

# TASK ORDER APPROVAL FORM

CONTRACT: C19-2839-WS  
STANTEC CONSULTING SERVICES, INC.  
WATER AND WASTEWATER CONSULTING SVS  
EXPIRES: 08/19/2023 W/1 YR RENEWAL

CONTRACT #: C19-2839-WS

TASK ORDER #: 8

TASK ORDER AMOUNT: \$27,815.00 – NTE/FixedFee – Completion Date 9/30/2023

OFFERED BY CONSULTANT:

Stantec Consulting Services Inc.

FIRM'S NAME

Eric Grau

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Principal

8/12/2022

TITLE

DATE

**RECOMMENDED FOR APPROVAL**  
(Department Director)

**APPROVED BY OKALOOSA COUNTY**  
(Per Purchasing Manual) Table 1

Jeff Littrell

Digitally signed by Jeff Littrell  
DN: cn=Jeff Littrell, o=Okaloosa County, ou=Okaloosa County, email=jlittrell@okaloosa.fl.us

SIGNATURE

Jeffrey A  
Hyde

Digitally signed by Jeffrey  
A Hyde  
Date: 2022.08.16  
13:05:37 -05'00'

PURCHASING DIRECTOR

Director

TITLE

08/16/2022

DATE

DATE

Faye

Douglas

Digitally signed by Faye  
Douglas  
Date: 2022.08.17  
14:16:13 -05'00'

OMB DIRECTOR (if applicable)

DATE

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

**Scope of Services:**

FY 2023 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. C19-2839-WS, made and entered into on August 20, 2019, by and between Stantec Consulting Services Inc. and the County.



**Okaloosa County, Florida**  
 FY 2023 Water & Sewer Revenue Sufficiency Analysis  
 Project Work Plan and Cost Estimate Schedule

Project Task	Days	Estimated Labor Hours				Total Hours
		Project Manager	Project Engineer	Analyst	Support	
<b>Task 1 Project Initiation &amp; Data Collection</b>						
1.1 Compile and review historical, current, and projected financial, billing, and other system data as provided by County staff.	0	1	2	2	0	5
1.2 Request additional information/certifications as required and review supplemental information/data.	0	1	2	2	0	5
1.3 Gather local water and sewer rate data for comparative benchmarking.	0	0	1	4	0	5
<b>Task 2 Perform Revenue Sufficiency Analysis</b>						
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: <ul style="list-style-type: none"> <li>o Capital Improvements Program                             <ul style="list-style-type: none"> <li>- Project listing by year</li> </ul> </li> <li>o Borrowing Program                             <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> <li>o Revenue Sufficiency Analysis                             <ul style="list-style-type: none"> <li>- Annual revenue and operations &amp; maintenance expense projections.</li> <li>- Projections of other requirements such as minor capital, transfers, debt payments, reserves contributions, etc.</li> <li>- Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements.</li> <li>- Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year period.</li> </ul> </li> <li>o Sources and Uses of Funds Analysis</li> <li>o Funds Analysis                             <ul style="list-style-type: none"> <li>- Spend down limits (minimum reserve requirements) by fund.</li> <li>- Beginning and ending fund balances by fund by year.</li> </ul> </li> </ul>	0	4	16	38	0	66
2.2 Quality control review, including reconciliation to prior study results.	0	6	0	0	0	6
2.3 Prepare for and meet with County staff in an interactive work session to review preliminary results.	0	12	4	4	0	20
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.	0	0	2	8	0	10
2.5 Prepare for and meet remotely (via Microsoft Teams) with County staff in a 2nd interactive work session to review revised results.	0	3	3	3	0	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.	0	0	2	4	0	6
2.7 Additional ad hoc / sensitivity analyses						
2.8 Additional in-person meetings						
<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses (Task Order #7)</i>						
<b>Task 3 Prepare Final Report</b>						
3.1 Prepare a Draft Report to document findings and results.	0	2	6	12	0	20
3.2 Make adjustments per input from County staff and finalize report as appropriate. Distribute Final Report.	0	1	3	6	1	11
<b>Task 4 Present Results to Board of County Commissioners</b>						
<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses (Task Order #7)</i>						
<b>Total Estimated Labor Hours</b>		30	41	61	1	133
<b>Total Estimated Fee</b>	\$0.00	\$7,982.80	\$8,433.20	\$10,641.78	\$107.89	\$27,065.67
<b>Total Estimated Expenses</b>						\$750
<b>Total Estimated Project Cost</b>						\$27,815.67

\* Total Estimated Fee rounded down to nearest dollar.

Acceptable to Okaloosa County:

Acceptable to Stantec Consulting Services Inc.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature

Eric Grau, Principal  
\_\_\_\_\_  
Printed Name and Title

8/12/2022  
\_\_\_\_\_  
Date