



EXETER PUBLIC WORKS DEPARTMENT

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MEMO

DATE: March 11, 2016

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director

RE: Water/Sewer Rate Study Contract

The Public Works Department has been in the process of selecting a consultant for a water and sewer rate study over the last year. A request for qualifications was issued in March 2015; qualifications statements were received from four firms in April. The selection committee (Russell Dean, Robert Kelly, John Gilbert, Michael Jeffers and Jennifer Perry) reviewed all statements and ranked the firms. The top ranked firm, Municipal & Financial Services Group (MFSG), was asked to submit a scope of work and fee proposal for the Town's review and consideration. The Town requested some revisions to the original scope and fee, which MFSG has done.

Please find attached a contract and fee proposal for conducting a water and sewer rate study from MFSG for \$49,470. Although it has been more than 120 days since the date of the proposal, conversations with Mr. Donahue of MFSG in February 2016 confirmed their proposal is still valid.

Funds for the rate study would come from water and sewer reserves. The charges would be proportional to the time spent on each enterprise; approximately half of the charge (\$24,735) would be to water reserves and half (\$24,735) to sewer reserves.