

**AGENDA ITEM REPORT**

DATE: December 1, 2020
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Contract for Financial Rate Consultant for Utilities & Solid Waste

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP200213DWJ, Lee County Utilities and Solid Waste Department's Financial Rate Consultant, to Raftelis Financial Consultants, Inc., to provide general utility financial rate consultant services and assistance to Lee County Utilities and Solid Waste Departments, on an as-needed basis, for an initial term of three years, in the total annual amount of \$200,000.00.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no-cost increases associated with the renewal.

II. ITEM SUMMARY

Award contract for Financial Rate Consultant Services to Raftelis Financial Consultants, Inc. for services required by Lee County Utilities and the Solid Waste Department. Two proposals were submitted in response to a Request for Proposal. Raftelis was found to be the most qualified vendor based on their submitted proposal and presentation to the selection committee.

The initial contract term is for three (3) years, with renewal terms up to three (3) additional years. Raftelis will perform annual revenue sufficiency reviews for a rate study and annual assistance with the Capital Planning Tool for both Utilities and Solid Waste. Each department budgets \$100,000 annually and only pays for its proportionate amount of the total annual cost for services. The total FY20 contract amount for Utilities and Solid Waste rate consulting services was \$128,579.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other HistoryA) Board Action and Other History

On the established deadline of July 16, 2020, Procurement received a total of two proposals in response to a Request for Proposal for Financial Rate Consulting services. Both proposals were considered at the Proposal Evaluation Committee meeting on August 13, 2020. During the evaluation process, the Proposal Evaluation Committee considered criteria as listed in the solicitation, including relevant experience, approach, personnel proposed and qualifications, and price. On the basis of the information submitted by the firms in their proposals, it was the consensus of the committee to recommend to the Board of County Commissioners the ranking as follows: 1) Raftelis Financial Consultants, Inc.; 2) NewGen Strategies and Solutions, LLC.

The contract term is for three (3) years, with a renewal term or terms up to three (3) years, at the discretion of the County. Raftelis will perform annual revenue sufficiency reviews for a rate study and annual assistance with the Capital Planning Tool for both Utilities and Solid Waste. In addition to these core services, both Departments anticipate requesting additional services each year as the need arises, including but not limited to assistance with financial policy issues; review of municipal/Interlocal agreements; design of minor fees and charges; analysis of utility acquisitions; bond-related refinancing and rating issues. Each department budgets \$100,000 annually and only pays for its proportionate amount of the total annual cost for services. The total FY20 contract amount for Utilities and Solid Waste rate consulting services was \$128,579.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$200,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary

E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: 40100/48700 Program: Solid Waste Disposal/Utilities Administration Project: Account Strings: OB5340840100.503190/OD5366348700.503190	
G)	Fund Type?	Enterprise
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Current contract for Financial Rate Consultant Services expires on January 24, 2021.

VII. FOLLOW UP**ATTACHMENTS:**

Description

[Proposed Contract](#)

Upload Date

11/5/2020

Type

Contract

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	11/22/2020 - 10:24 PM
Utilities	Flores, Paul	Approved	11/23/2020 - 2:49 PM
Budget Services	Guttery, Angela	Approved	11/23/2020 - 3:51 PM
Budget Services	Winton, Peter	Approved	11/24/2020 - 6:40 AM
County Attorney	Swindle, Amanda	Approved	11/24/2020 - 8:12 AM
County Manager	Brady, Christine	Approved	11/24/2020 - 8:55 AM