

# **Water Rate Study Request for Proposals**



**RFP Closes June 10, 2021 @ Noon**

## Overview

Diablo Water District (District) is seeking a professional water rate consultant (consultant) to design a progressive and defensible water rate study. Goals of the study are to create a water rate structure that provides equity amongst rate payers, develops additional billing customer classes, and reflects the true cost of water and the services the District provides. The District has already created a water rate ad hoc of the Board that has reviewed District customer and water use data (see Attachment 1). This study will also include an overhead calculation component too.

This study will not include connection/capacity fee calculation as these fees were calculated and updated in 2020.

## Timing

Milestones	Dates
Issue RFP	May 25, 2021
Last Day for Clarification Questions	June 8, 2021
RFP Closes at Noon	June 10, 2021
Interview of Top Consultants	June 15 <sup>th</sup> or 16 <sup>th</sup> , 2021 (District may waive this step)
Contract Award	June 23, 2021
Project Start	ASAP
Project Completion	November 17, 2021

## Scope of Services Required

- Operations & Maintenance budget and water rate review.
- Comparison of local agencies water rates.
- Comparison to water rates of progressive water agencies in the State of California.
- At the direction of the Board, develop no less than three rate structure alternatives.
- Guide Board and staff to consensus decision for future rate model/structure.
- Develop 5-year projection for rate increases.
- Calculate a Districtwide overhead rate to be applied on reimbursable services.
- Review and update the District's miscellaneous fees as needed.
- Work in coordination with the District's General Counsel, General Manager, and Finance & Accounting Manager.
- Board Presentations (4 to 6).
- Ad hoc Board meetings (4 to 6).
- Public workshops (2 – combined with Board meetings).
- Outreach materials for District to send to customers.

## **RFP Contents**

1. Transmittal Letter – include an introduction of the firm, summary of general qualifications and will be signed by an officer of the firm who is authorized to negotiate a contract with the District.
2. Executive Summary – summary of the key characteristics of the proposal.
3. Study Approach and Schedule –convey a clear understanding of the Scope of Work to be performed and shall include detailed descriptions of all project tasks and any proposed changes, additions, or recommendations. The description of each task shall include the methodology or analytical process, schedule, and personnel.
4. Previous Rate Structures – provide an overview of recent rate structures you have developed for other water districts in California.
5. Team Experience –describe the qualifications and experience of the key personnel to be assigned to the project and include their previous experience with water rate studies. The proposal will include an organizational chart showing the inter-relation of all project team members.
6. Quality Assurance/Quality Control – describe how QA/QC will be provided for the study. Identify the individual(s) that will be involved and at what milestones they will be provided. Provide information on your plan to manage the schedule, budget, and provide updates to the District staff and Board.
7. References – provide at least three (3) references (name, company, title address, telephone number, email) for the key individuals on the project team.
8. Cost Proposal – per task and include a spreadsheet identifying personnel, hourly rates, project responsibilities, and estimate time expected for each task. The cost proposal must be presented as not-to-exceed, with all overhead/expenses included in the estimated costs. The hourly rates will include labor, reporting, travel, technical supervision, equipment, taxes, insurance, and all other incidental charges.
9. Additional Information – other information may be included to assist in the selection process.

## **Contact Information**

Dan Muelrath, General Manager  
[dmuelrath@diablowater.org](mailto:dmuelrath@diablowater.org)

## **Deadline for Submission**

Proposals must be received (not postmarked) by **June 10, 2021 at Noon**.

Email: Submissions **will not** be accepted via email.

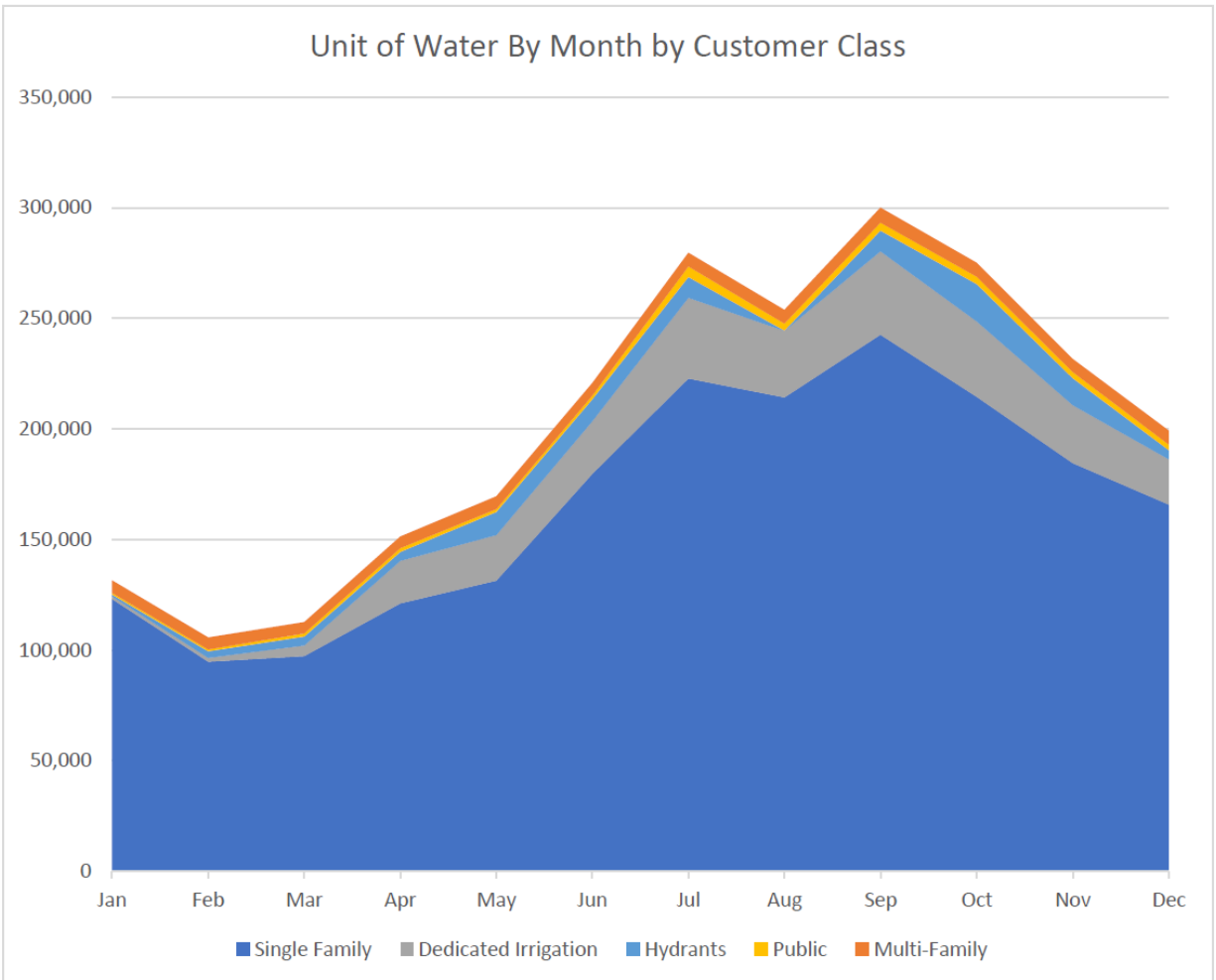
Parcel: Diablo Water District, Attn: Water Rate Study RFP, 87 Carol Lane, Oakley, CA 94561

USPS: Diablo Water District, Attn: Water Rate Study RFP, PO Box 127, Oakley, CA 94561

## Attachment 1 – District Data

Units of Water by Month by Customer Class					
	Single Family	Dedicated Irrigation	Public	Multi-Family	Hydrants
Jan	123,085	1,200	750	5,575	874
Feb	94,745	1,731	864	5,434	2,968
Mar	97,265	4,765	1,363	5,160	4,141
Apr	121,128	19,177	1,829	5,198	4,034
May	131,452	20,591	1,330	5,672	10,413
Jun	179,650	23,791	1,658	5,685	10,019
Jul	222,813	36,480	4,706	6,209	9,426
Aug	214,179	30,088	3,271	6,136	181
Sep	242,580	37,710	3,715	6,705	9,321
Oct	214,498	34,061	3,272	6,252	16,952
Nov	184,492	26,244	2,777	5,951	12,177
Dec	165,726	20,460	2,580	6,163	4,236
<b>Total</b>	<b>1,991,613</b>	<b>256,298</b>	<b>28,115</b>	<b>70,140</b>	<b>84,742</b>
Peaking Factor	2.2	13.5	3.9	1.2	2.4

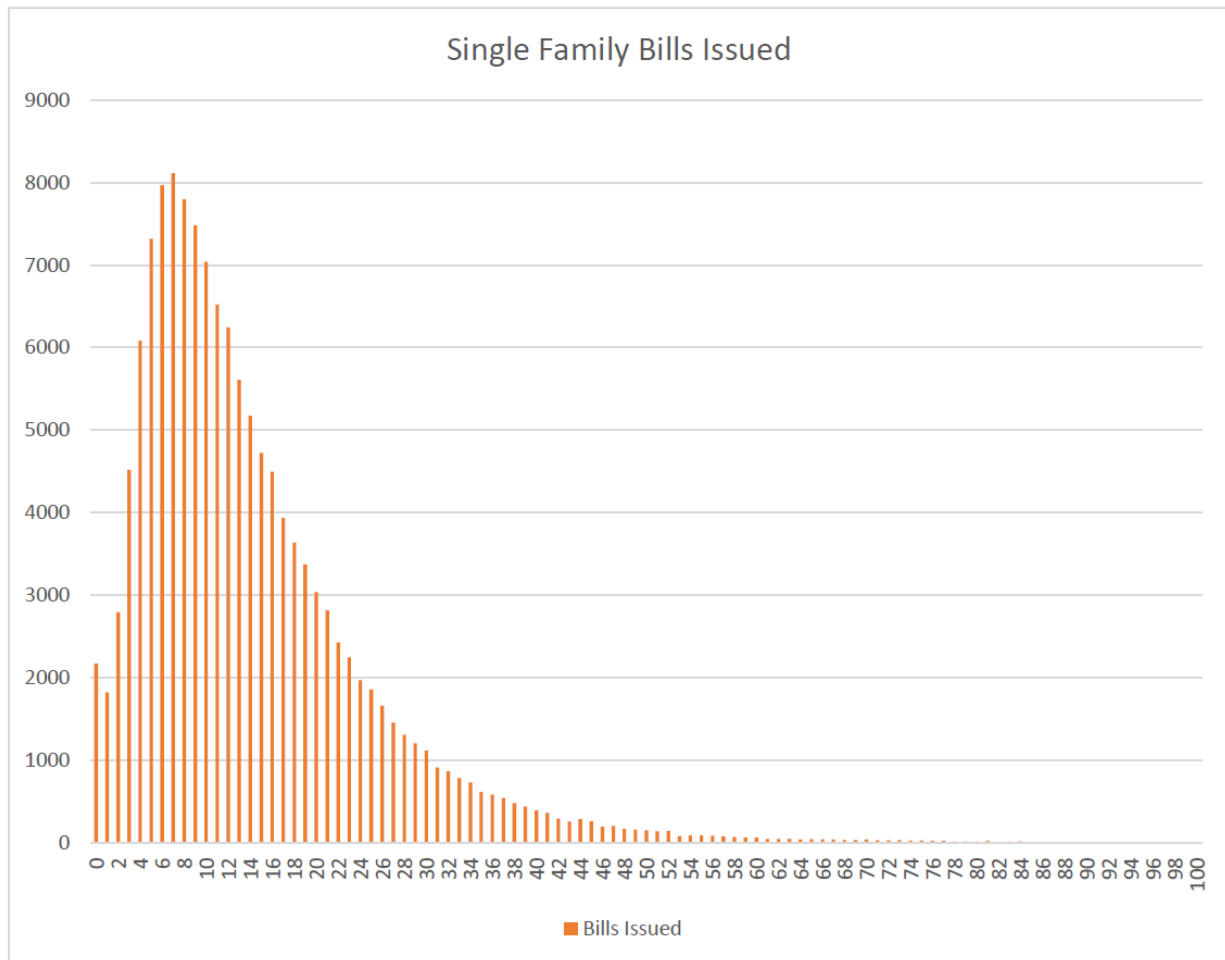
Hydrant meters were not billed during software transition, resulting in higher bills in fall rather than summer.

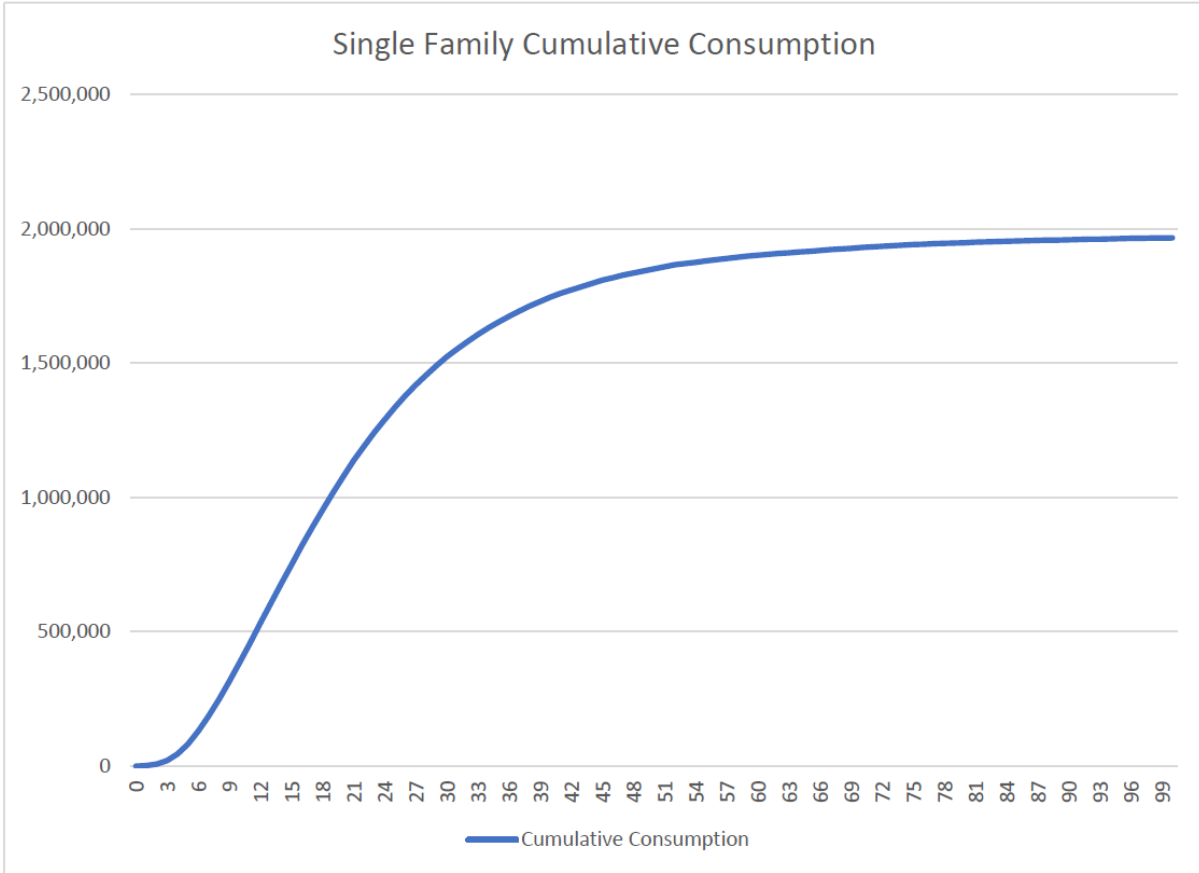


## Single Family Residential Class

Average 14  
Median 11  
Mode 7

Peaking factor (summer avg / winter avg) 2.1

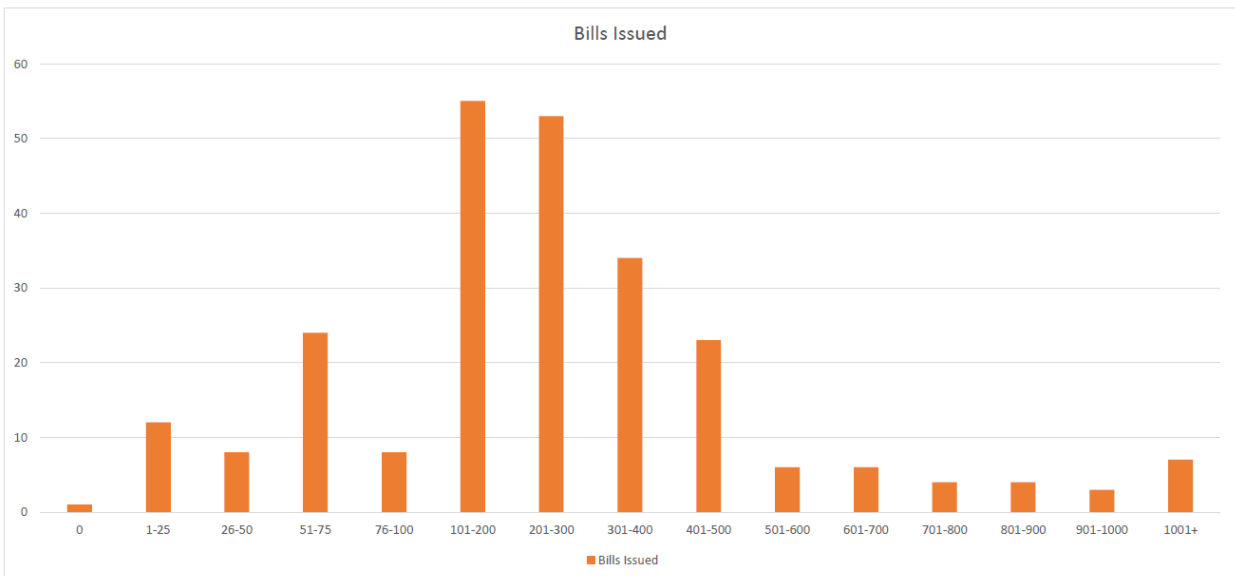




**Multi Family Residential Class**

Average 283  
 Median 226.5  
 Mode 15

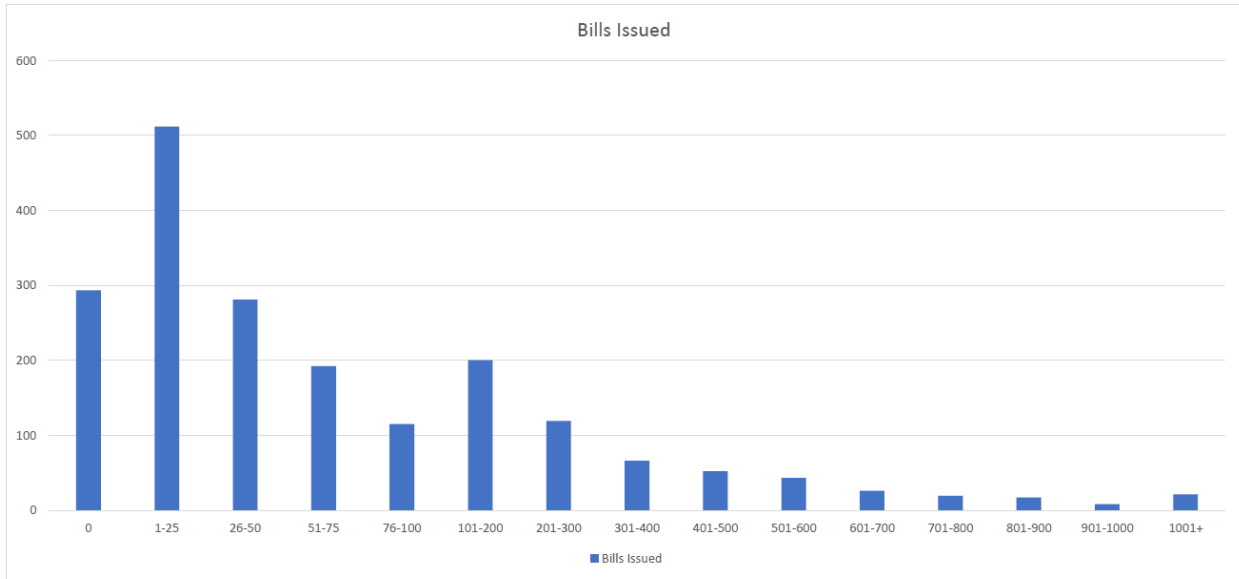
Peaking factor (summer avg / winter avg) 1.1



### IRR Class

Average 130  
Median 38  
Mode 0

Peaking factor (summer avg / winter avg) 13.5



### HYD Class

Average 172  
Median 3  
Mode 0

Peaking factor (summer avg / winter avg) 2.4

