

Specifications

RFP for General Management of the Milford Water Department

Introduction and Summary of the Request for Proposals:

The Town of Milford is currently serviced by a private water supplier known as the Milford Water Company. Effective January 1, 2018, the Town of Milford will be taking over all of the facilities and operations of the Milford Water Company. Through this RFP, the Town of Milford seeks to engage a firm or person to serve as General Manager while the Town of Milford governing authorities bring about the transition from private ownership to public ownership, management and control.

The Milford Water Department will be governed by a three (3) member elected, although initially appointed, Board of Water Commissioners. That Board of Water Commissioners will be responsible for all aspects of the operation which will be conducted as an Enterprise Fund, G.L. c. 44, § 53F. The Milford Water Company currently has fourteen (14) employees and is anticipated that the same number of employees will initially staff the Milford Water Department and many of these employees may transition from the Milford Water Company to the Milford Water Department.

The Water Department would be responsible for administering and managing the water supply, treatment, transmission, and distribution systems to provide potable water service to residential, commercial, and industrial users throughout the Town. The Water Department operates a conventional surface water treatment facility and one groundwater treatment facility. It provides approximately 96% of the Town's population with potable drinking water by means of water storage tanks, distribution pump stations and approximately 130 miles of transmission and distribution piping. The Water Department has approximately 9013 active service connections, and 907 public and private fire hydrants.

Operating Revenues for the Milford Water Company for calendar year 2016 was \$6,440,000.00.

Duties and Responsibilities:

- Work involves responsibility for planning, directing, and coordinating the activities for the efficient and effective operation of the Water Department. Duties include monitoring and directing daily activities of the Water Department, determining operational needs and responding to customer questions and complaints. The work requires that the Interim GM have thorough knowledge in all phases of water management and operations.
- Plans and directs the operations of the Water Department through operations, plant and office managers.
- Analyzes information on the effectiveness and efficiency of the Water Department and oversees report preparations. Reviews reports on the operations of these functions and directs corrections.
- Evaluates long-term planning needs and recommends capital projects, directs engineering studies and proposes utility policies and regulations in order to meet the future needs of the community.
- Reviews technical plans and specifications of capital and maintenance projects and new construction.
- Oversees operating and capital budget development and presents budget requests. Participates in the review of water charges and rates. Controls expenditures of the Water Department within fund allocations.

- Represents the Water Department at meetings relating to general business and other Town Meetings.
- Directs training. Assures safe work practices.
- Coordinates Water Department interactions with other Town Departments, consultants, developers, public utilities, state agencies, Town Departments and customers.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the methods, practices, equipment, and materials used in the operation and maintenance of water systems.
- Considerable knowledge of public administration principles and practices as applied to public water systems management and operations.
- Considerable ability to communicate orally and in writing and to lead others.
- Considerable ability to administer policies and procedures at the Department level including goals, objectives, planning, financial management, decision-making and report development and writing.
- Considerable ability to supervise the work of the Water Department through subordinate supervisors.
- Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, vendors, contractors, consultants, other governmental agencies, customers, and the public.

Qualifications:

A bachelor's degree from a recognized college or university in engineering plus ten years of progressively responsible experience in the water management field including at least five years at the supervisory level or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Must possess a Massachusetts Grade 3T and 3D Operators License, in Full preferred but OIT is acceptable.

Presence on Site Required:

The Water Departments' headquarters is located at 66 Dilla Street, Milford, MA, office hours are Monday – Friday 8:00 AM to 5:00 PM. It is the expectation of the Town that the Interim GM will be on site (in the office, treatment plant site or work site) at least forty hours per week. Hours and days will be determined by the Water Commissioners with the selected respondent. The Interim GM will be provided a Department owned vehicle for use while on site.

Compensation:

The Board of Water Commissioners will enter into an Agreement with the successful applicant. If the decision is to proceed with service by an individual, benefits and compensation will be negotiated. It is expected that the salary compensation will be in the range of \$80,000 to \$118,000 per year, depending upon education, training and expenses.

Selection Process:

- The Department will entertain proposals both from individuals and from consulting firms.
- Subject to its review of the proposals described below, the Department will select one or more of the RFP respondents as candidate(s) for providing the RFP Services. The Department will then solicit price proposals from the candidates.
- In evaluating the responses to this RFP and the subsequent price proposals from the candidates, the Department will give primary consideration to the qualifications of the respondents and their ability to provide the RFP Services.

- The Department will carefully review all references, work and performance related history that may be publicly available to it in the course of evaluating candidates.
- The Department will base its final selection of an Interim GM on its determination as to which respondent offers the most favorable record of performance and the best overall value to the Department.

Proposal Contents:

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. At a minimum, each proposal shall include a resume and professional employment history that includes the following information:

- Description of the respondent's capabilities and experience in carrying out the duties listed above.
- References from municipal, regional or private water systems for which the respondent has served in a management or significant consulting capacity.

Note:

Respondents are asked NOT to include pricing for services in their initial proposals. As discussed above, the Department will identify those respondents whose qualifications meet the Department's requirements and it will solicit pricing proposals only from those candidate respondents.

Rights Reserved:

The Town reserves the right to the following;

- Reject any or all proposals, to waive any minor informality in the response to this RFP, and to make the award in the best interests of the Department.
- May select as Interim GM a respondent other than the one with the lowest cost.
- May negotiate with any respondent any aspect of their proposal in response to this RFP.
- May negotiate with any candidate respondent any aspect of a price proposal.

Copies of Proposals:

Five (5) copies are to be submitted no later than December 31, 2017 to the following;

Town Administrator
Town of Milford
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Milford, MA 01757
(508) 634-2303
rvillani@townofmilford.com