

# TASK ORDER APPROVAL FORM

CONTRACT #: C19-2839-WS

TASK ORDER #: 6

TASK ORDER AMOUNT: \$27,155.00 – NTE/FixedFee – Completion Date 9/30/2022

CONTRACT: C19-2839-WS  
STANTEC CONSULTING SERVICES, INC.  
WATER & WASTEWATER CONSULTING SVS  
EXPIRES: 08-19/2022 W/2 1 YR RENEWALS

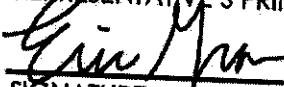
OFFERED BY CONSULTANT:

Stantec Consulting Services Inc.

FIRM'S NAME

Eric Grau

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Principal

TITLE

12/14/2021

DATE

RECOMMENDED FOR APPROVAL  
(Department Director)

Jeff Littrell

SIGNATURE

Director

TITLE

12/14/2021

DATE

APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual) Table 1

Jeffrey A  
Hyde

PURCHASING DIRECTOR

Digitally signed by Jeffrey  
A Hyde  
Date: 2021.12.14  
12:48:11 -06'00'

DATE

Faye  
Douglas

OMB DIRECTOR (if applicable)

Digitally signed by Faye  
Douglas  
Date: 2021.12.14  
13:06:13 -06'00'

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

**Scope of Services:**

FY 2022 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 2022 Water & Sewer Revenue Sufficiency Analysis  
 Project Work Plan and Cost Estimate Schedule

Project Tasks	Estimated Labor-Hours						Total Project
	Resources → Hourly Rates →	Director Burnham \$346.71	Senior Advisor Grau \$256.35	Project Manager Kloeckner \$200.67	Analyst Various \$129.18	Admin Lambert \$105.06	
<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/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
<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:		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.							
2.3 Prepare for and meet with County staff in an interactive work session to review preliminary results.	0	6	0	0	0	0	6
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	12	4	4	0	0	20
2.5 Prepare for and meet remotely (via Microsoft Teams) with County staff in a 2nd interactive work session to review revised results.	0	0	2	8	0	0	10
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	3	3	3	0	0	9
2.7 Additional ad hoc / sensitivity analyses	0	0	2	4	0	0	6
2.8 Additional in-person meetings							
<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses (Task Order #5)</i>							
<b>Task 3 Prepare Final Report</b>							
3.1 Prepare a Draft Report to document findings and results.	0	2	6	12	0	0	20
3.2 Make adjustments per input from County staff and finalize report as appropriate. Distribute Final Report.	0	1	3	6	1	0	11
<b>Task 4 Present Results to Board of County Commissioners</b>							
<i>At Hourly Rates, plus Actual Out-of-Pocket Expenses (Task Order #5)</i>							
<b>Total Estimated Labor Hours</b>							
<b>Total Estimated Fee</b>	-	30	41	81	1	153	
<b>Total Estimated Expenses</b>	\$0.00	\$7,690.50	\$8,227.47	\$10,382.58	\$105.06	\$26,405	
<b>Total Estimated Project Cost</b>						\$750	
							\$27,155

\* Total Estimated Fee rounded down to nearest dollar.

Acceptable to Okaloosa County:

Jeff Littrell

Signature

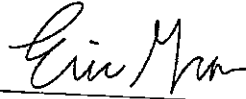
Jeff Littrell, Director

Printed Name and Title

12/14/2021

Date

Acceptable to Stantec Consulting Services Inc.:



Signature

Eric Grau, Principal

Printed Name and Title

12/14/2021

Date

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STANTEC CONSULTING SERVICES, INC.  
WATER & WASTEWATER CONSULTING SVS  
EXPIRES: 08-19/2022 W/2 1 YR RENEWALS

CONTRACT #: C19-2839-WS

TASK ORDER #: 5

TASK ORDER AMOUNT: \$20,000.00 – NTE/Time&Material – Completion Date 9/30/2022

OFFERED BY CONSULTANT:

Stantec Consulting Services Inc.

FIRM'S NAME

Eric Grau

REPRESENTATIVE'S PRINTED NAME

  
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Principal

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APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual) Table 1

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Hyde

PURCHASING DIRECTOR

Digitally signed by Jeffrey  
A Hyde  
Date: 2021.12.14  
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DATE

OMB DIRECTOR (if applicable)

DATE

CHAIRMAN (if applicable)

DATE

**Scope of Services:**

Miscellaneous financial/rate analyses, as well as presentations and the preparation of materials thereof, upon request of the Department to be reimbursed at the hourly rates below, plus actual out-of-pocket expenses, 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.

Hourly Rates from Exhibit A of Contract No. C19-2839-WS:

Director	\$346.71	Burnham
Senior Advisor	\$256.35	Grau
Project Manager	\$200.67	Kloeckner
Analyst	\$128.18	Various
Admin	\$105.06	Lambert

**Acceptable to Okaloosa County:**

**Acceptable to Stantec Consulting Services Inc.:**

Jeff Littrell

Digitally signed by Jeff Littrell  
DN: cn=Jeff Littrell, o=Okaloosa County, ou=County Administration, email=jlittrell@okaloosa.net, c=US  
Date: 2021.12.14 12:22:00-0800

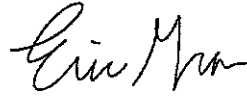
\_\_\_\_\_  
**Signature**

Jeff Littrell, Director

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

12/14/2021

\_\_\_\_\_  
**Date**



\_\_\_\_\_  
**Signature**

Eric Grau, Principal

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

12/14/2021

\_\_\_\_\_  
**Date**