

GUIDE FOR EVALUATING  
PROPOSED FEES  
FOR  
PRELIMINARY ENGINEERING REPORT  
BY  
ACEC/NM – LOCAL GOVERNMENT LIAISON  
COMMITTEE

## PROCESS FOR DEVELOPMENT

- REQUEST RECEIVED FROM NMED-CPB AND USDA-RUS
- BRAINSTORMING WITHIN ACEC/NM – LOCAL GOV'T. LIAISON COMMITTEE
- MULTIPLE MEETINGS TO DEVELOP DRAFT GUIDE
- MEETINGS WITH NMED-CPB TO RECEIVE INPUT
- DISTRIBUTION TO ACEC MEMBER FIRMS FOR COMMENT
- REQUESTS TO MEMBER FIRMS FOR TRIAL ON COMPLETED PER'S
- COMPILATION OF RESULTS

## ASSUMPTIONS FOR DEVELOPMENT

- PER'S INVOLVING WATER AND/OR WASTEWATER TREATMENT GENERALLY INVOLVE A MUCH HIGHER LEVEL OF EFFORT AND THIS RATING PROCEDURE IS NOT APPLICABLE TO THOSE TYPES OF FACILITIES.
- SERVICES PROVIDED FOR PER'S INCLUDE THOSE WHICH ARE COMMON TO ALL PER'S (BASIC SERVICES) AND OTHER SERVICES WHICH ARE NOT COMMON TO ALL PER'S (ADDITIONAL SERVICES). THIS GUIDE IS INTENDED FOR EVALUATION OF BASIC SERVICES.
- THE LEVEL OF EFFORT REQUIRED FOR A PER IS FAR MORE DEPENDENT UPON LEVEL OF DIFFICULTY OF THE SERVICES PROVIDED THAN UPON THE ESTIMATED COST OF CONSTRUCTION.

## ASSUMPTIONS FOR DEVELOPMENT

- PER's TO BE COMPLETED IN ACCORDANCE WITH NMED RECOMMENDED STANDARDS AND USDA-RUS BULLETIN 1780-2. PROCEDURE ORGANIZED ACCORDING TO SEVEN SECTIONS REQUIRED IN ALL PER's.
- THE LEVEL OF EFFORT REQUIRED FOR SECTION I, GENERAL INFORMATION AND SECTION VII, CONCLUSIONS AND RECOMMENDATIONS, IS MINIMAL RELATIVE TO THE OTHER 5 SECTIONS AND IS EXCLUDED FROM THE RATING. COMBINED RATING OF OTHER SECTIONS ARE REPRESENTATIVE OF THE RELATIVE LEVEL OF EFFORT FOR THESE SECTIONS.

SECTION II  
RATING FOR PROJECT PLANNING AREA

- AVAILABILITY AND AGE OF REQUIRED INFORMATION FROM PREVIOUS PER'S OR OTHER STUDIES.

SECTION III  
RATING FOR EXISTING FACILITIES

- THOROUGHNESS AND ACCURACY OF INFORMATION AND RECORDS PERTAINING TO EXISTING FACILITIES AND THEIR OPERATION AND MAINTENANCE.
- QUANTITY AND QUALITY OF ASSISTANCE THAT CAN BE PROVIDED BY OWNER
- AVAILABILITY OF UPDATED AND ACCURATE MAPPING
- AVAILABILITY OF RECORD DRAWINGS AND SPECIFICATIONS FROM PREVIOUS PROJECTS.

SECTION III  
RATING FOR EXISTING FACILITIES

- AVAILABILITY OF RECORDS FOR CONNECTIONS AND MONTHLY USAGE BY CATEGORY.
- AVAILABILITY OF CURRENT FINANCIAL STATUS AND REVENUE RECORDS
- AVAILABILITY OF THOROUGH AND ACCURATE RECORDS OF O & M COSTS
- AVAILABILITY OF INFORMATION ON AGES AND CONDITIONS OF EXISTING FACILITIES
- LEVEL OF SPECIAL INVESTIGATIONS NEEDED

SECTION IV  
NEED FOR PROJECT

- STABILITY OF LEADERSHIP, MANAGEMENT AND O & M STAFF
- HOW WELL O & M, BILLING/COLLECTION PROCEDURES ARE ESTABLISHED AND WORKING
- PREVIOUS IDENTIFICATION OF SYSTEM DEFICIENCIES BY REGULATORY AGENCIES OR OTHERS
- ADDITIONAL RESEARCH REQUIRED FOR KNOWN OR POTENTIAL HEALTH OR SAFETY ISSUES.

SECTION V  
ALTERNATIVES CONSIDERED

- NUMBER OF ALTERNATIVES EVALUATED
- NUMBER OF IMPROVEMENT TYPES EVALUATED
- NUMBER OF POTENTIAL CONSTRUCTION PROBLEMS HAVING AN IMPACT
- NUMBER OF CONNECTIONS
- NUMBER OF ALTERNATIVES INVOLVING INVESTIGATIONS
- LEVEL OF MODELING REQUIRED

SECTION VI  
PROPOSED PROJECT

- NUMBER OF ENTITIES INVOLVED
- NUMBER OF MEETINGS WITH OWNER/S
- NUMBER OF PROJECT PHASES
- CONCURRENCY WITH ENVIRONMENTAL REVIEW

## PROCEDURE FOR THE 21 RATING FACTORS

### EXAMPLE 1: RATING FOR AVAILABILITY OF STAFF (UNDER SECTION III. EXISTING FACILITIES)

Rating	Description
1	LONG-TIME STAFF OR OFFICIALS THAT ARE VERY KNOWLEDGEABLE OF THE SYSTEM ARE READILY AVAILABLE TO ASSIST THE ENGINEER.
2	LONG-TIME STAFF OR OFFICIALS THAT ARE GENERALLY KNOWLEDGEABLE OF THE SYSTEM ARE READILY AVAILABLE TO ASSIST THE ENGINEER.
3	STAFF OR OFFICIALS THAT ARE GENERALLY KNOWLEDGEABLE OF THE SYSTEM AND THOUGH NOT READILY AVAILABLE, THEY ARE AVAILABLE BY APPOINTMENT TO ASSIST THE ENGINEER.
4	STAFF OR OFFICIALS HAVE LIMITED KNOWLEDGE OF THE SYSTEM AND ARE AVAILABLE BY APPOINTMENT TO ASSIST THE ENGINEER.
5	STAFF OR OFFICIALS HAVE VERY LIMITED KNOWLEDGE OF THE SYSTEM AND AVAILABILITY TO ASSIST THE ENGINEER IS VERY LIMITED.

RATING FOR AVAILABILITY OF STAFF = \_\_\_\_\_

## PROCEDURE FOR THE 21 RATING FACTORS

### EXAMPLE 2: RATING FOR NUMBER OF ALTERNATIVES TO BE EVALUATED (UNDER SECTION V. ALTERNATIVES CONSIDERED)

Rating	Description
1	NO MORE THAT TWO ALTERNATIVES AND THE NO-ACTION ALTERNATIVE WILL BE EVALUATED.
2	THREE TO FIVE ALTERNATIVES AND THE NO-ACTION ALTERNATIVE WILL BE EVALUATED.
3	SIX TO EIGHT ALTERNATIVES AND THE NO-ACTION ALTERNATIVES WILL BE EVALUATED.
4	NINE TO ELEVEN ALTERNATIVES AND THE NO-ACTION ALTERNATIVES WILL BE EVALUATED.
5	MORE THAN TWELVE ALTERNATIVES AND THE NO-ACTION ALTERNATIVES WILL BE EVALUATED.

RATING FOR NUMBER OF ALTERNATIVES TO BE EVALUATED = \_\_\_\_\_

**TABLE 1: CALCULATION OF DIFFICULTY RATING FACTOR**

Amount = Rating X Weight

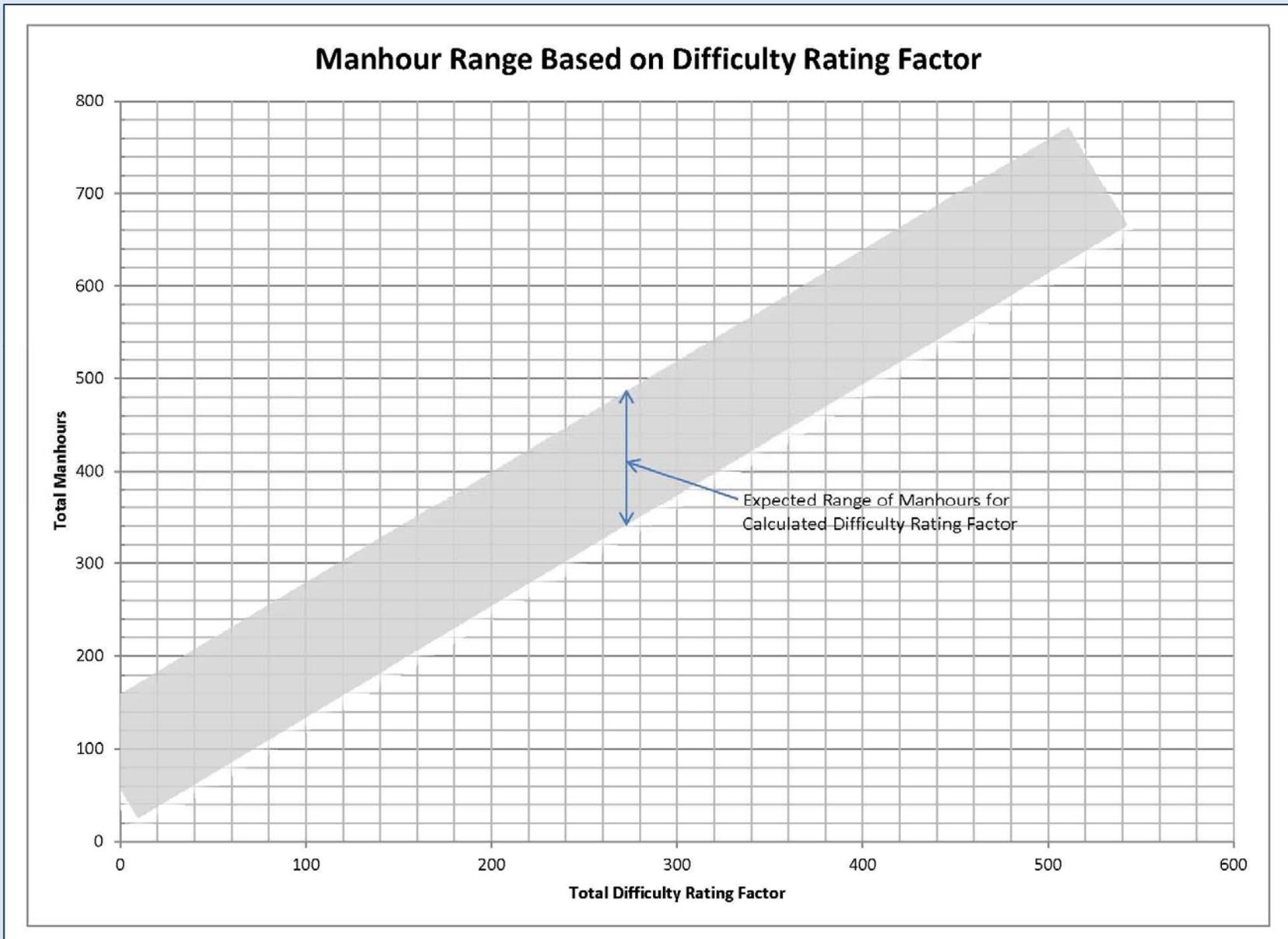
FACTOR	RATING	WEIGHT	AMOUNT
PROJECT PLANNING AREA			
AVAILABILITY OF STAFF			
AVAILABILITY OF MAPPING			
OWNERS KNOWLEDGE OF FACILITIES			
AVAILABILITY OF REVENUE AND EXPENSE RECORDS			
AVAILABILITY OF USAGE RECORDS			
LEVEL OF SPECIAL INVESTIGATIONS NEEDED			
KNOWN OR POTENTIAL HEALTH AND SAFETY ISSUES			
STABILITY OF ORGANIZATION			
AVAILABILITY OF INFORMATION PERTAINING TO CONDITION			
RECORDS OF DEFICIENCIES			
NUMBER OF ALTERNATIVES TO BE EVALUATED			
NUMBER OF IMPROVEMENT TYPES TO BE EVALUATED			
POTENTIAL CONSTRUCTION PROBLEMS HAVING IMPACT			
NUMBER OF CONNECTIONS			
NUMBER OF ALTERNATIVES INVOLVING INVESTIGATIONS			
MODELING REQUIREMENTS			
NUMBER OF ENTITIES INVOLVED			
NUMBER OF MEETINGS			
NUMBER OF PHASES			
CONCURRENCY WITH ENVIRONMENTAL REVIEW			
<b>DIFFICULTY RATING FACTOR = TOTAL OF AMOUNTS</b>			

## WEIGHTING

FROM 1 TO 5:

RELATIVE EFFECT THAT THE RATING CRITERIA WILL HAVE ON  
THE OVERALL FEE FOR THE PROJECT.

## MANHOOR RANGES



QUESTIONS ???