

**TOWN OF HOLDEN BEACH
REQUEST FOR PROPOSALS
COST-JUSTIFIED WATER & WASTEWATER SYSTEM DEVELOPMENT FEES
WRITTEN ANALYSIS**

The Town of Holden Beach, North Carolina is in the process of reviewing our system development fees for water and wastewater services and seeks qualified individuals to perform a cost-justified water and wastewater system development fees written analysis in accordance with House Bill 436. The North Carolina General Assembly passed House Bill 436 in July 2017, amending Chapter 162A of the North Carolina General Statutes by adding Article 8, System Development Fees. The written analysis shall review and make recommendations for revisions as necessary to the Town's water and sewer system development fees to conform with House Bill 436. The overall result of the written analysis will establish the maximum cost-justified system development fees allowable under House Bill 436.

The written analysis needs to be prepared by a financial professional or licensed professional engineer qualified by experience and training or education to employ generally accepted accounting, engineering and planning methodologies to calculate system development fees for public water and sewer systems.

The written analysis must:

- Document in reasonable detail the facts and data used in the analysis and their sufficiency and reliability.
- Employ generally accepted accounting, engineering and planning methodologies, including the buy-in, incremental cost or marginal cost and combined cost methods for each service, setting forth appropriate analysis as to the consideration and selection of a method appropriate to the circumstances and adapted as necessary to satisfy all requirements of Article 8, System Development Fees.
- Document and demonstrate the reliable application of the methodologies to the facts and data, including all reasoning, analysis and interim calculations underlying each identifiable component of the system development fee and the aggregate thereof.
- Identify all assumptions and limiting conditions affecting the analysis and demonstrate that they do not materially undermine the reliability of conclusions reached.
- Calculate a final system development fee per service unit of new development and include an equivalency or conversion table for use in determining the fees applicable for various categories of demand.
- Cover a planning horizon of not less than 5 years, nor more than 20 years.

The selected party will assist the Town in adopting the written analysis in compliance with Article 8.

Proposals must be submitted no later than 2:00 p.m. on June 4, 2019. Interested parties must submit ten (10) completed hard copies and one digital copy in a sealed envelope clearly marked "Proposals for Development Fee Study." Proposals shall be mailed or hand delivered to:

Town of Holden Beach
Attn: Heather Finnell
110 Rothschild Street
Holden Beach, NC 28462

All proposals received after the submittal time will be rejected and returned unopened. The Town reserves the right to reject any or all proposals.

Questions or clarifications need to be submitted to the Town via email to heather@btownhall.com by May 31, 2019 at 5:00 p.m.