

# AGENDA

## Request for Qualifications Wastewater Rate Study

City of Leavenworth  
Pre-submittal meeting  
July 11, 2017

### 1. Welcome

- a. Identify City Staff
- b. Sign-in Sheet
- c. Review documents available “on-line”

### 2. Review Purpose of the Study – Short Term Rate Adjustments (up to ten years)

- a. Been Several Years since a formal review of rates has occurred
- b. New Permit (Jan 2018) is NOT expected to have significant capital requirements
- c. City desires to increase funding for I/I activities
- d. City may choose to increase funding for Stormwater activities if a stormwater utility is not formed.
- e. KDHE may or may not create regulations forcing the city to improve nutrient removal within the next ten years. Dealing with that is NOT part of this rate study.

### 3. Key areas of concern

- a. Rate Calculations should be able to be performed by qualified city staff each year during the budget preparation process.
- b. Ensure rates are fairly calculated for service to federal installations
- c. Consider beginning an industrial discharge monitoring program
- d. Ensure rates are equitable and appropriate for all users. Leavenworth has a high proportion of rental properties and much of the eastern one-fourth to one-third of the community has been identified as “Environmental Justice and/or Low Income” tracts by MARC.  
[http://marc.org/Transportation/Equity/pdf/EJAnalysis\\_1002\\_2013.aspx](http://marc.org/Transportation/Equity/pdf/EJAnalysis_1002_2013.aspx)

### 4. Submittal requirements

- a. The requirements for submittals are noted in the RFQ document. Due in Engineering Office by 5:00PM July 28<sup>th</sup>.
- b. The Affirmative Action Requirements included in the on-line material. They are straight forward, and must be completed PRIOR to submittal. **One copy of the “approval” letter is REQUIRED to be included with the submittal.** *Contact Linda New, Executive Administrative Assistant to the City Manager for additional information at 913-684-2604*
- c. **One copy of the “non-collusion affidavit” is also required to be submitted with the response to the RFQ.**

- d. City Staff will identify between three and five firms to have follow-up interviews with. Interviews are expected to occur before September 15<sup>th</sup>. The most qualified firm will be identified and a scope and fee document negotiated between the city and the selected firm. Failure to agree on scope and fee will result in the next most qualified firm being contacted.

**5. RFQ Items #3 and #5**

These are the substantive portion of the RFQ. It must include at least two studies in our loosely defined geographical area. It is intended for the submittal to illustrate how the responding firm has the experience, expertise, personnel and vision to perform this work for the City of Leavenworth. While there is no "limit" on number of pages, excess pages do get noted by the reviewing staff.

**6. Questions and Comments?**

**7. Contact Information**

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