

**UTILITIES COMMISSION  
City of New Smyrna Beach, Florida**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
RSQ NO. 8-11**

THE UTILITIES COMMISSION IS SEEKING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED CONSULTANTS TO CONDUCT A RATE STUDY FOR THE ENGINEERING DEPARTMENT OF THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA PER THE ATTACHED SPECIFICATIONS.

**SUBMIT ONE ORIGINAL AND FIVE COPIES TO:**

Maureen Lynch, CPPB  
Materials Manager  
Utilities Commission  
City of New Smyrna Beach  
(386) 424-3046 Telephone  
(386) 424-2748 Fax

**MAILING ADDRESS:**

Post Office Box 100  
New Smyrna Beach, Florida 32170-0100

**WALK-IN DELIVERY ADDRESS:**

200 Canal Street  
New Smyrna Beach, Florida 32168

PURPOSE FOR RSQ is to select a highly qualified firm to conduct a comprehensive rate study of four enterprises and overhead allocation. Submittals received after this deadline **will not** be considered for award.

SUBMITTALS DUE BY: **July 1, 2011, 2:30 P.M.** At which time only the names of the firms submitting will be read aloud and recorded.

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**Comprehensive Rate Study - 4 Enterprises and Overhead Allocation**

**GENERAL:** The Utilities Commission, City of New Smyrna Beach, is planning a project to conduct a study of utility rates for four regulated enterprise utilities (water, wastewater, reclaimed water and electrical power). These four utilities are to be studied to determine the adequacy of both capacity fees and usage rates. The fifth part of the study is to analyze the accounting allocation of overhead costs among the four managed utilities for equitable characteristics. The preliminary budget estimate of the study cost is \$100,000 or more. This study is a category 2 study per Florida Statute 287.017 and the Florida CCNA. The Utilities Commission is seeking qualifications and proposals from qualified consultants to conduct a rate study with these objectives.

**SUBMITTAL REQUIREMENTS:** Firms interested in providing the required professional services shall submit one (1) original, marked “ORIGINAL” and five (5) copies, each marked “COPY” of the requested qualification data for evaluation. Failure to provide the required copies and information may result in the proposal not being considered. Submittals shall be clear, concise, indexed by subject, typed on letter size paper and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with the project name, RSQ Number and due date. Packages shall be received by the advertised deadline. **Each respondent should ensure that they have received any/all addenda and amendments to this RSQ before submitting their proposal.** Submittals should contain no more than thirty (30) pages, one side, single spaces, at least #10 font; longer submittals will be discarded.

**SUBJECTS:**

**QUALIFICATIONS DATA:**

1. Listing of similar type projects with project data, done within the last ten years, with names and telephone numbers to contact for project reference.

**CONSULTANT’S UNDERSTANDING:**

2. Description of the consultant’s understanding of and approach to the project.

**STAFFING REQUIREMENTS:**

3. Project staffing and organization. Provide a listing of key personnel key to completing the project. This should include key management, project leader, electrical, civil, and financial talent who will actually do the work if selected. This should include brief resumes of key persons.

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LOCATION:

4. Locations of the office and staff to do the work.

FINANCIAL STABILITY:

5. All respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required. All respondents shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted. **The statement can be labeled Confidential.**

INSURANCE:

6. Evidence of required insurance coverage's to be supplied prior to entering into a contract.

OCCUPATIONAL LICENSE:

7. Attach a copy of Occupational License for firm and any subcontractors.

REFERENCES:

8. Three (3) references and three (3) current similar contracts.

OTHER INFORMATION:

9. Information the consultant believes will help illustrate his firm's qualifications and experience in this type of project, and that will differentiate his from other firms.

Submittals will be reviewed and evaluated as to qualifications to perform the services required by a Selection Committee consisting of qualified UCNSB staff based upon the information submitted and the requirements requested. The committee will winnow the submittals to a short list of 3 firms. In- person interviews may be required for selecting and ranking the shortlist of 3 firms. If interviews are required no more than 5 firms will be interviewed from which the 3 firms will be selected and ranked for negotiation in accordance with the CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA) Chapter 287.055, of the Florida Statutes.

**WAIVER:** The Utilities Commission, City of New Smyrna Beach, reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as may be deemed to be in the interest of the Utilities Commission, City of New Smyrna Beach.

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**SCOPE OF SERVICES**

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- A. 2011 Comprehensive Study of four utility funds for usage rates and capacity fees and allocation of fixed costs.
1. The consultant shall review such UCNSB documents as are required to fully evaluate operational and capital costs of the system. These documents are expected to include budget, capital improvements plan, fixed asset lists, as well as actual production, quantities, sales, revenues, activity, etc., for the following 4 utility operations:
    - a) Electric Power - Capacity fees and usage rates.
    - b) Potable Water - Capacity fees and usage rates.
    - c) Wastewater - Capacity fees and usage rates.
    - d) Reclaimed Water (Reuse) - Capacity fees and usage rates.
    - e) The study shall include review of UCNSB fixed costs and their equitable allocation among the utilities based upon the actual use and application of fixed costs and overhead services.
  2. The consultant shall arrange meetings and interviews as necessary with UCNSB directors and managers to clarify or for explanation of any practices relevant to the study.

**DELIVERABLES:**

1. Preliminary Report 5 Copies (Bound)  
1 Copy Digital CD or ZIP

The consultant shall provide a preliminary report which UCNSB staff will review and meet with the consultant to discuss, clarify and provide direction for incorporation into the final report.

2. Final Report 20 Bound Copies Plus 1 Digital Format Copy on CD or  
Approved Media in .doc or .pdf Format

The consultant will be expected to attend 2 meetings of up to 3 hours to present the report and answer questions regarding its preparation and content.

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**SCHEDULE:**

Notice to Proceed - Kick-off Meeting -	August 1, 2011
Interview and Data Gathering -	September 1, 2011
Analysis and Report Preparation -	October 3, 2011
Deliver Preliminary Report -	November 1, 2011
UCNSB Review -	November 15, 2011
Review Meeting -	December 1, 2011
Final Report –	December 14, 2011
Delivery - Meeting – Public Hearing	TBD

Alternate schedules may be suggested by selected and ranked firms for presentation and discussion during negotiation phase.