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## PUBLIC SERVICE COMMISSION

May 17, 2019

PSC #05.17.19 Washington Gas Light Rate Proceeding

To Whom It May Concern:

The Public Service Commission of Maryland ("Commission") is seeking an expert cost of service consultant to assist its Technical Staff ("Staff") in its analysis of the cost of service study of a natural gas distribution system in the upcoming application by Washington Gas Light Company's request for an increase to its base rates, which was filed on April 22, 2019. The consultant sought should have experience in analyzing the cost of service studies of gas systems from a public policy perspective, and an understanding of best practices around the country. The scope of work is to analyze the documentation filed in the application and by other parties, to assist in the preparation of any discovery questions in order to provide more information for the analysis in the areas of concern, to work with Staff to create an outline of proposed testimony, to work with Staff to produce several rounds of written testimony, to potentially testify at hearings, to provide assistance on cross examination of other witnesses, to attend case strategy meetings (remotely or in person, as needed) and to assist Staff in the preparation of briefs.

The Commission has 210 days after the filing of a rate application to render a final order. However, because this case has been delegated to the Public Utility Law Judge Division, the case will occur under an abbreviated schedule. The consultant is expected to help address all cost of service issues including a summary of all parties' positions. The consultant shall work directly with Staff from the Telecommunications, Gas, and Water Division and Staff Counsel. Past Commission cases may be found at [www.psc.state.md.us](http://www.psc.state.md.us).

Proposals shall include:

1. A summary of the consultant's experience with gas cost of service studies and past policy recommendations;
2. An explanation of how the consultant proposes to accomplish the scope of work and provide the required deliverables;
3. Proof of qualifications; and
4. A cost proposal containing:
  - (a) Rate per hour for each person assigned to the matter;
  - (b) Hours per person assigned to the matter;
  - (c) Total travel expenses (transportation, hotel and food).

Your cost proposal price is to be fully loaded including all costs/expenses associated with the provision of services as required. The cost proposal price shall include, but is not limited to, all: labor, profit/overhead,

general operating, administrative, and all other expenses and costs necessary, including travel expenses to perform the work. No other amounts will be paid to the consultant.

NOTE: In order to better gauge travel expenses, plan on two in-person appearances.

The Commission must receive your proposal in our office by 4:00 p.m. on May 24, 2018. Your proposal may be sent to me by email, as long as a hard signed copy is received by the next business day.

Please copy Juan Alvarado, [juan.alvarado@maryland.gov](mailto:juan.alvarado@maryland.gov), as well.

If you are unable to submit a proposal, please respond with that information.

Jason A. Cross  
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Maryland Public Service Commission  
410.767.8007