



*In all the world there is only one Essex Junction*

David A. Crawford  
Village Manager

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## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** James Jutras,  
cc: Rick Jones, Lauren Morrisseau  
**THROUGH:** David A. Crawford, Village Manager  
**DATE:** April 18, 2012  
**SUBJECT:** Utility Rate Study

Staff developed and submitted a Request for Proposal (RFP) document for a comprehensive Utility Rate Evaluation to five engineering firms. With major work planned and in progress in the Village Water, Sanitation and Wastewater Utilities, the intent of the study was to review equity and appropriateness of the Utility Rate Structure that we have in place and to receive recommendations on how to structure our rates in the coming years. The RFP was written to allow the responders to elaborate on their approach and experience so that we could receive the best value for the study we commission.

Three proposals were received for our consideration.

<b>FIRM</b>	<b>Hours</b>	<b>Price</b>
Weston & Sampson	243	\$29,810
Aldrich & Elliott	289	\$25,900
Hoyle Tanner & Associates	250	\$24,625

All three proposals were comprehensive in addressing the RFP. Aldrich & Elliott stood out with their experience, the value for the price and their overall experience in Rate Evaluation. They were the only firm that included public outreach of study findings. This interactive outreach will provide valuable public input to the process with the engineer directly involved.

After consideration by all, the recommendation from Rick, Dave and Jim was a recommendation was to pursue the study with Aldrich & Elliott. Lauren provided input as an advisor.

Staff recommends; "That the Village Trustees authorize the Manager to award the Utility Rate Evaluation project to Aldrich & Elliott."

Thank you for your consideration.