



**TOWN OF EMMITSBURG**

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL  
WATER RATE, SEWER RATE AND CONNECTION FEE STUDY**

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**I. INTRODUCTION**

The Town of Emmitsburg (“Town”) is in need of a qualified contractor to provide a water rate, sewer rate and connection fee study. The selected consultants shall perform the tasks specified in the “Scope of Work” section of the Request for Proposal (RFP). The intent of this study is to independently asses and evaluate the Town’s existing water rates, sewer rates and connection/tap fees. Recommendations should support the broad objective, which is to adequately fund water and sewer utility operations, capital costs, and bonded debt. The study will be based on a comprehensive review of the Town’s water and sewer enterprise funds, budgets, customer classes, current usage data, 10-year capital improvement projects plan, and future projected growth of the Town. Questions regarding this bid can be directed to Cathy Willets, Town Manager, at Cwillets@emmitsburgmd.gov or (301) 600-6300. Sealed proposals are due by **4:00pm on Tuesday, November 30, 2021.**

**II. BACKGROUND INFORMATION**

The Town of Emmitsburg water and sewer systems serves an estimated population of 3,090 Town residents. Both systems are operated by the Town. There are a total of four (4) employees that operate both systems: a water/sewer superintendent, a lead water/sewer operator, and two water/sewer employees. Administrative and billing functions are provided through the Town’s Accounting department. Below is a brief explanation of the components and capacity of each system.

**Water System** – The Emmitsburg Water System (MD0100010) serves a total of 928 service connections. The current water treatment plant, located at 8585 Crystal Fountain Road, has been on-line since 2003 and consists of a 432,000 gallon per day treatment plant, a 500,000-gallon steel storage tank, and a 140,000-gallon glass-lined tank. The entire water system is gravity fed and flows from a 13-acre lake and three wells (#3, #4, #5) to the treatment facilities located at College Mountain, then onto Main Street via a 10-inch transmission main. Once in Town, the "downtown" distribution systems consist of a network of 4-inch, 6-inch, 8-inch and 10-inch waterlines. While the majority of the Town’s water lines are newer, approximately 35% of the waterlines are from before the 1950s and are composed of unlined cast iron pipping. The Town is currently in the process of replacing unlined cast iron pipes and installing a water clarifier for the water treatment plant.

**Sewer System** – The Emmitsburg Sewerage System, a separate system not combined with storm water conveyance, treatment or discharge, serves Town residents plus 71 residences outside of town. It also serves the FEMA/NETC facility which is outside the municipal limits. At this time, the Town owns and operates a 0.750 million gallons a day Wastewater Treatment Plant (WWTP) facility, built in 2015 which utilizes lagoons, overland flow, and chlorination--dechlorination and post aeration to achieve permit requirements and eventually discharge into Toms Creek. The collection system consists of 8 inch, 10 inch, and 12 inch and 15-inch sanitary sewers and 296 man holes. All sewage flows by gravity to a pumping station located along Creamery Road near Flat Run, which boosts the sewage to the treatment plant on the east side of US 15. The Town is currently in the process of replacing the 50-year old pump station; construction is expected to be completed in 2022-2023.

Attached you can find the existing water rates for the Town (Exhibit A), existing sewer rates (Exhibit B) and existing tap fees (Exhibit C). The [2016 Frederick County Water Plan](#) and [2016 Frederick County Sewer Plan](#) can also be used to learn more information about the Town systems.

### III. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. Representatives of the Town will provide input and assistance with any necessary fieldwork and review all deliverables for the effort. The scope of work for the study shall include the following:

#### 1. Meetings

- a. Consultant shall attend four (4) meetings with the Town to include two meeting to be held at appropriate project milestones, and two Board of Commissioners town meetings typically held the first Monday of each month at 7:30 p.m. The first town meeting will be to present the initial findings of the study and to receive suggested comments and edits from the Commissioners. The consultant will then edit the study to address all commissioner comments and re-submit to town staff. The second town meeting will be to review the applied edits and receive final approval from the Board of Commissioners. Consultant shall provide PDF copies of the report to town staff prior to each meeting.

#### 2. Deliverables

- a. Ten (10) bound copies, one unbound copy, and the electronic files in Microsoft Word format, of the Final Report shall be submitted to Town within 30 days of receipt of Town final comments at the second Board of Commissioners town meeting. Final reports will be the property of the Town of Emmitsburg.
- b. In addition, the selected firm shall provide the Town with an easy to use electronic rate model in MS Excel which can be readily controlled to take into account alternative scenarios before final payment is made.

#### 3. Rate and Fee Study: The consultant shall prepare and produce a detailed comprehensive water rate, sewer rate, and tap fee study to enable the Town to update its water and sewer rates, charges and connection fees to recover operation and capital costs of providing water and sewer service. The study scope of work shall include:

- Develop modifications to the Town's code to address water and sewer rates and fee issues.

- Determine current/projected water and sewer revenue for the next 10 fiscal years.
- Determine current/projected water and sewer costs based on the Town use, and the current water and sewer 10-year capital improvement programs for the next 10 years.
- Allocate costs between usage rates, charges and connection fees.
- Review of existing customer classes and provide suggestions for changes to clarify/simplify classes of service.
- Allocate costs among customer classes such as commercial, residential, etc.
- Recommend rate structures that consider and make provisions for the follow factors:
  - Current and future cost of providing water and wastewater service with established and anticipated standards and regulations.
  - Projected demands.
  - Connection/capacity impact fees for new customers.
  - Funding requirements for all current long term liabilities and debt obligations.
  - Revising existing two-tiered water rate structure to three tiers.
  - Bulk Water Charge.
  - Construction Meter Charge.
  - Monthly Sub-Meter Charge.
  - Commercial-Industrial domestic and high strength sewer rate structure.
  - Monthly Grease Interceptor Charge.
  - Increasing occurrence of delinquency.
- The consultant shall develop water and wastewater rate models in Microsoft Excel—or other commonly available software—that include monthly service charges, usage charges, and connection capacity charges segregated by customer type (single-family residential, multi-family residential, commercial, industrial, institutional, etc.) to support the revenue requirements for the capital improvement programs and operating budgets. The consultant will work with staff to use this model to review the suggested rate/fee structure scenarios.
- The recommended rate/fee structures shall provide direct identification of revenues appropriated to major funded activities and infrastructure.
- **The final report shall provide at least two recommended rate/fee alternatives based upon standard rate practice that meet the criteria above and make a recommendation as to which one best meets the criteria.**
- The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
- The recommended rate structure shall result in no decrease in stability of the revenue stream to the Water and Sewer Funds, as compared to the current structure.
- Consideration should be given to funding past and future depreciation (replacement of facilities).
- The recommended rate structure must be easy to administer and understand, by both residents and the Town, and be consistent with all Federal, State, and Local regulations.
- The recommended rate structure shall be planned for at least ten years.
- The revenue program must reflect a rate structure that is tailored to meet the specific needs of the Town.
- Include recommendations for Water and Sewer Fund reserves funding levels, possibly including emergency reserves, rate stability reserves, long term capital reserves, short term capital reserves, and others as may be appropriate.

## IV. SUBMITTAL REQUIREMENTS

Please submit three (3) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727 by Tuesday, November 30, 2021 at 4:00 p.m. No email submittals will be accepted. Please note on bids, **“Rate Bid, Do Not Open.”**

Contractors can either mail submittals, deliver submittals to the Town Office on the 2<sup>nd</sup> floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

- A.) Letter of Transmittal:** The letter of transmittal must contain the following information:
1. List the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence regarding the bid should be directed to.
  2. Describe your approach to this project and any special ideas, techniques, or suggestions that you think might make the project proceed smoothly.
  3. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.
- B.) Table of Contents:** List the documents included in your bid packet with the corresponding page numbers. Make sure to number your pages for easy reference.
- C.) Cost Statement & Timeline:** List the cost for each phase and the estimated time of completion assuming a bid approval date of December 10, 2021. Use the template below:

	<b>Cost:</b>	<b>Est. Completion Date:</b>
Water Rate & Connection Fee Study	\$	
Sewer Rate & Connection Fee Study	\$	
<b>Total Not to Exceed:</b>	<b>\$</b>	

- D.) References:** Please provide the name, phone number and email of at least three (3) client references for similar work completed within the past three (3) years. Please provide the organization, name, email and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed.
- E.) Proof of Insurance:** The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

## V. PROPOSED BID TIMELINE

Tuesday, October 12, 2021

RFP available on the Town of Emmitsburg’s website.

Tuesday, October 12, 2021

RFP published on eMaryland Marketplace.

**Tuesday, November 30, 2021**

**DEADLINE: Bids due by 4:00 p.m.**

Tuesday, December 7, 2021

*Tentative:* Bid review/approval by the Board of Commissioners.

Friday, December 10, 2021

*Tentative:* Contractor can begin work.

## **VI. MISCELLANEOUS INFORMATION**

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*

## VII. EXHIBIT A – EXISTING WATER RATES & CONNECTION FEES

### 13.04.030 - Water rates.

- A. The following shall be charged for usage of town water:
1. Minimum Charge.
    - a. The minimum ready to serve charge for all water customers for the first six thousand (6,000) gallons used within a quarter shall be:

¾ inch meter	\$35.00
1 inch meter	45.00
1 ½ inch meter	50.00
2 inch meter	100.00
4 inch meter	400.00
6 inch meter	800.00

- b. When installation of a fire service meter is required to service a sprinkler system where otherwise a smaller line would be sufficient to service the facility, then an alternate minimum charge may be assessed as recommended by staff and approved by the mayor and council.
  2. Overage Charge.
    - a. Usage over the six thousand (6,000) gallon minimum for all water customers shall be charged at the following rates:

6,001—10,000 gallons	\$2.40 per 1,000 gallons
10,001—20,000 gallons	4.50 per 1,000 gallons
20,001—100,000 gallons	7.50 per 1,000 gallons
100,001—1,000,000 gallons and up	10.50 per 1,000 gallons
1,000,001—2,000,000 gallons	13.80 per 1,000 gallons
2,000,001 gallons and up	17.25 per 1,000 gallons

3. All town water hauled by tank truck or other similar means shall be sold at the rate of five dollars (\$5.00) for each one thousand (1,000) gallons.
  - B. Miscellaneous Service Charges.
    1. Five dollars (\$5.00) per equivalent dwelling unit per quarter maintenance fee.
    2. Twenty-five dollars (\$25.00) mid-cycle reading—for the purpose of, but not limited to, property transfer and/or tenant change, etc.
    3. Fifty dollars (\$50.00) for customer requested meter checks and/or readings (if meter is found to be functioning properly).
  - C. Unusually Excessive Water Use. In the event that a meter reading reflects an unusually high water usage, whereas the bill is more than twenty-five (25) percent higher in that quarter for the last three years, which is due to a broken pipe, leak or other malfunction in the plumbing system on the property, then the town may allow for a first and only occurrence during a three-year period beginning with said request, a reduction in the amount of the water and sewer bill. In order to be granted the reduction, the property owner must submit a written request to the town manager for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as based upon the average of the water usage for the property for the same quarter during the three previous years.

### 13.04.040 - Water service and connection capacity charges.

- A. Each new service or connection applied for shall be charged a connection capacity fee of eight thousand two hundred dollars (\$8,200.00) per residential unit, or pursuant to the town's "water and sewer service allocation chart" for all other uses, payable at the time the zoning permit is applied for. All water service shall be metered and such meter shall be purchased by the applicant, and installation shall be performed by the applicant at the applicant's expense, and will be maintained by the town. Installation must be inspected and approved by the town.

- B. In the event such water connection is not completed within one year from the date of the obtainment of the permit, such permit to connect with the water system shall become null and void and purchase fee, in full, shall be refunded.
- C. A sewer and water connection fee payment plan is established for non-residential properties the terms and conditions of which will be determined from time to time by the mayor and board of commissioners and enacted by resolution.
- D. All funds collected as connection/capacity fees will be restricted/reserved and limited to be used to enhance, repair and maintain the town's water and wastewater treatment systems.

### 13.04.041 - Water fixture unit chart for equivalent units for commercial, industrial and institutional properties.

- A. Each new service, other than residential, applied for shall be charged an allocation fee based upon the following fixture unit chart for equivalent units:

Fixture Type	Trap Size	Fixture Unit Value
Apartment (per apartment) <sup>2</sup>	—	10
Bathtub With or Without Integral Shower	1½ or 2	4
Combination Sink and Tray	1½	3
Combination Sink and Tray With Food Disposal Unit	½	
Separate	4	
Dental Unit or Cuspidor	1½	1
Dental Lavatory	1½	1
Drinking fountain—Single	1½	1
Drinking fountain—High/low or double	1½	2
Dishwasher (commercial)	1½	6
Dishwasher (domestic type)	1½	4
Eyewash	1½	1
Floor drain <sup>3</sup>	2—3	4
Floor Drain	4	6
Floor Drain	6	8
Floor Drain (demonstration fume hood)	2	3
Floor Sink	3	6
Floor Sink	4	7
Fume Hood With Drain	2	2
Trench drains (every 3' min. 9')(per each trench drain)	—	1
Ice cream dipper well	—	3
Kitchen Sink (domestic type)	1½	4
Kitchen Sink (domestic type with food disposal unit)	1½	5
Lavatory	1½	2
Lavatory Tray (1 or 2 compartments)	1½	3
Print Washer	—	3
Processing Sink	—	3
Shower, 2 Heads	—	8
Shower, 3 Heads	—	12
Shower, 4 Heads	—	16
Shower Stall (domestic type)	2	4
Shower (group) per Head w/2 or More		4
Sinks:		
Bar With Disposer	1½	3
Bed Pan	—	6

Classroom	—	3
Mop, single bowl	2	3
Mop, double bowl	2	6
Pedicure	—	2
Pot, Scullery, etc.	1½	4
Print	—	3
Service, single bowl	3	3
Surgeon's	1½	3
Three-Compartment	—	6
Urinal:		
Pedestal	3	10
Wall or Stall	2	5
Trough (for 18 inch length)		2
Waterless	—	2
Ventilator	2	3
Wash sink (circular or multiples each set of faucets—or 12")	1½	2
Washing Machine	1½	4
Water Closet	3	10
Water Cooler, Electric With Drain	1½	1
Motel room or dormitory room	—	2.5
Continuing Care Retirement Community Living Units and Beds Only:		
Comprehensive Care Bed	—	2.5
Assisted Living Unit	—	5
Independent Living Unit	—	7.5

2 Does not include apartments with assisted living/nursing home/rehabilitation/retirement centers.

3 Floor drains used to collect water from a series of fixtures will be charged by the fixture units of the fixtures or by the drain size, whichever is greater.

Fixtures and other connections which are not included in this list will need to be rated by staff upon request. Fifteen (15) fixture unit values or any fraction thereof would equate to one residential house or dwelling.



## VIII. EXHIBIT B – EXISTING SEWER RATES & CONNECTION FEES

### 13.08.090 - Sewer service and connection capacity charges.

- A. The fee for making connection with any sanitary sewer main and/or sewer system maintained by the town shall be eight thousand dollars (\$8,000.00) per residential unit or pursuant to the town's "water and sewer service allocation chart" for all other uses payable at the time the zoning permit is applied for. In addition, thereto, the property owner shall pay all costs involved in said connection.
- B. In the event said sewer connection is not completed within one year from the date of the obtaining of the permit, said permit to connect with the sewer system shall become null and void and purchase fee, in full, shall be refunded.
- C. A sewer and water connection fee payment plan is established for non-residential properties the terms and conditions of which will be determined from time to time by the mayor and board of commissioners and enacted by resolution.
- D. All funds collected as connection/capacity fees will be restricted/reserved and limited to be used to enhance, repair and maintain the town's water and wastewater treatment systems.

**Editor's note**— Ord. No. 14-17, adopted December 2, 2014, amended the title of § 13.08.090 to read as set out herein. Previously § 13.08.090 was titled sewer service and connection charges.

### 13.08.110 - Sewer rates.

- A. Minimum Charge.
  - 1. From the period April 1, 2012, through June 30, 2014, the minimum charge for all sewer customers for the first six thousand (6,000) gallons used within a quarter shall be:

¾-inch meter	\$ 89.00
1-inch meter	96.00
2-inch meter	137.50
4-inch meter	550.00
6-inch meter	1,100.00

Beginning July 1, 2014, the minimum charge for all sewer customers for the first six thousand (6,000) gallons used within a quarter shall be:

¾-inch meter	\$ 113.00
1-inch meter	122.00
2-inch meter	175.00
4-inch meter	700.00
6-inch meter	1,400.00

- 2. Unmetered users of the sewer will be billed a minimum of twelve thousand (12,000) gallons per quarter.
- 3. When installation of a fire service meter is required to service a sprinkler system where otherwise a smaller line would be sufficient to service the facility, then an alternate minimum charge may be assessed as recommended by staff and approved by the mayor and council.
- B. Overage Charge.
  - 1. From the period April 1, 2012, through June 30, 2014, all sewer customers shall be billed quarterly for the excess usage over six thousand (6,000) gallons of water based on the following rates:

6,001—10,000 gallons	\$ 2.40	per 1,000 gallons
10,001—20,000 gallons	4.50	per 1,000 gallons
20,001—100,000 gallons	7.50	per 1,000 gallons
100,001—1,000,000 gallons	10.50	per 1,000 gallons
1,000,001—2,000,000 gallons	13.88	per 1,000 gallons
2,000,000 gallons and up	17.25	per 1,000 gallons

Beginning July 1, 2014, all sewer customers shall be billed quarterly for the excess usage over six thousand (6,000) gallons of water based on the following rates:

6,001—10,000 gallons	\$ 2.40	per 1,000 gallons
10,001—20,000 gallons	6.00	per 1,000 gallons
20,001—100,000 gallons	10.00	per 1,000 gallons
100,001—1,000,000 gallons	14.00	per 1,000 gallons
1,000,001—2,000,000 gallons	18.50	per 1,000 gallons
2,000,000 gallons and up	23.00	per 1,000 gallons

2. Sewer rates shall be reviewed annually by the town council and revised as necessary to reflect actual costs for the operation, maintenance and replacement of the sewerage system. The cost for treating extraneous flows (infiltration and inflow) shall be distributed among users in the same manner as the cost for operations, maintenance and replacement of the sewerage system. Each user will be notified annually in conjunction with their regular bill of the rate and that portion of the user charge which is attributed to wastewater treatment services.
  3. Upon request, the town council may approve the installation of a well (with health department approval) to supply cooling waters, so long as a meter meeting the town's specifications is installed at the applicant's cost. Said meter will be read by the town of Emmitsburg quarterly to assure that said well waters are only used for cooling, as agreed to in the original approval. The water is not to be discharged into the town sewer system.
- C. Collection of Charges. All sewer charges shall be charged to and collected from the owner of the property served. Charges are payable in full upon receipt of the quarterly bill. These bills are mailed by the first of January, April, July and October. The bills are due on the 5th of the following month, respectively, February, May, August and November. If the 5th falls on a holiday or weekend, the bills are due on the next business day. If any bill remains unpaid after forty-five (45) days from the date the bill is sent, the town shall give the owner of the property served written notice of such delinquency and the town may discontinue water service to the property at any time thereafter. The notice shall be mailed to the last known address of the property owner or posted on the property served. If water service has been disconnected for failure to pay the sewer charges, then prior to reconnecting the water service, the entire sewer bill due and owing and a reconnection charge of one hundred dollars (\$100.00) must be paid in full. A sewer bill remaining unpaid after sixty (60) days from the date the bill was originally mailed may be collected from the owner of the property in the same manner and at the same interest rate as taxes are collected in Frederick County, and the sewer and service charges shall then be a first lien on the property served. Nothing contained in this section shall preclude the town from the use of any other procedure available to collect unpaid sewer charges.

### **13.08.111 - Sewer fixture unit chart for equivalent units for commercial, industrial and institutional properties.**

- A. Each new service, other than residential, applied for shall be charged an allocation fee based upon the following fixture unit chart for equivalent units:

Fixture Type	Trap Size	Fixture Unit Value
Apartment (per apartment) <sup>2</sup>	—	10
Bathtub With or Without Integral Shower	1½ or 2	4
Combination Sink and Tray	1½	3
Combination Sink and Tray With Food Disposal Unit	½ separate	4
Dental Unit or Cuspidor	1½	1
Dental Lavatory	1½	1
Drinking fountain—Single	1½	1
Drinking fountain—High/low or double	1½	2
Dishwasher (commercial)	1½	6
Dishwasher (domestic type)	1½	4
Eyewash	1½	1
Floor drain <sup>3</sup>	2—3	4

Floor Drain	4	6
Floor Drain	6	8
Floor Drain (demonstration fume hood)	2	3
Floor Sink	3	6
Floor Sink	4	7
Fume Hood With Drain	2	2
Trench drains (every 3' min. 9')(per each trench drain)	—	1
Ice cream dipper well	—	3
Kitchen Sink (domestic type)	1½	4
Kitchen Sink (domestic type) with food disposal unit	1½	5
Lavatory	1½	2
Lavatory Tray (1 or 2 compartments)	1½	3
Print Washer	—	3
Processing Sink		3
Shower, 2 Heads		8
Shower, 3 Heads	—	12
Shower, 4 Heads	—	16
Shower Stall (domestic type)	2	4
Shower (group) per head w/2 or more		4
Sinks:		
Bar with Disposer	1½	3
Bed Pan	—	6
Classroom	—	3
Mop, single bowl	2	3
Mop, double bowl	2	6
Pedicure	—	2
Pot, Scullery, etc.	1½	4
Print	—	3
Service, single bowl	3	3
Surgeon's	1½	3
Three-compartment	—	6
Urinal:		
Pedestal	3	10
Wall or Stall	2	5
Trough (for 18 inch length)		2
Waterless	—	2
Ventilator	2	3
Wash sink (circular or multiples each set of faucets—or 12")	1½	2
Washing Machine	1½	4
Water Closet	3	10
Water Cooler, Electric with Drain	1½	1
Motel room or dormitory room		2.5
Continuing Care Retirement		
Community Living Units and Beds Only		
Comprehensive Care Bed	—	2.5
Assisted Living Unit	—	5
Independent Living Unit	—	7.5

- 2 Does not include apartments with assisted living/nursing home/rehabilitation/retirement centers.
- 3 Floor drains used to collect water from a series of fixtures will be charged by the fixture units of the fixtures or by the drain size, whichever is greater.  
Fixtures and other connections which are not included in this list will need to be rated by staff upon request. Fifteen (15) fixture unit values or any fraction thereof would equate to one residential house or dwelling.