

**CITY OF FERNDALE**  
**REQUEST FOR QUALIFICATIONS FOR**  
**Financial Consulting Services**

The City of Ferndale, Washington desires to solicit interest from firms with experience in performing utility rate studies to complete a comprehensive rate study of the City's water, sanitary sewer, and stormwater rate structure.

The City of Ferndale has experienced substantial growth in recent years; this growth coupled with ageing infrastructure necessitates expansion and upgrades to the City's water and sanitary sewer systems including a \$26 million expansion of the waste water treatment plant and \$4 million expansion of the City's water treatment plant and well system.

This rate study is intended to analyze the existing rate structure and provide rate recommendations designed to fully fund utility expenditures as well as evaluate rate equity within the system. Proposed rate structures shall also provide for the long-term viability and financial strength of the utility.

**Ferndale Systems Overview:**

The City of Ferndale provides water, sewer, and stormwater utility services to a population of approximately 14,000 both in and outside the City's municipal bounds.

**Sewer:**

The City operates a waste water treatment plant which was originally constructed in 1975 and benefited from major additions and modifications in 1997 and 2000. The plant has currently reached its design capacity and requires further upgrades and modifications. The City, working with our consulting engineers have completed design for the plant modifications anticipating a construction start in late 2019 or early 2020. Current cost projections indicate a construction cost of approximately \$26,000,000 of which the City has secured approximately \$15,000,000 in low interest loans through the State of Washington.

In addition to the waste water treatment plant the City operates approximately 20 pump stations and City-wide conveyance system with ongoing capital needs.

**Water:**

The City's water system currently relies on two production wells and one treatment plant to meet the City's needs. The treatment plant was originally constructed in 1973 and originally treated surface water sourced from Whatcom County PUD #1, in late 2011 the City transitioned to groundwater utilizing the City's existing water rights portfolio. Current treatment plant operations utilize reverse osmosis and green sand filtration as well as chlorination to provide treated water to the distribution system.

In 2018 the City drilled a new production well into a previously undiscovered deep aquifer. Bringing this new resource online will require construction of a well house and modifications to the treatment plant. Current cost projections indicate that construction will be approximately \$4,000,000.

**Stormwater:**

The City of Ferndale operates a stormwater utility which serves an area of approximately 3,700 acres and is responsible for maintenance and repair of stormwater facilities and conveyance systems, managing the City's Western Washington Phase II Municipal Stormwater Permit, investigation and resolution of citizen complaints and requests, and flood management.

Upcoming stormwater projects include Comprehensive Stormwater Plan update including requirements for watershed planning and development of a Stormwater Monitoring Action Plan. Additionally, the City will need to fund replacement and upgrading of several large culvert crossings to provide additional capacity and remove fish passage barriers.

Qualified firms are encouraged to submit their statement of qualifications for consideration.

Questions regarding this Request for Qualifications should be directed to Kevin Renz, Public Works Director, (360) 685-2376 or via email at [kevinrenz@cityofferndale.org](mailto:kevinrenz@cityofferndale.org).

The City of Ferndale reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ Submittals will become the property of the City of Ferndale.

Interested firms shall submit a Statement of Qualification that contains the following:

**1. Cover Letter.****2. Qualifications:**

Outline the qualifications of the firm to perform this work.

Project management, provide an organizational chart of the proposed consulting team and a short resume of all key people listed on the chart.

**3. Project Approach and Timeline**

Provide an outline of your firm's approach to the rate study and proposed timeline for completion of study.

**4. References:**

Provide a list of projects that were similar in scope. Project list should include year completed, budget, scope and reference contact.

The Statement of Qualification submittal shall be a maximum of 10 pages (not including the cover page) and one original and four copies shall be submitted, as well as an electronic copy in PDF format (CD, DVD, or USB flashdrive).

## **RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION**

All responses shall be made in writing. **Responses by FAX will not be accepted.** Sealed responses will be received by the Public Works Director of the City of Ferndale, Washington up to the hour of **5:00 p.m., Wednesday, January 30, 2019.** Responses delivered later will not be accepted. The City of Ferndale is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to Kevin Renz, Public Works Director, City of Ferndale, P.O. Box 936, Ferndale, WA 98248. Hand-delivered responses, or responses not sent through the USPS, shall be delivered to the Public Works Department, 2<sup>nd</sup> floor front counter, City of Ferndale, 2095 Main Street, Ferndale, Washington. The United States Postal Service will **NOT** deliver to the street address. All responses shall be placed in a sealed envelope, which is clearly marked "Utility Rate RFQ".

The selection process for this project will involve the following three steps:

1. Request for Qualifications.
2. After the City reviews the Statement of Qualifications will be evaluated and ranked.
3. Up to three firms may be selected to interview.

The City reserves the right to forgo interviews and select firm based on RFQ submittal alone. This project does not currently contain federal funding however future portions of the project may be funded utilizing federal funds. Therefore the project in its entirety will be held to Federal EEO requirements.

The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 525, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Ferndale reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the City would be served.

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