid submitted for the work to be performed and the qualifications of the bidder.

*(Remainder of page intentionally left blank)*

**PROPOSAL FORM**

**Failure to complete this form will result in your Proposal being deemed non-responsive and rejected without further evaluation.**

**TO: CITY OF FLINT**

The Undersigned hereby offer and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

**ADDENDA:**

The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

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(Write "None" if none.)

In addition, the Undersigned has fully and accurately completed all required forms.

**OBLIGATION:**

The Undersigned, by submission of this Offer, hereby agrees to be obligated, if selected to provide the stated services to the City, for the term stated herein, and to enter into an Agreement with the City, in accordance with the Conditions, Scope, and Terms, together with any written addenda as specified above.

**COMPLIANCE:**

The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements. By submitting this Proposal Form, the Respondent represents that: 1) the Respondent is in compliance with any applicable provisions of the City's Charter and Code of Ordinances; and 2) if awarded a contract to provide the Services required in the RFP, the Respondent will comply with the City's Charter and Code of Ordinances.

**NONCOLLUSION:**

The Undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other person or entity, or which otherwise make a Proposal.

**SUBMITTAL REQUIREMENTS:**

The Undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**No proposal shall be accepted which had not been manually signed in ink in the appropriate space below:**

**PROPOSAL FORM PAGE 2 OF 2  
WATER AND SEWER RATE  
STUDY 2020**

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

For clarification of this offer, contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**INSURANCE AND WORKER’S COMPENSATION:**

The contractor shall notify all insurance agents and companies retained by the contractor that these insurance requirements shall be included in any agreement between the contractor and the City of Flint. The Contractor shall furnish proof of worker’s compensation insurance as well as evidence of general liability/ property damage insurance.

The Contractor shall furnish a certificate of insurance naming the Buyer (City of Flint) as additional insured with the following coverage and limits:

- General Liability (CGL) insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000) Combined Single Limit per occurrence/\$2,000,000 general aggregate.
- Professional liability insurance in an amount not less than \$1,000,000 per occurrence/\$1,000,000 annual aggregate, covering negligent acts, errors, omissions, or willful misconduct of a professional nature committed or alleged to have been committed by Consultant in the performance of Consultant’s services set forth herein.
- Professional Errors and Omissions (E&O) insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000) Combined Single Limit per occurrence for professional errors and omissions.

Coverage shall be effective upon the Agreement and shall be maintained during the term of the consultant agreement. Consultant shall provide proof of insurance, issued by an insurer licensed to do business in the State of Michigan, in a form acceptable to the City. Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by Consultant under this Contract.

In the occasion of cancellation, material restriction, non-renewal, or lapse of any of the required policies. Consultant agrees to indemnify and hold harmless the City and all persons entitled to indemnification by the City pursuant to Flint Code of Ord. §35-80, for any and all claims arising out of the conduct or negligence of Consultant in the performance of his/her duties as specified in this Contract. Should the Consultant fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith.

This paragraph shall survive the expiration or termination of this agreement in perpetuity.

**NOTICE TO PROCEED:**

No work on this project shall commence without prior written notice to proceed from the City of Flint Program Manager.

**Bidders must list their licenses and/or certifications acquired for this type of work.**

**CITY OF FLINT, MICHIGAN AFFIDAVIT  
AFFIDAVIT FOR INDIVIDUAL**

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that they are the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have not directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not in any manner sought by collusion to secure themselves any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_,

\_\_\_\_\_  
\*Notary

Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_

*NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.*

**CITY OF FLINT, MICHIGAN AFFIDAVIT  
FOR CORPORATION**

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that  
she/he/they

is \_\_\_\_\_ of \_\_\_\_\_

(Official Title)

(Name of Corporation)

a corporation duly organized and doing business under the laws of the State of

\_\_\_\_\_ the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by

authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_

*NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.*

**CITY OF FLINT, MICHIGAN AFFIDAVIT  
FOR PARTNERSHIP**

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that they are a member of the firm of \_\_\_\_\_, a co-partnership, making the above bid; that they are duly authorized to make said bid on behalf of said co-partnership; that said bid is genuine and not sham of collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_

*NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.*

**CITY OF FLINT, MICHIGAN AFFIDAVIT  
FOR AGENT**

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says  
that they executed the within and foregoing bid in behalf of

\_\_\_\_\_,  
the bidder therein named, they having been theretofore lawfully authorized, as the agent of said bidder,  
so to do; that said bid is genuine and not sham or collusive and not made in the interests of or on behalf of  
any person not therein named, and that they have not and said bidder has not directly or indirectly  
induced or solicited any bidder to put in a sham bid; that they have not and said bidder has not directly or  
indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have  
not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder  
any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and  
State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

*NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record,  
authenticating the Notary's Signature and authority should be attached.*