



**CITY OF SCAPPOOSE, OREGON  
REQUEST FOR PROFESSIONAL SERVICES PROPOSAL  
FOR**

**Water Financial Plan, Rate Analysis, and SDC Methodology Update**

Proposals for the **Water Financial Plan, Rate Analysis, and SDC Methodology Update** project will be received by the City of Scappoose until **January 11, 2021 at 3:00 pm** via email at [hwhite@cityofscappoose.org](mailto:hwhite@cityofscappoose.org).

**Introduction**

The City of Scappoose is seeking professional services to develop a financing plan, rate recommendations, and updated system development charge (SDC) methodology for the City's water utility. This request is not a reflection on work done to date by any consultant or contractor on behalf of the City, rather, it is in the best interest of the City to receive multiple quotes and proposals pursuant to public contracting best practices.

The City of Scappoose is a municipal corporation of the State of Oregon located in Columbia County, OR. The City's water utility currently serves a population of approximately 7,686 people (with approximately 2,700 accounts) and obtains water from three surface water diversions and five permanent groundwater wells, with one new well under construction. The City's supply sources are treated at two treatment plants located at Keys Road and Miller Road.

The City recently adopted the 2020 Water System Master Plan Update<sup>1</sup> and is now ready to update its water financial plan, conduct a rate analysis. Additionally, the City needs to complete an update to its SDC methodology to reflect the master plan update. The most recent SDC methodology update occurred in 2002. The City intends to incorporate the rate and SDC methodology recommendations into its annual rate evaluation prior to the adoption of next fiscal year's budget.

**Scope of Work**

1. Financial Plan Update – examine the City's financial capacity to complete the necessary capital projects as identified in the Water System Master Plan Update's Capital Improvement Plan and coordinate with City Staff to verify priorities.
2. Rate Analysis – examine the City's utility water rate structure and provide rate recommendations pursuant to the Financial Plan
3. SDC Methodology Update – develop the SDC reimbursement and improvement fees
4. Final Report – prepare and present final report with recommendations to City Council

---

<sup>1</sup> [2020 Water Master Plan Update](#)



## Project Schedule

Release – **December 14, 2020**

Closing – **January 11, 2021**

Interviews (via Microsoft Teams\*) – **January 12 – January 13**

Notice of Award and Project Start Date – **January 20, 2021**

Desired Project Completion Deadline – **March 26, 2021**

\*Please indicate availability on January 12<sup>th</sup> – 13<sup>th</sup> for a 30-minute interview in your submittal.

All responsive proposals shall be evaluated based on the following criteria:

Category	Points
Price	30
Experience	30
Virtual Interview	30
<b>Total Points Possible</b>	<b>90</b>

The consultant shall comply with all applicable public contracting requirements. The City reserves all rights regarding this request, including, without limitation, the right to reject for good cause any or all quotes upon a finding that it is in the best interest of the City or the public to do so.

The City of Scappoose is an Equal Employment Opportunity/Affirmative Action Employer.

Changes to the Scope of Work, whether in response to requests for clarification, or change, or to issue supplemental instructions, may only be made by written addenda. The City will post any notice of any addenda to the City's website (<https://ci.scappoose.or.us/rfps>). It is the responsibility of proposers to check the website prior to submittal of any quote. All addenda so issued shall become part of this request. No other oral or written statements to proposers shall be binding on the City unless reduced to written addenda.