



City of Medical Lake
124 S Lefevre Street
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Medical Lake, WA 99022-0369
509-565-5000

Request for Proposal (RFP)

UTILITY RATE STUDY

City of Medical Lake

Submittal Deadline: September 17, 2025

Purpose:

The City of Medical Lake (“City”) is soliciting proposals from qualified consulting firms to provide professional services to complete a utility rate study for the City’s water, sanitary sewer, stormwater, and solid waste (garbage and recycling) services.

Background:

Medical Lake has a family friendly, small-town feel where people are engaged in community affairs and experience meaningful connections to our history of healing and military heritage within the beautiful backdrop of our lakes, forests, and farmland. Located five miles north of Interstate 90 and twelve miles southwest of Spokane, Washington, Medical Lake serves a population just under 5,000.

The City operates water and sanitary sewer programs supported by separate enterprise funds. The City is exploring a stormwater fund targeted at funding infrastructure improvements city wide.

Project Overview:

The utility rate study will be based upon a comprehensive review of the City’s water, sanitary sewer, stormwater, and solid waste budgets, current usage data, future growth, facility plans and studies, and other information deemed necessary. The proposed rate analysis will provide a minimum six-year horizon (2026-31).

Scope of Work:

The Scope of Work will include, at a minimum, the following elements:

1. General
 - Project Management
2. Study Requirements

- The recommended rates should be based on the cost of service and should be sufficient to meet the revenue requirements of the city;
 - The study shall evaluate current system connection charges for water and sanitary sewer and recommend an update based on future capital needs;
 - The study shall recommend rates and, if necessary, rate structures that consider and provide for the following factors:
 - Current and future costs of providing water, sanitary sewer, and stormwater services in accordance with established and anticipated standards, regulations, facility, and capital improvement plans. Please note we are currently in the process of a Water System Plan update with anticipation of a Fall 2026 completion;
 - Projected demands;
 - Age and condition of infrastructure and systems;
 - Funding requirements for all current and long-term liabilities and debt obligations;
 - Fair allocation of costs to appropriate customer categories.
 - The study shall provide direct identification of revenues appropriate to major funding activities and infrastructure;
 - The recommended rate structure(s) shall be planned for at least six (6) years;
 - The study shall provide at least two (2) rate alternatives for water, sanitary sewer, and stormwater; The consulting firm shall recommend the alternative that best meets the study objectives defined above. Generally, the Two (2) alternatives requested for each water, sanitary sewer, and stormwater funds are as follows:
 - Alternative that considers no rate increases over a five-year period. The analysis will include the implications that a rate freeze would pose, including but not limited to Utility financial sustainability, system, reinvestment, operations, and maintenance program impacts, debt service, capital improvement and facility planning, growth planning, and regulatory compliance.
 - Alternative that considers rate increases over a six-year period (immediate and/or gradual implementation), annual inflationary/indexed adjustments, approved Capital Improvement Plans, and System Development Charges.
3. Coordination (either in-person or virtual)
 - Monthly City update meetings
 - Two (2) City Council presentations
 4. Completion Schedule
 - The study shall be completed by August 31, 2026 with new rate structures taking effect January 1, 2027.

Each of these tasks generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City, though the cost may not be based on such. The proposal shall clearly address all of the information requested herein. To achieve a uniform

review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

Proposal Requirements:

Cover Letter: Maximum of two (2) pages serving as an executive summary which shall include an understanding of the scope of services.

Brief Company Profile: General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification(s) of the firm as they relate to the work proposed with this RFP.

Organization and Staffing: Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all individuals performing under the agreement.

Description and Approach: The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

Cost Proposal: The cost proposal shall include the hourly rate for all provided services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member.

Résumé: Relevant Projects/Services with References. Provide résumés of the individual(s) from the Consultant's firm or entity that will be directly responsible for carrying out the contract, three (3) references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

General Conditions:

The City shall not be liable for any pre-contractual expenses incurred.

The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.

The selected firm must agree to indemnify, hold harmless and defend the City, its officers, employees, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the Consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

All responses to this RFP become the property of the City.

No amendments, additions or alternates shall be accepted after the submittal deadline.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

Submittals:

Three (3) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than 4:00 PM, Wednesday, September 17, 2025 (No submittals will be accepted after that date and time) to the following location:

City of Medical Lake Planning Department
“Utility Rate Study”
Attn: Scott Duncan
124 S Lefevre Street
Medical Lake, WA 99022

All questions regarding this RFP shall be directed in writing to Scott Duncan, Public Works Director, at sduncan@medical-lake.org or 509-299-7715. No postmarks will be accepted.

Proposal Evaluation and Selection:

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **15 points**
- Familiarity with City, County, and State Procedures: **20 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **25 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

Schedule:

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement	August 14, 2025
Submittal Deadline 4:00 PM	September 17, 2025
Notice to Proceed	October 8, 2025
Project Completion	August 31, 2026

Other Information:

Submittals received by the City in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Consultant should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City receives a Public Records Act request to view the information so marked in the Consultant's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the Consultant (1) of the request and (2) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.