

NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Environmental Services (ENV), plans to use the services of a firm or individual under the category of Environmental Engineering or Accounting to develop sewer service charge rate alternatives. The consultant must have knowledge and experience in municipal sewer service or water supply user charge programs, including revenue bond financing.

Funding for this work is now available in the City's Fiscal Year 2011 operating budget. The duration of the contract is 12 months. Work is expected to begin on or about October 2010. Baseline options are to be completed by December 2010 based on an October starting date. The sewer service charge alternatives to be addressed in this project include:

1. Applying a consistent Equivalent Residential Unit (ERU) fixed, or base, charge for residential and non-residential customers;
2. Eliminating the minimum allowance;
3. Synchronizing return coefficients, how much water use gets to the wastewater system, for residential and non-residential customers;
4. Creating a single volumetric rate for all customers;
5. Updating of Suspended Solids Averages for Non-Residential Dischargers;
6. Adding Biochemical Oxygen Demand (BOD) as a high-strength surcharge parameter;
7. Establishing an Environmental Charge to recover costs from new legal requirements;
8. Developing a fee for hauled wastes;
9. Updating of Facility Charges;
10. Evaluating options for relationship of fixed and variable charges to include impact of differing rate volatility on bond ratings and pros/cons for customers;
11. Proposing possible alternatives relating to possible rate relief for fixed/low income customers.

Submittal Materials Requirement

1. Letter of interest
2. Information on the firm/consultant:
 - a. Name of the firm, the principle place of business, and location of all its offices;
 - b. The age of the firm and its average numbers of employees over the past five years;

- c. The education, training, experience (including wastewater utility management experience), and qualifications of key members of the firm;
 - d. The names of five clients who may be contacted with their email and phone numbers; and,
 - e. Past record of performance on contracts with respect to cost control, quality of work and ability to meet schedules.
3. Other related information:
 - a. Proposed staff commitment, including any sub-consultants and descriptions of their roles and responsibilities;
 - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The information shall, at minimum, include (i) Knowledge and experience of municipal sewer service or water supply user charge programs and (ii) experience with Hawaii based utilities;
 - c. Qualifications and experience of the firm with respect to the tasks related to this solicitation. Provide a list of similar or related services undertaken and completed within the last five years. Include the owners of the projects, date, the cost of the projects, and the scope of services performed;
 - d. The proposed approach to conduct the work;
 - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.
4. Additional materials, e.g. promotion materials, may be submitted but are not required.

Deadline

1. An original, and four (4) hard copies of the submittal materials packet shall be submitted no later than **September 8, 2010, 4:30 P.M., Hawaii Standard Time**, to:

Mr. David Nagamine, Executive Assistant
Department of Environmental Services
1000 Uluohia St., Suite 308
Kapolei, HI 96707
2. An electronic PDF document of the final submittal materials must also be emailed by the above deadline to dnagamine@honolulu.gov. (The original and four hard copies are still required).
3. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the services required for the project. Submittal materials submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to David Nagamine, Executive Assistant, Department of Environmental Services, at the above address, or at email address dnagamine@honolulu.gov.



For RIX MAURER III
Director of Budget and Fiscal Services
By Order of Mufi Hannemann, Mayor *du*
City and County of Honolulu