

**BID QUESTIONS & ANSWERS**  
**WATER RATE, SEWER RATE AND CONNECTION FEE STUDY**  
*REVISED 11/02/2021*

1. Does the Town have detailed historical information for each connection including usage values and by customer type to be evaluated (single-family residential, multi-family residential, commercial, industrial, etc.)? **YES – each account has detailed information.**
  
2. When was Emmitsburg’s last water/sewer rate study conducted? Is a copy of that rate study publicly available for review? **UNKNOWN – sewer rates were raised in a two-step process due to the construction of a new wastewater treatment plant. This rates were calculated in house by a former town manager (2009).**
  
3. Does Emmitsburg have an existing excel rate model that is available for review? **I don’t believe we have what you are requesting. All our water/sewer information is in our CUSI software program and it appears that it can be exported to excel.**
  
4. I have reviewed the budget documents from the Town’s website. Are the ~35 expense accounts shown for the water and sewer funds in the budget the level of expense detail that will be relied upon for the study? **We have the expense accounts located in Fund 4 (water), Fund 5 (sewer), and a capital improvement project budget for water and sewer infrastructure. The rate study needs to take into consideration future infrastructure projects as well.**
  
5. Is remote attendance at meetings (both with the town staff and with the Board of Commissioners) acceptable or would the town prefer in-person for all or a portion of the meetings? **Remote attendance with staff is acceptable. I would prefer in-person attendance for any public meetings with the Commissioners.**
  
6. Typically, a “rate study” is a higher-level analysis in which rates are adjusted on a proportional basis to meet projected needs over a given period. While a rate study can include a limited analysis of the overall expense associated with serving each customer class, a full allocation of costs based on AWWA standards (often referred to as a cost of service study) is a much more in depth process, requiring identification of the portions of plant and operating expenses required to fulfil specific utility functions such as meeting base, maximum day and maximum hour demands, and identifying how specific customer classes contribute to these demand peaks.
  - a. Does the town have a preference as to whether a full cost of service study utilizing AWWA standards would be needed to meet the scope item of allocating costs among customer classes, or if a more limited analysis based on factors such as number of customers and usage satisfy that requirement?
  - b. Alternatively, we could provide cost statements detailing costs and services associated with each option. **Please provide cost statements detailing both options.**
  
7. One of the scope items is “revising existing two-tiered water rate structure to three tiers”. Can you clarify what the Town is requesting in this item? This may be confusion over terminology being used, but we would describe the Town as currently having a seven tiers of usage rates (the minimum included in the base charge plus the 6 increasing block tiers for usage above 6,000 gallons). **It appears that was an error and we have seven tier rates for both water and sewer with the first-tier variable depending on meter size.**