

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 conduct an evaluation of the City's sewer service charge (SSC) program and recommend possible revisions. The consultant must have knowledge and experience in municipal sewer service or water supply user charge programs, including revenue bond financing. Funding for the work is now available in the City's fiscal year 2009 operating budget.

The SSC program was authorized and implemented in 1978. Fee amounts have been periodically increased, and in general, the program structure remains unchanged. ENV desires to evaluate the SSC program to determine the need to update program provisions relating to the following issues:

- Are sewer service fees assessed equitably among customer classes?
- Should ENV establish a provision to address affordability?
- Should the existing non-residential surcharge provisions for suspended solids and averages be revised?
- Should non-residential strength surcharge provisions be revised to cover biochemical oxygen demand and fats, oils and greases (FOG)?
- Are wastewater system facility charges appropriately related to future capital costs?

The scope of work under this solicitation includes, but is not limited to:

1. Conduct evaluation of the ENV SSC program.
 - (a) Review City Ordinance, Federal Clean Water Act and other laws and regulations on the SSC program;
 - (b) Review ENV reports, policies, and correspondence on the SSC program;
 - (c) Meet with key Division personnel to obtain an understanding of the SSC program and specific IOC;
 - (d) Review at least three SSC programs of municipalities with the size of the ENV customer base. These programs must have been evaluated and updated within the last 5 years;
 - (e) Develop recommendations as to whether ENV should revise the SSC provisions.
2. Prepare and submit a draft report for City review and comments, a pre-final to include City's comments for final City approval, and a final report on the evaluation and recommendations.

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 **May 15, 2009, 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.



201 RIX MAUER III
Director of Budget and Fiscal Services
By Order of Mufi Hannemann, Mayor
City and County of Honolulu

