



**CITY OF ILWACO**  
**REQUEST FOR PROPOSAL**

**Utility Rate Study**

**April 2025**

**City of Ilwaco**  
**120 First Ave North/PO Box 548**  
**Ilwaco, WA 98624**  
**Phone: (360) 642-3145**

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## **REQUEST FOR PROPOSAL (RFP)**

### **1.0 OBJECTIVE**

The City of Ilwaco is soliciting proposals from qualified consulting firms to provide professional services to complete a utility rate study for the City's water, sanitary sewer, and stormwater services. The rate study will be based upon a comprehensive review of the City's water, sanitary sewer, and stormwater budgets, customer classes, current usage data, future growth, facility plans and studies, and any other information deemed necessary. The proposed rate analysis will provide a minimum six-year horizon (2027 – 2032).

### **2.0 BACKGROUND**

The City of Ilwaco was founded in 1890 and was home to the Ilwaco Railway and Navigation Company along the Long Beach Peninsula, with its core economy based on logging and timber rafting. The city is located on the southern edge of the Long Beach Peninsula, on Baker Bay on the north side of the Columbia River where it meets the Pacific Ocean. It is near the city of Astoria, Oregon which lies to the southeast on the southern bank of the Columbia. As of 2022, census data indicates a total population of 1,433, per capita income of \$39,386, and a median household income of \$85,446. A high number of citizens work in the service industry, as tourism continues to grow over the last few decades.

The City operates water, sanitary sewer programs supported by separate enterprise funds. The City also administers a stormwater fund targeted at funding infrastructure improvements city wide. The most recent utility rate study was completed in 2011 with new rate structures adopted in 2012. Since then, the city has adopted incremental increases to accommodate inflation, capital improvements, and debt capacity. It is the City's desire to reevaluate utility rates for water, sanitary sewer, and stormwater utilities.

### **3.0 SCOPE OF WORK**

The Scope of Work will include, at a minimum, the following elements:

- General
  - Project Management
- Study Requirements
  - The recommended rates should be based on the cost of service and should be sufficient to meet the revenue requirements of the city;
  - The study shall evaluate current system connection charges for water and sanitary sewer and recommend an update based on future capital needs;
  - The study shall recommend rates and, if necessary, rate structures that consider and provide for the following factors:
    - Current and future costs of providing water, sanitary sewer and stormwater services in accordance with established and anticipated standards, regulations, facility, and capital improvement plans;
    - Projected demands;
    - Age and condition of infrastructure and systems;
    - Funding requirements for all current and long-term liabilities and debt obligations;
    - Fair allocation of costs to appropriate customer categories.

- The study shall provide direct identification of revenues appropriate to major funding activities and infrastructure;
- The recommended rate structure(s) shall be planned for at least six (6) years;
- The study shall provide at least two (2) rate alternatives for water, sanitary sewer, and stormwater; The consulting firm shall recommend the alternative that best meets the study objectives defined above. Generally, the Two (2) alternatives requested for each water, sanitary sewer, and stormwater funds are as follows:
  - Alternative that considers no rate increases over a five-year period. The analysis will include the implications that a rate freeze would pose, including but not limited to Utility financial sustainability, system, reinvestment, operations, and maintenance program impacts, debt service, capital improvement and facility planning, growth planning, and regulatory compliance.
  - Alternative that considers rate increases over a six-year period (immediate and/or gradual implementation), annual inflationary/indexed adjustments, approved Capital Improvement Plans, and System Development Charges.
- Coordination (either in-person or virtual)
  - Monthly City update meetings
  - Gather public input at one (1) Community Engagement Night meeting
  - Develop information/outreach materials for engaging the community regarding restructuring methods associated with utilities and proposed rate increases
  - Attend 30,60,and 90 percent City study review meetings
  - Two (2) City Council presentations
- Completion Schedule
  - The study shall be completed, including all community outreach, by August 31, 2026 with new rate structures and rates taking effect January 1, 2027.

#### 4.0 ESTIMATE

The total cost for Professional Services described herein is currently budgeted at \$125,000.

#### 5.0 PROPOSAL PROCESS

##### Proposal Submission Procedure

Submissions shall be sent **electronically** to Holly Beller, City Administrator, at [treasurer@ilwaco-wa.gov](mailto:treasurer@ilwaco-wa.gov) by **2:00 p.m. on Friday, May 30, 2025**. Late or incorrectly submitted submissions may be automatically disqualified from consideration.

##### Consultant Selection Schedule

The solicitation, receipt, and evaluation of submittals and the selection of the Consultant are anticipated to conform to the following schedule. Please note that these dates are subject to change and are only provided for preliminary purposes.

Proposal Due .....	May 30, 2025
Proposal Review .....	June 13, 2025
Consultant Selection Completed .....	June 27, 2025
City Council Approval .....	July 14, 2025
Notice to Proceed Issued .....	July 15, 2025

### **Addendums to the Request for Proposal**

Any revisions, updates and/or clarifications of the Request for Proposal will be posted on the City's webpage at: <https://ilwaco-wa.gov/request-for-proposal/>.

### **Proposal Format and Content Requirements**

The following requirements must be met in all proposals submitted:

- Submittal shall have a maximum page limit of twelve (12) pages (6 pages if double-sided) excluding title page and/or cover letter.
- **Cover Letter:** Provide a cover letter that, at a minimum, is:
  - On Consultant Firm letterhead
  - Includes "Utility Rate Study" in the subject heading
  - A maximum of two (2) pages long
  - Signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days with corresponding contact information
- **Project Approach:** Describe methods and plan for carrying out the Scope of Work. Provide information on all of the services proposed to be provided as part of this contract and which are identified in the RFP. The Scope of Work should express specific ideas for the work that will be proposed and why those ideas are the best solution. Any additional or optional recommended tasks should also be included.

List any information and tasks expected from the City. Any information or tasks needed but not listed will be the responsibility of the selected Consultant.

- **Project Schedule:** Provide a proposed draft project timeline including the key milestones:
  - Contract Execution
  - 60 Percent Study
  - 90 Percent Study
  - Final Study
- **Qualifications and Experience:** This section shall contain the following:
  - Type of organization
  - Size (i.e. local office and total firm size)
  - Number of years as a firm
  - Name, qualifications, and experience of personnel assigned to the Project, including professional registrations and affiliations. When listing subconsultants, describe the listed experience and the exact tasks that each entity will perform
  - Outline of recent projects completed that are similar to this Project
  - Client references from recent similar projects, including name, address and telephone number of agency contact(s).

- List of Project Responsible Personnel:** This list should include the identification of the project manager or contact person with primary responsibility for this contract, the personnel proposed for this contract, and any supervisory personnel, including partners and/or sub-consultants, and their individual areas of responsibility.  
 Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the city. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.
- Organization Chart:** An organization chart containing the names of all key personnel, joint venture partners, and subconsultants with titles and their specific task assignment for this contract shall be provided for in this section.
- Successful Past Projects:** A list of similar completed projects with the original completion dates and actual completion dates. This list may be used as a reference list and, when possible, should include contact information for the respective city/agency.

## 6.0 CONSULTANT EVALUATION AND SELECTION PROCESS

After the deadline for acceptance of proposals, the RFP's will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by the administration to participate. The committee may select a short list of up to three consultants to make an oral presentation, or may make a selection based on the following criteria of the proposals:

The committee will evaluate and rate the proposals to the following criteria:

Criteria .....	Total Possible Points
Project Approach .....	30 Points
Qualifications and Experience .....	15 Points
List of Project Responsible Personnel .....	15 Points
Organizational Chart .....	10 Points
Successful Past Projects .....	30 Points

## 7.0 CITY CONTACT INFORMATION

Questions regarding this project should be directed to:

Holly Beller  
 City Administrator  
 Phone: (360) 642-3145  
 Email: [treasurer@ilwaco-wa.gov](mailto:treasurer@ilwaco-wa.gov)

Mailing Address:  
PO Box 548  
Ilwaco WA 98624

Physical Address:  
120 First Avenue North  
Ilwaco WA 98624

## **8.0 TERMS AND CONDITIONS**

The City of Ilwaco exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason, or to cancel in part or in its entirety the Request for Proposal.

This Request for Proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or its entirety the proposal if it is in the best interest of the City to do so.

All costs for developing a response to this request are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the City Contact listed in Section 7.0 of this Request for Proposal. Proposals cannot be withdrawn after the published close date.

## **9.0 ATTACHMENTS**

- Sample Personal Services Agreement
- Current Rate and Fee Schedule
- 2023 – 2025 Annual Budgets