

TASK ORDER APPROVAL FORM

CONTRACT: C25-4114-WS
STANTEC CONSULTING SERVICES INC.
Water & Wastewater Rate Consulting Services
EXPIRES: 03/31/2028 w/(2) 1 yr renewals

CONTRACT #: C25-4114-WS

TASK ORDER #: 1

TASK ORDER AMOUNT: \$29,200.00 – NTE/FixedFee – Completion Date 9/30/2025

OFFERED BY CONSULTANT:

Stantec Consulting Services Inc.

FIRM'S NAME

Eric Grau

REPRESENTATIVE'S PRINTED NAME

Eric Grau

SIGNATURE

Principal

April 11, 2025

TITLE

DATE

RECOMMENDED FOR APPROVAL (Department Director)

**Michael
Hackett**

Digitally signed by Michael Hackett
DN: cn=Michael Hackett, o=Board of
County Commissioners, ou=Water and
Sewer,
email=mhackett@myokaloosa.com,
c=US
Date: 2025.04.14 08:26:45 -05'00'

SIGNATURE

TITLE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

**DeRita
Mason**

Digitally signed by
DeRita Mason
Date: 2025.04.14
11:26:13 -05'00'

PURCHASING DIRECTOR

DATE

Faye Douglas

Digitally signed by Faye
Douglas
Date: 2025.04.14 11:53:14
-05'00'

OMB DIRECTOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

Scope of Services:

FY 2025 Water & Sewer Revenue Sufficiency Analysis. The following work plan is to be completed, consistent with the terms and conditions outlined in the Contract for Professional Consulting Services, Contract No. C25-4114-WS, made and entered into on March 31, 2025, by and between Stantec Consulting Services Inc. and the County.



Okaloosa County, Florida
 FY 2025 Water & Sewer Revenue Sufficiency Analysis
 Project Work Plan and Cost Estimate Schedule

Project Tasks	Estimated Labor-Hours				Total Project
	Project Manager Grau Hourly Rates → \$275.00	Lead Consultant Cook \$215.00	Analyst Various \$150.00	Admin Lambert \$100.00	
Task 1 Project Initiation & Data Collection					
1.1 Compile and review historical, current, and projected financial, billing, and other system data as provided by County staff.	1	2	2	1	6
1.2 Request additional information/clarifications as required and review supplemental information/data.	1	2	2	-	5
1.3 Gather local water and sewer rate data for comparative benchmarking.	-	1	7	-	8
Task 2 Perform Revenue Sufficiency Analysis					
2.1 Input current financial and billing data into our modeling system, run the model, and produce preliminary output, including a five and ten year financial management program that will include the following:	4	12	36	-	52
o Capital Improvements Program					
- Project listing by year					
o Borrowing Program					
- Identify any borrowing required and/or appropriate to fund certain CIP projects, to include but not necessarily be limited to, revenue bonds and state programs.					
o Revenue Sufficiency Analysis					
- Annual revenue and operations & maintenance expense projections.					
- Projections of other requirements such as minor capital, transfers, debt payments, reserves contributions, etc.					
- Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements.					
- Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year period.					
o Sources and Uses of Funds Analysis					
o Funds Analysis					
- Spend down limits (minimum reserve requirements) by fund.					
- Beginning and ending fund balances by fund by year.					
2.2 Quality control review, including reconciliation to prior study results.	6	-	-	-	6
2.3 Prepare for and meet with County staff in an interactive work session to review preliminary results.	8	8	-	-	16
2.4 Make adjustments per input from County staff, update data/assumptions as appropriate, and/or for desired sensitivity analysis. Prepare workbook of assumptions and preliminary results and screen captures of requested scenarios.	-	2	8	-	10
2.5 Prepare for and meet remotely (via Microsoft Teams) with County staff in a 2nd interactive work session to review revised results.	3	3	3	-	9
2.6 Make adjustments per input from County staff, update data/assumptions as appropriate, and/or for desired sensitivity analysis. Prepare workbook of assumptions and preliminary results and screen captures of requested scenarios.	-	2	4	-	6
2.7 Additional ad hoc / sensitivity analyses					
2.8 Additional in-person meetings					
	<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses</i>				
Task 3 Prepare Final Report					
3.1 Prepare a Draft Report to document findings and results.	2	5	12	-	19
3.2 Make adjustments per input from County staff and finalize report as appropriate. Distribute Final Report.	1	3	6	1	11
	<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses</i>				
Task 4 Present Results to Board of County Commissioners					
	<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses</i>				
Total Estimated Labor Hours	26	40	80	2	148
Total Estimated Fee	\$7,150	\$8,600	\$12,000	\$200	\$27,950
Total Estimated Expenses					\$1,250
Total Estimated Project Cost					\$29,200

* Total Estimated Fee rounded down to nearest dollar.

Acceptable to Okaloosa County:

Signature

Printed Name and Title

Date

Acceptable to Stantec Consulting Services Inc.:

Digitally signed by
Grau, Eric
Date: 2025.04.11
14:07:26 -04'00'

Signature

ERIC GRAU, PRINCIPAL

Printed Name and Title

April 11, 2025

Date