



ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

**NOTICE OF RENEWAL**

<b>TO:</b> RAFTELIS FINANCIAL CONSULTANTS 227 W TRADE STREET SUITE 1400 CHARLOTTE, NC 28202	ORIGINAL DATE ISSUED: <u>JANUARY 16, 2019</u> CONTRACT NO: <u>17-179-RFP</u> CONTRACT TITLE: <u>CONSULTING SERVICES FOR WATER AND SEWER RATE STUDY</u>
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**THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 17-179-RFP including any attachments or amendments thereto.

**EFFECTIVE DATE:** JANUARY 16, 2023

**EXPIRES:** JANUARY 15, 2024

**RENEWALS:** NO RENEWALS REMAINING

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

**VENDOR CONTACT:** Bart Kremps

**VENDOR TEL. NO.:** (704) 936-4438

**EMAIL ADDRESS:** bkreps@raftelis.com

**COUNTY CONTACT:** Krista Burgon Abele

**COUNTY TEL. NO.:** (703) 228-3601

**COUNTY CONTACT EMAIL:** Kabele@ARLINGTONVA.US

**CONTRACT AUTHORIZATION**

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

RAFTELIS FINANCIAL CONSULTANTS

PRINT: DR. SHARON T. LEWIS

Bart Kremps  
PRINT: \_\_\_\_\_

SIGNATURE: DocuSigned by:  
Dr. SHARON T. LEWIS  
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SIGNATURE: DocuSigned by:  
Bart Kremps  
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TITLE: PURCHASING AGENT

TITLE: Vice President

DATE: 11/2/2022

DATE: 10/31/2022

# Best and Final Offer

Raftelis in association with Kearns and West (collectively, the Project Team) is pleased to submit our best and final cost proposal to provide water and wastewater rate, financial planning, and cost of service consulting services to Arlington County (County). We have enjoyed the opportunity to participate in the negotiations phase of this procurement and learn more about the County and its goals and objectives for this project. Based on these discussions, we propose to complete the scope of work outlined in our proposal on a time-and-materials basis with a not-to-exceed cost of \$229,430. This revised price reflects a waiver of our standard technology/communications charge, reduced hours for anticipated efficiencies associated with data collection and evaluation, and reduced and rebalanced hours associated with stakeholder engagement without any change to the proposed level of service. The following provides a breakdown of the estimated level of effort required for completing each task and the hourly billing rates for Project Team members. Since the level of on-site support and civic engagement will likely evolve over the course of the study, we have also included optional pricing for additional, on-site meetings beyond what is included in our scope of services.

**We are proud of the resources we can offer on this project and excited about the opportunity to be a partner with the County over the next five years.**

Task	Task Descriptions	No. of Meetings/Trips	Hours Requirements										Total Fees & Expenses		
			WS	BK	WK	Staff	JD	Admin	JJ	JG	KW Associate	K&W Project Coord.		Total	
HOURLY RATES			\$370	\$290	\$205	\$150	\$290	\$75	\$200	\$185	\$135	\$100			
	Project Management	0		16	4	4		8					32	\$6,660	
1	Project Initiation and Assessment of Current Financial State	1	8	14	20	10							52	\$14,720	
2	Rate Policy Workshop	1	2	8	14	8							32	\$8,530	
3	Interim Meetings and Workshops	2	2	16	24	16							58	\$15,500	
4	Forecast Demand	0		4	8	16							28	\$5,200	
5	Develop Financial Plan	1	4	32	50	70	1						157	\$33,200	
6	Cost of Service Analysis	1	4	16	30	50	1						101	\$20,060	
7	Design and Calculation of Rates and Charges	1	4	18	24	40	1						87	\$19,310	
8	Review Availability Fees and Miscellaneous Charges	0		8	20	10	1						39	\$8,210	
9	Rate Model Development	1		4	30	50							84	\$15,510	
10	Reporting	4	6	24	30	54	2	4					120	\$29,910	
11	Civic Engagement Approach	10		12					10	100	180	45	302	\$52,780	
TOTAL ESTIMATED MEETINGS / HOURS			22	30	172	254	328	6	12	10	100	180	45	1,092.0	
PROFESSIONAL FEES				\$11,100	\$49,880	\$52,070	\$49,200	\$1,740	\$900	\$2,000	\$18,500	\$24,300	\$4,500	\$214,190	
													Total Fees	\$214,190	
													Total Expenses	\$15,400	
													<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$229,590</b>	

WS - Bill Stannard  
 BK - Bart Kreps  
 WK - Will Kerr  
 JD - Jon Davis  
 Staff - Delaney Ridgely, Ford Moriarty

JJ - Joan Isaacson  
 JG - Jason Gershowitz  
 KW -Kearns & West Associate  
 KW -Kearns & West Project Coordinator

**OPTIONAL ON-SITE MEETINGS\***

Hours Requirements												Total Fees
WS	BK	WK	Staff	JD	Admin	JJ	JG	KW Associate	K&W Project Coord.	Total		
	6		2				6	2				
\$0	\$1,740	\$0	\$300	\$0	\$0	\$0	\$1,110	\$270	\$0	\$3,420		
											Total Fees**	\$3,420

\*Assumes a half-day meeting on site including preparation.  
 \*\*Excludes expenses.