



205 Summit • Richmond, Missouri 64085

(816) 776-5304 • KC Line (816) 470-3540

Fax (816) 776-8216

Date: 10/5/2026

Request for Qualifications: Utility Rate Study

Purpose and Scope of Project:

The City of Richmond is soliciting a statement of qualifications from experienced professionals and firms for the purpose of conducting a detailed rate study for the Water and Wastewater Departments for the City of Richmond. Selected individuals or firms will be required to look at the following topics, but are not limited to:

- current rate structure
- current debt and debt service
- current and future needs
- current and future operational needs
- reserve and replacement funds and needs
- staffing
- equipment needs
- challenges and opportunities
- Inflation

Selection Process:

The firm will be selected based on their demonstration of experience in the following major categories, but not limited to:

1. Utility development, specifically for water and wastewater
2. Municipal planning and development
3. Experience and references from previous municipalities or districts that you have performed rate studies for
4. Software programs and tools that will allow you to complete the job
5. Knowledge of Water and Wastewater industry wide.

Submission Requirements:

The following requirements must be met or exceeded by each respondent to be eligible for consideration under this request for qualifications. It is the priority of the City of Richmond to contract with an experienced firm to avoid excessive costs or errors in our projects and data.

Submissions that fail to meet the standards as listed below will be automatically disqualified.

- 10+ years of demonstrated municipal support services to clients in Missouri
- Specific and recent experience working with a city of 6,000 + population

- Experienced full-time staff already employed by the firm that would be available to provide the services described above
- Minimum of 5 Project examples and References in Missouri for utility rate studies

Selected candidates will be required to present findings and recommendations to the City Council in multiple public meetings.

This Request for Qualifications (RFQ) can be found online at the City of Richmond's website: www.cityofrichmondmo.org

Proposal Due: 11/3/26 by 11:00 a.m. Please submit five (5) copies of the proposal in a sealed envelope

Please send proposals to:

Saige Mason

City Clerk/Executive Assistant to the City Administrator

City of Richmond

205 Summit Street, Richmond, MO, 64085

Phone: (816) 776-5304 x1103

cityclerk@cityofrichmondmo.org

City Contact: Tonya Willim twillim@cityofrichmondmo.org