



American Samoa Power Authority

P.O. Box PPB

Pago Pago, American Samoa 96799

Telephone: (684) 699-3057

Email: procurement@aspower.com

www.aspower.com



REQUEST FOR PROPOSALS

COMPREHENSIVE UTILITY RATE CHARGE STUDY

PROJECT NO.	ASPA26.037
ISSUANCE DATE	August 7, 2026
CLOSING DATE	September 18, 2026
CLOSING TIME	2:00PM – AS Time

PROPOSAL INVITATION

The American Samoa Power Authority is requesting proposals from qualified consulting firms to provide a comprehensive utility rate that recommends an objective and transparent, long-term fee design that promotes financial stability, takes future capital requirements and cost-of-service into account, and is mindful of rate-payer's ability to pay. This rate study will encompass the following areas of service provided by the utility: water; sanitary sewer & wastewater treatment; solid waste; and electric.

Sealed bids will be accepted by Renee Leotele Togafau, ASPA Procurement Manager or its designee at the ASPA Procurement Office, Utu Abe Malae Operations Building, Tafuna, American Samoa until **2:00PM on Friday, September 18, 2026** (the "Closing"), at which time and place bidding will be closed. No bids will be received after the closing. Each bidder is required to submit cost proposals in a separately sealed envelope.

Plans, specifications, addenda and notifications of bid results for this project may be viewed, and printed online at www.aspower.com. Bidders are responsible for checking online for the issuance of any addenda prior to submitting a bid. Each contractor is responsible for all addenda/changes to the documents. A bid will be considered non-responsive if the bid does not reflect applicable addenda/changes.

If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, the bidder shall notify ASPA immediately with written notice of the problem. If prior to closing date for submissions, a bidder knows or should have known of an error in the RFP but fails to notify ASPA of the error, the bidder shall at its own risk, and if awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

Technical questions regarding the project, or requests for clarification or change must be directed to Renee Leotele Togafau, procurement@aspower.com, with the subject line: **ASPA26.037 – Comprehensive Utility Rate Charge Study.**

The project is a public works project subject to the prevailing wage rates of the Fair Minimum Wage Act of 2007 (Public Law 110-28), the federal prevailing wage rates under the Davis Bacon Act. Current wage rates may be found at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/ASminwagePoster.pdf>, and information on Davis Bacon and wage determinations can be found at <https://sam.gov/content/wage-determinations>.

ASPA may reject any bid not in compliance with all prescribed public bidding procedures and requirements, including, without limitation, the requirement to demonstrate the bidder's responsibility, and may reject for good cause any and all bids upon a finding that is in ASPA's best interest to do so.

No bid for this contract will be received or considered by ASPA unless:

1. The Bidder certifies that it will comply with the provisions of the Davis Bacon Act and American Samoa Prevailing Wage Rates (see Attachment K)
2. The Bidder certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from participating in receiving contracts paid for with federal funds.

GENERAL TERMS AND CONDITIONS

Bid documents are provided to bidder only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use. Each bidder assumes full responsibility for errors, omissions or misinterpretations resulting from the use of incomplete sets of bid documents. Bidders shall use complete sets of bid documents in preparing bids.

The bid proposal documents include:

- Attachment A – Proposal Transmittal Form
- Attachment B – Bid Form
- Attachment C – Offeror's Qualification Form
- Attachment D – Disclosure Statements
- Attachment E – Non Collusion Affidavit of Prime Offeror
- Attachment F – Debarment or Suspension Certification Form
- Attachment G – Scope of Work

Bid Submission. The following minimum requirements as the form and manner of submitting bids must be strictly observed; variance from these requirements will result in rejection of the bid as unresponsive.

1. Bids must be submitted on forms furnished by ASPA.
2. Each bidder and/or its representative must sign its bid.
3. Each blank in the bid must be filled in unless an alternative is provided.
4. Each bid must be submitted in a separate sealed envelope, marked as specified
5. A bid shall contain no modifications, deletions, exceptions, reservations, and/or conditions, which in any way conflict with or purport to alter any provision in the bid documents.

Preparation of Bids. Bid form must be used without alteration. All blank spaces in the bid form must be filled in, in ink, or typed, in both words and figures where required. No changes shall be made in phraseology of the forms. Amounts shall be in US currency.

Bid Security. Not required for this tender.

Conditions of Work. Each bidder must inform themselves of the conditions relating to the execution of the work. The bidder acknowledges and represents that it has made allowances for normal inclement weather indigenous to the project site, in its estimating, planning and scheduling of work.

By submitting a bid, the bidder represents and warrants that (a) the bidder has compared the site with the bid documents and has satisfied themselves as to the actual conditions of the site, existing construction, subsurface conditions, the actual elevations, and any other conditions affecting the carrying out of their work, and (b) the bid is based upon the materials, systems, and equipment required by the bidding documents without exception.

Contract and Payment Terms. The term for this contract is **180 Calendar Days**. The contract term shall be initiated by the issuance of a Notice to Proceed by ASPA at which time a contract completion date will be established. ASPA will retain the sole option to renew or extend the contract after its initial term.

Successful bidder shall agree to have ASPA **retain 5% of the contract amount**, which will be retained by ASPA from each monthly invoice/pay application submitted by the contractor for the approval of payment, for a period of 30 days after the successful completion of the project.

Type of Contract. The successful bidder will provide services to ASPA under a firm fixed-price, itemized contract agreement. The successful bidder shall be an independent contractor and not an agent or employee of the American Samoa Power Authority.

The contractor (successful bidder) shall at all times comply with all applicable workman's compensation, occupational disease, occupational health & safety laws, statutes, and regulations to the full extent applicable. ASPA will not be held responsible in any way for claims filed by the successful bidder or its employees for services employed under the terms of this RFP or the contract.

ASPA's Option to Award. While ASPA has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by ASPA to award and execute a contract. Upon a determination such actions would be in its best interest, ASPA, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposal received in response to this RFP;
- Meet and/or correspond with individual vendors at any time to gather additional information;
- Not award a contract, if it is in ASPA's best interest not to proceed with contract execution;
- If awarded, terminate any contract if ASPA determines adequate funds are not available
- Award certain portions of a proposal

Business License. Bidders must be appropriately licensed in accordance with the state and/or country of the bidder's origin, and shall be skilled and regularly engaged in the general type and size of work called for under this RFP.

Insurance. Insurance coverage shall be provided but not limited to the following areas. The amount of coverage offered shall be detailed in the Offeror's proposal:

1. Risk of Loss/General Liability
2. Workman's Compensation Insurance
3. Environmental Liability
4. Other

Equipment and Project Warranty and Maintenance Requirements. All bids should include the cost of a one-year equipment and workmanship warranty, or length of warranty specified in the project specifications. Warranties shall include the cost of all parts, labor, equipment, shipping and onsite visits to repair or replace any deficient equipment, material, or workmanship and include, at a minimum at least one site visit by the contractor within one year of substantial completion ordered at ASPA's sole discretion.

Time Is Of the Essence. Time is of the essence in completing the work to be performed under the contract. Delays and extensions of time will not be allowed, and liquidated damages of \$1,000.00 per calendar day shall be assessed for failure to meet any milestone in the project schedule agreed upon between ASPA's project engineer and the Contractor, which shall consist of (at a minimum) the 25%, 50%, 75%, 90%, and 100% (Final) Rate Study submittals identified in the Scope of Work.

Incurred Costs. Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by ASPA to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by ASPA or for participating in any selection demonstration or interviews, including contract negotiation.

Multiple Proposals – Collusion. If more than one proposal is submitted by any one party or in the name of its clerk, partner or other person, all Proposals submitted by said party may be rejected by ASPA. If requested by ASPA to do so, an Offeror may submit an alternate proposal.

If ASPA believes that collusion exists amongst any Offerors, the participants in such collusion will be disqualified from contract award consideration.

Proposals in which the proposed costs and fees are unreasonably high, or unrealistically low may be rejected at ASPA’s sole discretion.

BASIS FOR SELECTION

Source Evaluation Board. Proposals will be reviewed by a Source Evaluation Board (SEB) and scored against the stated criteria. The SEB may review references, request interviews/presentation, etc...These discussions shall only be conducted for the purpose of obtaining clarification from the bidder on its proposal, and do not in any way commit ASPA to a contract. Discussions shall be conducted individually with each bidder and care shall be exercised to ensure that no information derived from competing bidders’ proposal is disclosed.

Bidders may be afforded an opportunity to revise their proposals in response to specific clarifications based on discussions. Unless the Procurement Manager determines that satisfactory evidence exists that a “mistake” has been made as set forth in Procurement Rules §3-114, bidders will not be permitted to revise their proposals after proposal opening.

Evaluation Criteria. The following criteria shall be used by the SEB to determine the responsiveness of proposals received. It shall be at the SEB’s discretion to reject any and all proposals which do not meet the minimum technical (non-priced) criteria.

- (a) Price (40 points): total proposed fixed price and reasonableness of the cost breakdown by task.
- (b) Technical Approach (35 points): proposed methodology and work plan; understanding of ASPA’s electric, water, wastewater, and solid waste rate-setting needs; quality-control approach; proposed schedule.
- (c) Experience and Qualifications (25 points): similar utility rate-study engagements completed in the past five years; qualifications of proposed key personnel; references.

CATEGORY	POINTS
Price	40
Technical	35
Experience	25

COMPLIANCE WITH FEDERAL REGULATIONS

The Work will be funded by one or more federal agencies. As such, all bidders must agree to comply with applicable federal laws and regulations, including, but not limited to (i) contract remedies for breach, applicable to contracts exceeding the simplified acquisition threshold (2 C.F.R. Part 200, Appendix II(A)); (ii) termination for cause and for convenience, applicable to contracts over \$10,000 (2 C.F.R. Part 200, Appendix II(B)); (iii) debarment and suspension certification requirements (Executive Orders 12549 and 12689, as supplemented by 2 C.F.R. Part 180); (iv) the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), for awards of \$100,000 or more; (v) applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401 et seq.), section 508 of the Clean Water Act (33 U.S.C. 1251 et seq.), Executive Order

11738, and Environmental Protection Agency Regulations (40 CFR part 15), for contracts exceeding \$150,000; (vi) requirements for the procurement of recovered materials under Section 6002 of the Solid Waste Disposal Act, as amended (2 C.F.R. 200.323; 40 CFR part 247); and (vii) the prohibition on certain telecommunications and video surveillance services or equipment (2 C.F.R. 200.216)..

Use of Small and Minority Firms, Women's Business Enterprise & Labor Surplus Area Firms. All bidders must commit to taking affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firm are used when possible. Affirmative steps include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Bidders shall make itself thoroughly familiar with all the contract documents prior to execution of the Agreement. Each Offeror shall inform itself of, and the Offeror awarded the Contract shall comply with, federal and territorial statutes and ordinances relative to the execution of the work, including but not limited to, applicable regulations which concern the following:

1. Wage rates;
2. Non-discrimination in the employment of labor;
3. Protection of public and employee safety and health;
4. Environmental protection;
5. Historic preservation;
6. Protection of natural resources;
7. Fire protection;
8. Burning and non-burning requirements;
9. Permits and fees;
10. Similar subjects.

The Offeror agrees to a proposal by the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal opportunity clause.

ATTACHMENT A – PROPOSAL TRANSMITTAL FORM

Date:

AMERICAN SAMOA POWER AUTHORITY

To Whom It May Concern:

The undersigned (hereafter referred to as the Offeror) hereby proposes and agrees to furnish all of the requested submittal and proposal information pertaining to

RFP NO. ASPA26.037

COMPREHENSIVE UTILITY RATE CHARGE STUDY

In accordance with the Scope of Work, General Terms and Conditions, and other procurement requirements specified in this document for the prices stated in the itemized proposal form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized proposal form attached hereto.

The undersigned has read and understands the proposal requirements, and is familiar with and knowledgeable of the local conditions at location(s) where the work is to be performed. The Offeror has read the Request for Proposal Instructions and General Terms and Conditions attached to ascertain that all of the requirements (see check boxes) of the cost proposal are submitted in the proposal envelope, with five copies, at the date and time for proposal opening. (See the RFP Submission Checklist to ensure that all these documents have been submitted with your proposal).

Signed Seal

Date

ATTACHMENT B – BID FORM

TO: American Samoa Power Authority, Attn: Procurement Manager.
TITLE: **Comprehensive Utility Rate Charge Study**
RFP#: **ASPA26.037**
BIDDER: _____

DATE: _____ 2026

#	DESCRIPTION	Labor Hours	Total
1	Electrical Rate Study		
2	Water Rate Study		
3	Waste Water Rate Study		
4	Solid Waste Rate Study		
Total			

IN WITNESS THEREOF, the undersigned has caused this instrument to be executed by its duly authorized officers on this day of _____, 2026

BIDDER:

By: _____

Name: _____

Title: _____

ATTACHMENT C – OFFEROR’S QUALIFICATION FORM

1. NAME OF ORGANIZATION	
2. BUSINESS ADDRESS	
3. TELEPHONE	
-EMAIL ADDRESS	
-FAX NUMBER	
-TAX IDENTIFICATION NUMBER	
4. PRIMARY & SECONDARY CONTACT PERSON	
5. TYPE OF BUSINESS (Please check one)	Corporation Partnership Proprietorship Joint Venture
<i>Note: For Corporations – Articles of Incorporation Certification must be on record with the Treasurer of American Sāmoa. Copies of partnership agreements and articles of incorporation must be submitted to the revenue branch with application form and relevant documents. Aliens cannot operate sole ownership enterprises and partnerships with aliens are subject to immigration board review.</i>	
6. PLACE OF ORGANIZATION OR STATE OF INCORPORATION	
7. OWNER’S NAMES & ADDRESSES (IF NOT A CORPORATION)	

8. FOR CORPORATIONS: Names & Addresses of Directors, Officers, and Stockholders with 20% or greater interest in the company	
9. US STATES & TERRITORIES WHERE COMPANY IS REGISTERED AS A FOREIGN CORPORATION	
10. List all projects of similar scope and extent to which the Offeror has conducted within the past five-years; provide the dollar value contract amount for each project. And list project owner contact information for reference inquiries.	
-Location and Date of Project	
-Nature and Scope of Contract (provide brief description)	
-Name and Address of awarding agency or owner for which work was performed	
-Name, Address and Phone Number of contact Person for the agency	
-Contract Amount	
-Start and End Date	
-Date of Completion	

-Was project completed within schedule and Budget? If not, why?	
-If project was not completed, please explain Why	
-Was contract performed under joint venture, if so, with whom and under what arrangement?	
11. List the names of supervisory personnel to be employed on the work under this contract, including the qualifications and experience record for each. Personnel resumes may be included with the Offeror's proposal submittal.	
-Name / Position	
-Qualifications/Experience	
12. List the names and addresses of at least three (3) references from agencies with projects of similar Nature. Each reference shall contain: (1) Client name and contact information; (2) project description; and (3) role of key project team members. Only references of the prime offeror shall be considered, or references from project teams that have completed at least three (3) projects together.	
Reference # 1	
Reference # 2	
Reference # 3	

ATTACHMENT D – DISCLOSURE STATEMENTS

This form must be completed by all offerors and submitted with the proposal.

I _____, (Name of owner or partner-
all partners must complete a form)

of _____ the Offeror, that has submitted the attached
(Name of Company)

proposal:

(Complete one of the two following statements)

1. I **have no** immediate relatives (parents, children or siblings) who are currently employed by the American Samoa Power Authority (ASPA) or the American Samoa Government (ASG)

(Signed)

(Title)

2. I **have** immediate relatives (parents, children or siblings) who are currently employed by ASPA or the ASG.

Their names and positions in are as follows.

Name

Relationship to Offeror

Position in ASPA

(Signed)

(Title)

Note: It is not against ASPA procurement rules for the relatives of government employees to bid on and receive government contracts provided they disclose such relationships at the time of bidding.

ATTACHMENT E – NON-COLLUSION AFFIDAVIT OF PRIME OFFEROR

I, _____, being first duly sworn deposes and says that:

1. He/She is _____

(Owner, Partner, Representative or Agent)

of _____ (Company Name

of Offeror that has submitted the attached bid.

2. He is fully informed regarding the preparation and contents of the attached bid and of all pertinent circumstances regarding such bid.

3. Such bid is genuine and is not a collusive or false bid.

4. Neither the said Offeror nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Offeror, firm or person to submit a collusive or false bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Offeror, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against American Samoa Power Authority or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Offeror or any of its agent's representatives, owners, employees, or parties in interest, including this affiant.

(Signed)

(Title)

Subscribed and sworn to before me this ____ day of _____, 20__

(Signed)

(Title)

My Commission expires _____, 20__

ATTACHMENT F – DEBARMENT OR SUSPENSION CERTIFICATION FORM
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By submitting this offer and signing this certificate, the bidder certifies that company and principals:

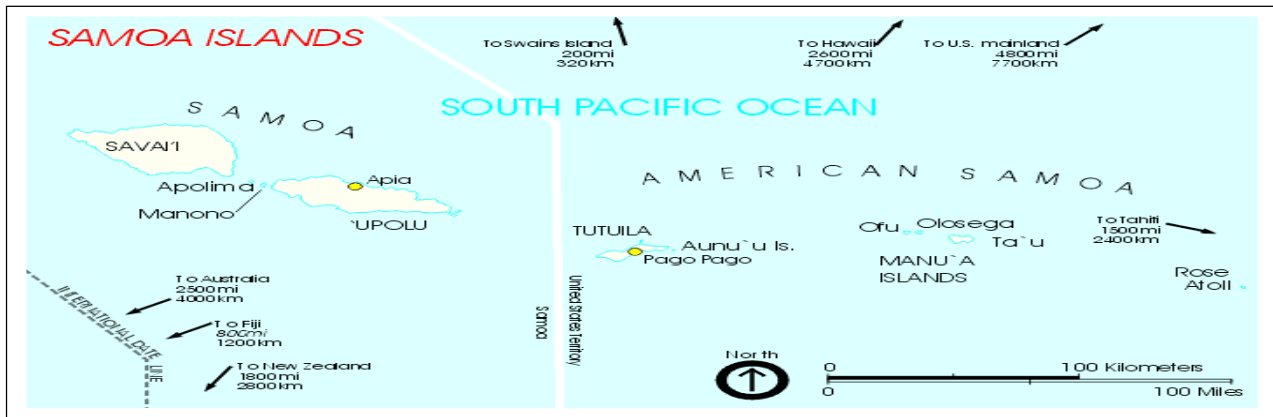
1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency
2. Have not, within a three-year period, preceding this bid has been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction of contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification;
4. Have not, within a three-year period, preceding this bid had one or more public transactions (Federal, State or Local) terminated for cause or default; and
5. Are not presently listed on the Federal Government Terrorism Watch List as described in Executive Order 13224.

The inability of a bidder to provide the certification required will not necessarily result in denial of participation in this covered transaction. The bidder shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with ASPA's determination whether to enter into this transaction. However, failure of the bidder to furnish a certification or an explanation shall be reason for disqualification from participation in this transaction. The bidder shall provide immediate written notice to ASPA if at any time the bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Bidder's Name:			
Bidder's Address:			
Bidder's Telephone & Email Address:			
Authorized Company Official's Name (Printed:			
Signature of Company Official:			
EIN:		DUNS #:	

ATTACHMENT G – SCOPE OF WORK

The territory of American Samoa, an insular possession of the United States, is the only United States territory south of the equator. It consists of seven tropical islands in the South Pacific 2,579 miles (4,151 km) southwest of Hawaii and 2,034 miles (3,274 km) northeast of New Zealand. Of the seven islands in the group, six are populated, with an estimated total of 53,616 (ASG DOC Yearbook 2023 & 2024), with the main island of Tutuila as the most populated. The Manu'a island group consists of three remote islands located about 65 miles east of Tutuila. The island of Aunu'u is located about a mile off the south eastern coast of Tutuila.



remote location, limited transportation, land alienation system and natural disasters such as tropical cyclones that frequent the islands.

The economic base of the Territory mostly consists of trade with the United States through the Tuna fishing and processing industry. The 2023/2024 Government statistics year book shows that American Samoa had a work force of 14,388 employees, with the American Samoa Government employing 46.4%, the tuna cannery 16.6% and the other/private sector employing 37% of the work force.

Electricity generation in American Samoa is reliant on the use of diesel generators. As fuel prices continue to rise coupled with the desire to preserve the environment, American Samoa is challenged to find alternative sources of energy for its residents. In line with the world's efforts to embark on renewable energy solutions and increase energy efficient programs, the American Samoa Power Authority continues to aggressively pursue renewable energy programs.

With the exception of a few renewable projects, American Samoa is completely dependent on fossil fuels for meeting its energy generation needs. No natural oil reserves exist on the island, forcing the island to import all of its fuel oil at high shipping rates and prices. ASPA is consistently challenged to find ways to conserve energy and explore alternative energy sources. So far, the most promising among the alternative energy sources is the Photo Voltaic Solar system with a total installed capacity of 2.5 MW (AC) connected to the grid. An additional of 1.0 MW PV is under construction and will be commissioned by September 2015. Two by 100 kW wind turbines will be installed by November, 2015. Other promising feasible renewable technology ASPA is looking at are Wind energy, Geothermal and Waste Conversion

The American Samoa Power Authority (ASPA) is the only utility operating in American Samoa. It is an entity of the government and serves about 12,800 customers. There are five power plants. The main island of Tutuila has two power plants, the Satala and Tafuna power plants with installed capacity of 15 MW and 21 MW respectively. The island of Aunu'u has an installed capacity of 0.39 MW while the two islands of Manu'a Ofu has 0.76 MW and Tau has 1.1 MW.

I. AUTHORITY: ASPA, which generates and distributes electrical power and provides water, wastewater and solid waste services for the islands of American Samoa, was formally established by law October 1, 1981. Prior to that date, ASPA was operated as a division of ASG's Department of Public Works. The separate, semi-autonomous power authority was established to provide better accountability and operating efficiency.

ASPA is governed by a five-member Board of Directors appointed by the Governor and confirmed by the legislature. The first three members serve four-year staggered terms, and the fourth and fifth members serve four-year concurrent terms. All rates charged by ASPA are developed and promulgated in accordance with ASG Administrative Procedures Act 4.1001 and the Public Utility Regulatory Policies Act (PURPA) for electricity.

ASPA operates a relatively well developed utility and employs approximately 450 staff amongst several divisions including Electric, Water, Wastewater, Solid Waste and Fuel Marketing. Operated as a non-profit entity, ASPA generates most of its income from user fees and also relies on Federal grants for capital improvements except for those related to electricity, which are funded through loans. With electricity provided by diesel powered generation plants, which use approximately 12,000,000 gallons per year, ASPA's operations and services are highly dependent upon fuel prices.—75% of the electricity rate is due to fuel costs. From its inception, ASPA has continued to expand its customer base while making improvements to all utility components. For the most part, U.S. standards and regulations apply to the operation of the utility including but not limited to the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA), the Clean Air Act (CAA) and the Resource Conservation and Recovery Act (RCRA). ASPA is a member of the American Public Power Association (APPA), National Rural Electric Cooperative Association (NRECA), American Water Works Association (AWWA), Pacific Power Association (PPA), Pacific Water and Wastewater Association (PWWA), South Pacific Geoscience Commission, (SOPAC), American Public Works Association (APWA) and other organizations associated with federal, international and state trade associations.

In 2014 Economists.com conducted a consolidated rate study for Electric, Water, Wastewater and Solid Waste Divisions. The study addressed the need for each utility to generate sufficient revenues to operate on its own and not being subsidized by the Electric division. Prior to the study the Water, Waste Water and Solid Waste division were all subsidized by the Electric division. The Water, Waste Water, and Solid Waste Divisions charge nominal fees that do not meet revenue requirements. More recently in August 2019 the NewGen Strategies conducted an updated rate Electrical Rate Study.

II. SCOPE OF WORK: The Contractor shall be responsible for the following scope of services and any and all requirements specified in this RFP and the Contract Documents, as that term is defined herein. This study will focus on cost of service and rate & fees recommendations for the American Samoa Power Authority's (ASPA), Electric, Water, Wastewater and Solid Waste systems.

ASPA seeks to ensure that the costs of providing quality water, wastewater and solid waste services are recovered equitably from its customer classes ***but note that customer classes are different from one service to the other.*** The following objectives should be met by the proposed rate study:

- (A) The Contractor shall present a methodology for ASPA's approval for conducting the study and rate design. The methodology shall be in accordance with American Public Power Association, Rural Utilities Services, American Water Works Association, American Public Works Association or other comparable standards.
- (B) Identify current and future need for water, sewer and solid waste revenue increases to meet projected operating and capital costs over a three-year planning period.
- (C) Develop a recommended schedule of electrical, water, wastewater and solid waste rates designed to generate adequate revenues, reflect the updated true cost of providing electrical, water, wastewater and solid waste service, and meet ASPA's service policies and objectives.
- (D) Provide a comparison of current electric, water, wastewater and solid waste system costs (operations, capital improvements, bonded debt) against appropriate industry benchmarks.
- (E) The Contractor shall determine revenue requirements for operation and maintenance expenses, capital outlays, emergency reserves, equipment replacement, debt service and debt coverage for a three-year period into the future.
- (F) The Contractor shall identify, classify, and document actual operation and maintenance costs for services including pumping, treatment, distribution, collection, discharge, disposal, billing, administration and related costs for a three- year period into the future.
- (G) The Contractor shall provide rate structures under different scenarios and make recommendations

regarding rates that are most advantageous to ASPA and its customers. Outline advantages and disadvantages.

- (H) The Contractor shall review the references noted in the this RFP for data on proposed rates, capital improvements, population projections, staffing levels, and any other information that is relevant and will aid the consultant in establishing accurate costs and the most advantageous rates for ASPA and its customers. Review of the references, in addition to any other material the consultant deems necessary, will require comparison of various data and selection of values that will result in maximum benefit to ASPA. Verify accuracy of data in consultation with ASPA.
- (I) The Contractor shall review, classify and document lease payments for land where ASPA has electrical, water, wastewater or solid waste facilities.
- (J) The Contractor shall identify and document legal costs for the past three-year period related to crop damage, property damage settlements and similar obligations to assist with establishing cash reserves.
- (K) The Contractor shall review, classify and document contract purchase agreement costs over the past three years for equipment and cinders.
- (L) The Contractor shall compare current year budgets to budgetary needs identified in the study.
- (M) The Contractor shall review billing software, billing procedures and practices for capabilities and suitability.
- (N) The Contractor shall review and recommend best method to prorate ASPA's overhead costs (for General Administration) amongst ASPA's operating divisions (Electric, Water, Wastewater, and Solid Waste).
- (O) The Contractor shall identify, classify and document all service contract costs over the past three years including those for training, maintenance, and technical support.

The Contractor shall identify, classify and document costs for regulatory compliance including lab operations, sampling, analyses, contract services, and lab personnel.

- (P) The Contractor shall classify and document personnel labor costs, including overtime, and staffing levels for the utility to include data for all divisions and their major components. Compare the size of the total workforce to utilities of similar size in the Pacific Territories and the U.S. mainland.
- (Q) The Contractor shall participate in formal public meetings to obtain input, make recommendations and present findings and answer inquiries regarding the consultants' work. A minimum of three formal meetings are expected to address initiation of the study progress at the 50-75% stage; and presentation of the final study.
- (R) The Contractor shall develop and provide a computer model of electrical, water, wastewater and solid waste user rates that ASPA will own and use to adjust rates in the future.

ELECTRIC: In August 2019, New Gen Strategies & Solutions completed the updated rate study for the Electric Utility services of ASPA. The successful Proposer is required to review and make recommendation on a revised electric user rates based on the user rates recommended by New Gen Strategies & Solutions. ASPA staff will provide the latest available data and assist the consultant with additional information deemed necessary to ensure that the Electric user rate is fair to all customer classes of the utility:

The Proposer shall be responsible for reviewing the data that ASPA staff will provide and analyze its validity on the methodology used. The following scope of services will be addressed by the proposer.

(A) The Proposer shall perform a cost of service study for different customer classes. There are four different customer classes; residential, small general service, large general services, and industrial. There are also different flat monthly charges for different size street lights used on the main highway and side roads. The American Samoa Government pays for all public street lights installation and monthly charges. Private street lights are paid by customers who want street lights installed on their property.

(B) The Proposer shall review present electric rates and costs of providing different services such as installation of new electric services. Only industrial customers (canneries) supply transformers needed for their services. For the rest of the customers, ASPA supplies the transformer.

(C) The Proposer shall review and recommend any changes to the fuel surcharge formula and rate based on improvements on efficiencies to the electric system.

(D) The Proposer shall review and recommend changes to each of the electric rates for different customer classes.

(E) The Proposer shall review and recommend changes to industrial rates for the StarKist cannery. Taking into consideration; StarKist is regular paying customer; and their total electric usage amounts to about 14% of ASPA's total revenue; they are located close to the power plant in Satala, so line loss associated with supplying them is low; if StarKist have its own standby generators, a credit on maximum demand charge up to available monthly capacity should be considered. ASPA and/or canneries may offer to build a co-generation plant in Satala to supply both canneries with high pressure hot water for their boiler requirements, with ASPA/canneries to pay their prorated share of project's overhead costs.

(F) The Proposer shall review and recommend an appropriate amount to be included in the electric rates for electric capital improvements for equipment replacement program and other improvements to the electric system.

(H) The Proposer shall review and recommend the best method to prorate ASPA's overhead costs (for General Administration) amongst the four divisions.

(I) The Proposer shall develop a computer model of electric rates that ASPA will own and use to adjust the electric rates in the future.

(J) The Proposer shall recommend rates and fees for net-metered customers and recommended Feed in Tariffs (consultant must be thoroughly familiar with Federal laws re such matters);

(k) The Proposer must be knowledgeable of changes in the business model of utilities; utility scale RE installations, customer self-generation and make recommendation on likely impacts to ASPA revenue and likely fix costs increases to other customers who do not have the ability to install renewable systems.

L) ASPA will install and own rooftop and community-based model solar PV and batteries systems. The Proposer will recommend measures of affordability of utility rates; low level of household income in AS versus US.

M) The Proposer shall recommend new customer class rates for PV rooftop customers and PV community-based customers.

N) The Proposer shall recommend rates and methodology for billing Electric Vehicle customers who will be charging their vehicles from charging stations owned by ASPA (ASPA will be installing electric vehicle charging stations).

O) The Proposer shall review the impact on revenue to ASPA with customers installing their own Distribution Generation system through self-investment or a third party investor. Should ASPA lose 10%, 20%, 30% or 40% of its customers, ASPA will need to understand how this would impact its ability to run the utility.

WATER: Effective October 1, 1988, the water utility and wastewater divisions of the Department of Public Works of ASG were transferred by Executive Order to be under the authority of ASPA. This transfer was later approved into law in 1991. As of June 2026 the number of water customers is 10,180.

An updated consolidated rate study for Water, Waste Water and Solid Waste was performed September 2014. The successful Proposer is required to review and make recommendation on a revised water user rates based on the user rates recommended by Economist.com. ASPA staff will provide the latest available data and assist the consultant with additional information deemed necessary to ensure that the water user rate is fair to all customer classes of the utility. The Contractor shall be responsible for the following scope of services.

(A) The Contractor shall review, classify and document historical demand levels over the past three years including numbers and types of customers, daily and hourly demand, peak demands and peaking factors.

(B) The Contractor shall compile data and document current year water production and Non Revenue Water (NRW).

(C) The Contractor shall identify, classify, review and document costs for operation and maintenance, including cost to meet regulatory requirements of the Surface Water Treatment Rule, for the two micro filtration plants on a cost per gallon basis. Compare to costs for groundwater production and delivery. Include data for duration of operations per month since being placed into operation and costs for technical support.

(D) The Contractor shall identify, classify and document training costs over the past three years and project training costs for three years into the future.

- (E) The Contractor shall identify and document number of homes currently receiving water service from non-ASPA water systems. Include these homes on projected ASPA customer service rolls.
- (F) The Contractor shall identify, classify, and document costs of providing new water services including costs for connections and meter installations.
- (G) The Contractor shall review and provide recommendations regarding existing contract purchase agreements with the canneries and other large users.
- (H) The Contractor shall identify, classify and separately document costs for the Tau, Ofu, Olosega, and Aunu'u water systems. The costs should be classified in the same manner as the costs for the Tutuila water system. Identify subsidy costs that are needed for providing water to users of the separate systems.
- (I) The Contractor shall recommend conservation measures and respective rate structures that provide incentives for water conservation.
- (J) The Contractor shall review and provide recommendations to a capital improvement/facility replacement program to ensure continuous reliable operation and expansions.
- (k) The Contractor shall review and provide recommendations to current pumping charge formula used to recover water operation electricity costs to ensure the new revised formula does consider system improvement and efficiencies.

WASTEWATER: Effective October 1, 1988, the water utility and wastewater divisions of the Department of Public Works of ASG were transferred by Executive Order to be under the authority of ASPA. This transfer was later approved into law in 1991. ASPA's electric and water revenues have cross-subsidized waste water services for many years since revenues for Waste Water does not cover its expenses. As of June 2026, the number of waste water customers charged to the Groundwater Contamination and Protection Charge fee was 10,598

An updated consolidated rate study for Water, Waste Water and Sold Waste was performed September 2014. The successful Proposer is required to review and make recommendation on a revised water user rates based on the user rates recommended by Economist.com. ASPA staff will provide the latest available data and assist the consultant with additional information deemed necessary to ensure that the waste water user rate is fair to all customer classes of the utility. The Contractor shall be responsible for the following scope of services.

- (A) The Contractor shall analyze historical wastewater levels over a period of three years including numbers and types of customers, daily and hourly discharge, peak discharges and peaking factors for incorporation into the rate structure.
- (B) By 2015 an additional 600 homes will be connected to the Utulei treatment plant the Contractor shall identify and document the operational impacts of these additional homes and increased costs to operating the lift stations, force mains and the Utulei treatment plant
- (C) The contractor should also review the additional operational and maintenance costs associated with the installation of the UV system to disinfect effluent discharge for both the Fagagogo and Utulei waste water treatment plants. Electricity usage will increase substantially and must be considered in reviewing the rates.
- (D) The Contractor shall identify and classify homes utilizing septic tanks. Document volume of septage pumped on a monthly and annual basis. Identify current costs for septic tank pumping and disposal and recommend service fees.
- (E) The Contractor shall identify and document current year infiltration and inflow (I/I) losses.
- (F) The Contractor shall identify, separate, and document costs for operation and maintenance, including regulatory costs, of the two wastewater treatment

- plants on a cost per gallon basis.
- (G) The Contractor shall identify, classify, and document costs of providing new waste water services including costs for connections.
- (H) The Contractor shall review and provide recommendations to a capital improvement / facility replacement program to assure continuous reliable operation and expansions.
- (I) The Contractor shall identify, classify and separately document costs for the Aunuu wastewater system. The costs should be classified in the same manner as the costs for the Tutuila water system
- (J) The Contractor shall make recommendations regarding subsidies that are needed for providing wastewater service to Aunuu residents.

SOLID WASTE: During 1995, the solid waste division of Public Works was transferred by Executive Order to ASPA. Solid Waste is one of ASPA's four divisions, and is responsible for collection and maintenance of municipal wastes in American Samoa pursuant to the laws and regulations governing proper disposal and landfill operations. There were 12,694 solid waste customers as of June 2026. The classification of solid waste customers cannot mirror those of water or electric, commercial and industrial classes. Rather there are sub-classes within each general customer class with vastly different volumes of solid waste generated.

An updated consolidated rate study for Water, Waste Water and Solid Waste was performed September 2014. The successful Proposer is required to review and make recommendation on a revised water user rates based on the user rates recommended by Economist.com. ASPA staff will provide the latest available data and assist the consultant with additional information deemed necessary to ensure that the solid waste user rate is fair to all customer classes of the utility. The Contractor shall be responsible for the following scope of services.

- (A) The Contractor shall review, classify and document solid waste streams and volumes over the past three year period including numbers and types of customers, daily per capita waste production, and total generation and disposal quantities for incorporation into service costs.
- (B) The Contractor shall review, classify and document projected solid waste streams and volumes over three years into the future including numbers and types of customers, daily per capita waste production, total generation and disposal quantities for incorporation into the solid waste user rates.
- (C) The Contractor shall review, classify and document costs for operation of the landfills on each island for the past three years.
- (D) The Contractor shall review, classify and document projected costs for operation of the landfills for three years into the future.
- (E) The Contractor shall project costs for operation and maintenance of the proposed scrap metal facility including costs for collection, disposal and expected revenues for the sale of reclaimable material.
- (F) The Contractor shall identify, classify and separately document costs for the Manu'a, Ofu and Aunuu solid waste systems. Identify subsidy costs for three years into the future that are needed for providing service to users of the separate systems.
- (G) Cost the various customer classes according to volumes of solid waste generated, collected and disposed. Because there are few sub-divisions in American Samoa, the Contractor must be aware that there is limited uniformity of rates even within a general customer class.
- (H) A Waste to Energy plant is anticipated to be in operation in the next three years the Contractor is to review the impact of the WTE plant on the operations of the

current landfill as waste to the landfill will be reduced substantially.

DELIVERABLES

1. A schedule outlining submittal dates for 25%, 50%, 75%, 90% and Final (100%) Documents.
2. A 100% completed bound document, along with 20 bound copies, entitled ASPA Cost of Service and Rates and Fees Water, Wastewater, and Solid Waste Rate Study, addressing all items within the Scope of Work.
3. Ten (10) electronic copies on CD of the Consolidated Rate Study in Microsoft Word/ Excel.
4. A computer generated power point presentation for use in each presentation made by the consultant to ASPA and the public.
5. Summary reports of public meetings.
6. A Cost of Service and Rate Setting Model, in an agreed upon software and format, with instructions, to allow ASPA to adjust costs and rates in the future.