



# City of St. Helena

*"We will conduct city affairs on behalf of our citizens using an open and creative process."*

1480 Main Street  
St. Helena, CA 94574  
Phone: (707) 967-2792  
Fax: (707) 963-7748

[www.cityofstheleena.org](http://www.cityofstheleena.org)

## City of St. Helena Full Cost Services and Development Impact Fee Study Questions & Answers - Update September 25, 2015

Q1. The RFP lists the following objectives to be addressed in this study: ensuring rate revenue is sufficient to cover all costs, maintain a balanced budget, provide for adequate replacement and emergency reserves, and maintain debt service coverage of 125%. Other than these objectives, does the City have any additional high priority concerns to be addressed in the study?

**A: Nothing else at this time.**

Q2. Are there recent master plan documents available for review?

**A: There is a Water Master Plan available for review. At this time, it is only available in hard copy. The selected consultant will be provided an electronic and/or hard copy of the master plan. There is no master plan for wastewater collection and treatment. The City's discharge permit is currently being renewed, and a facilities evaluation has been prepared for the wastewater treatment plant. The City will provide a list of wastewater improvements and cost estimates to be used in the fee study.**

Q3. Is calculating Capacity Charges part of the scope of work desired by the City?

**A: Yes**

Q4. Can the City provide a history of billing information for each customer account that shows customer type, meter size, number of dwelling units, and water consumption and the dollar amount of each bill for a 60 month period downloaded into an MS Excel file?

**A: Yes**

Q5. Does the City maintain a fixed asset database of each utility system by line item that can be provided in MS Excel format?

**A: We do not have a fixed asset database of each utility system.**

Q6. Does the City wish to consider developing and adopting new reserve and rate-setting policies with the rate study?

**A: Possibly**

Q7. Has the City prepared and adopted a Water Shortage Response Plan?

**A: The City has adopted water shortage regulations as part of the municipal code section 13.04.220-.310 that includes a phased approach to water shortages**

Q8. Is the City experiencing public dissatisfaction with the current rate structure? What is the political or public support for the current rate structure? Are there certain property types that feel they are disadvantaged?

**A: Generally, the community and Council are satisfied with the current rates. The City Council directed this review be conducted to ensure both systems are financially sound, which they understand may result in rate increases.**

Q9. From the RFP, it appears that the City is requesting a minimum number of 3 meetings to be included in Consultant's proposal. For Proposal pricing, should bidders assume three meetings?

**A: Yes, at a minimum. The need for additional meetings is up to the proposer's professional judgment.**

Q10. Is the City satisfied with the rate study completed in 2011? What additional aspects would the City like to be included if any?

**A: We have not found fault with the 2011 rate study.**

Q11. Could a list of the recipients that received the RFP directly be provided?

**A: Yes**

- 1. Willdan**
- 2. Wohlford Consulting**
- 3. Revenue & Cost Specialists, LLC**
- 4. NBS**
- 5. MGT of America**
- 6. Matrix Consulting Group**
- 7. ClearSource Financial Consulting**
- 8. AK & Company**
- 9. The Reed Group**
- 10. Goodwin Consulting Group**

Q12. The RFP issued by the City for the User Fee and Impact Fee studies seems to indicate that the City expects a single proposal for both studies. I would like to know whether the City is willing to accept separate proposals for the two studies.

**A: Our initial thought was that since St. Helena was such a small organization with limited staff, it would be easier on the City if these studies were done as a coordinated effort under**

**one team. Many have expressed interest in the opportunity to submit individual proposals for the two different studies; this will be available to proposers.**