

TASK ORDER APPROVAL FORM

CONTRACT: C19-2839-WS
Stantec Consulting Services, Inc.
Water & Wastewater Consulting Services
EXPIRES:08/19/2024

CONTRACT #: C19-2839-WS

TASK ORDER #: 10

TASK ORDER AMOUNT: \$28,489.00 – NTE/FixedFee – Completion Date 9/30/2024

OFFERED BY CONSULTANT:

Stantec Consulting Services Inc.

FIRM'S NAME

Eric Grau

REPRESENTATIVE'S PRINTED NAME


SIGNATURE

Principal

TITLE

1/8/2024

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@myakaloosa.com, c=US
Date: 2024.03.04 08:42:59 -06'00'

SIGNATURE

Water & Sewer Director

TITLE

DATE

APPROVED BY OKALOOSA COUNTY (Per Purchasing Manual) Table 1

DeRita
Mason

Digitally signed by DeRita
Mason
Date: 2024.03.05
06:29:10 -06'00'

PURCHASING DIRECTOR

DATE

Faye
Douglas

Digitally signed by Faye
Douglas
Date: 2024.03.05
08:10:18 -06'00'

OMB DIRECTOR (if applicable)

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

Scope of Services:

FY 2024 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, and amended on October 16, 2023, by and between Stantec Consulting Services Inc. and the County.



Okaloosa County, Florida
 FY 2024 Water & Sewer Revenue Sufficiency Analysis
 Project Work Plan and Cost Estimate Schedule

Project Tasks	Resources → Hourly Rates →	Estimated Labor-Hours					Total Project
		Director Burnham \$364.26	Senior Advisor Grau \$289.33	Project Manager Cook \$210.83	Analyst Various \$134.66	Admin Lambert \$107.69	
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.		0	1	2	2	0	5
1.2 Request additional information/clarifications 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
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:		0	4	16	36	0	56
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.		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 #9)</i>					
Task 3 Prepare Final Report							
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
		<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses (Task Order #9)</i>					
Task 4 Present Results to Board of County Commissioners							
Total Estimated Labor Hours		-	30	41	81	1	153
Total Estimated Fee		\$0.00	\$8,079.90	\$8,644.03	\$10,907.46	\$107.69	\$27,739
Total Estimated Expenses							\$750
Total Estimated Project Cost							\$28,489

* Total Estimated Fee rounded down to nearest dollar.

Acceptable to Okaloosa County:

Acceptable to Stantec Consulting Services Inc.:

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: 2024.03.04 09:43:33 -0600

Signature



Signature

Michael Hackett, Water & Sewer Director

Eric Grau, Principal

Printed Name and Title

Printed Name and Title

Date

1/8/2024

Date