

City of Milton-Freewater
Request for Proposals
PROFESSIONAL SERVICES

2026 City of Milton-Freewater Water Rate Study
Contract 321



PROPOSALS DUE:
May 6, 2026
2:00 p.m. Local Time

Public Works Department
501 Lamb Street, Milton-Freewater, Oregon 97862

Online Submissions should be submitted via email to: steven.patten@milton-freewater-or.gov

*This project is funded by the Safe Drinking Water Revolving Loan Fund
Sustainable Infrastructure Planning Projects (SIPP) Program
administered by the Oregon Business Development Department (“OBDD”)
Project No. S25012*

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Submittals: All submittals must be electronic and sent to steven.patten@milton-freewater-or.gov

Project Introduction:

The City of Milton-Freewater (“Water Utility”) is seeking qualified consulting firms to conduct a comprehensive water utility rate study in accordance with the principles and methodologies outlined in the American Water Works Association (AWWA) Manual M1 – Principles of Water Rates, Fees, and Charges (most current edition). The purpose of this study is to evaluate the City’s Water Utility’s current rate structure, ensure long-term financial sustainability, and develop equitable and defensible water rates that support reliable service delivery and future system needs.

The study will evaluate the City’s water utility's financial condition and develop equitable, sustainable water rates that support long-term system operations, maintenance, and capital investment.

The project is funded through a Small Infrastructure Planning Program (SIPP) grant and local matching funds. The total project budget is \$40,000.

Utility Overview:

Population served: ~7,200

Connections: 2,400

Water Source: Basalt Groundwater wells (6)

Average Annual Production: 660 MGY

Customer Classes: Residential, Commercial, Industrial & Irrigation

Existing Rate Structure: Base charge (with 5,000 gallons included) + volumetric rate

Last Rate Study: Unknown

Project Objectives

The primary objectives of this project include:

- Evaluate the financial condition of the water utility.
- Determine the revenue requirement needed to support operations, maintenance, debt service, and capital improvements.
- Develop a cost-of-service analysis by customer class.
- Evaluate the existing rate structure for fairness and sustainability.
- Develop recommended rate structures consistent with AWWA M1 guidance.
- Provide a multi-year rate plan (5–10 years) to maintain financial stability.
- Communicate results clearly to City staff and elected officials.