



**RFP NO. 500610-FY23-16**  
**WATER AND SANITARY SEWER UTILITY RATE STUDY**  
**ADDENDUM NO. 2**

**September 30, 2022**

**ITEM NO. 1: QUESTIONS AND CLARIFICATIONS**

Interested offerors shall be mindful of the following response to the question received:

1. Page 11 of the RFP states "Proposals shall be submitted on 8-1/2" x 11" paper and in Adobe .PDF or Microsoft Word electronic formats". I wanted to confirm that submittals are required to be submitted via eVA and that no paper submittals are required to be mailed. Is that correct?

**RESPONSE:** Correct.

2. Can the town describe what it means in section 3B by "task by task schedule"? How detailed of a breakdown does the Town want to see in the proposal?

**RESPONSE:** The tasks can be high level but explain the process the offeror will complete including but not limited to kick off meeting, data collection, presentation preparation, etc.

3. Is the discount for elderly and disabled residents reimbursed by Loudon County or does the Town budget for (i.e. pay for) that discount?

**RESPONSE:** There is no reimbursement from Loudoun County. The rate design maintains the discount for eligible customer which is less than 500 accounts.

4. What is the purpose of the fixed charge per quarter (fixed cost recovery?), and why is the rate substantively different for commercial properties of similar meter sizes?

**RESPONSE:** A fixed charge or fee per quarter addresses the concept of Readiness to Serve recognizing that whether or not a customer uses water during the quarter there is still a cost to the Town's Department of Utilities infrastructure, personnel and other operating expenses. The water fixed fee includes capital cost recovery for the water meter. The current rate structure charges equally for all residential units whereas all other customers including metered multi-family is based upon the AWWA meter equivalent factors with a higher instantaneous demand.

5. Is there a life cycle cost model (not just calculated depreciation) for the town's equipment and facilities? If so, how many years in the future does it look (20 or 30 years)?

**RESPONSE:** Town staff does not have a life cycle cost model but assets are tracked on spreadsheets projecting 10 years for the budget process. The Town also is implementing an asset management system.

***Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.***

***For the Town of Leesburg,  
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**END OF ADDENDUM NO. 2**