

<b>Blue Sheet No. 20160763</b>	<b>Lee County Board Of County Commissioners Agenda Item Report Meeting Date: 1/24/2017</b>	<b>Item No. C34</b>
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**TITLE:**

Award contract for public utilities financial rate consultant.

**ACTION REQUESTED:**

- A) Approve the ranking of firms by the Evaluation Committee for Request for Proposal No. RFP160330, Public Utilities Financial Rate Consultant, in the following order: 1) Public Resources Management Group, Inc. 2) Willdan Financial Services
  
- B) Approve award of Request for Proposal No. RFP160330, Public Utilities Financial Rate Consultant, to the top-ranked firm, Public Resources Management Group, Inc., to provide general utility financial consulting services, for an initial term of one year, as approved in the department's annual adopted budget.
  
- C) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
  
- D) Authorize expenditures for additional services under the contract as needed, and as provided in Request for Proposals No. RFP160330, as approved in the department's annual adopted budget. Grant the Director of Procurement Management the authority to execute Supplemental Task Authorization documents as necessary for these additional services.
  
- E) Grant the Director of Procurement Management the authority to renegotiate and execute renewals of this contract, with approval from County Administration, for up to three additional, one-year terms, if doing so is in the best interest of Lee County.

**FUNDING:**

\$138,580; Public Utilities Enterprise Funds; Included in FY16/17 Budget

Contract can be renewed for three additional one-year periods. Funds will be programmed each year in the respective Utilities and Solid Waste Operating Budgets.

Utilities Operating; Water Operations; OD5366248700.503190  
 Utilities Operating; Sewer Operations; OD5360648700.503190  
 Solid Waste Management; OB5340440100.503190

**WHAT ACTION ACCOMPLISHES:**

Approves the ranking of firms and authorizes the execution of a contract with the top ranked firm, Public Resources Management Group, Inc., for Request for Proposal No. RFP160330 Public Utilities Financial Rate Consultant. Provides the Public Utilities Department with professional consultant services for general utility financial consulting services and assistance. The initial contract term is one year in an amount not to exceed \$78,580 for Fiscal Year 16/17 for completion of annual revenue sufficiency/rate study reviews for Utilities and Solid Waste, as well as providing annual assistance with the Capital Planning Tool. The contract also allows for additional services 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 as approved in the department's annual adopted

**Required Review:**

Pam Keyes	Lori Borman	Peter Winton	Corris L. McIntosh Jr.	Doug Meurer	
UTILITIES	Budget Analyst	Budget Services	County Attorney	County Manager	

budget. For Fiscal Year 16/17, the additional services are estimated to be less than \$50,000.

**MANAGEMENT RECOMMENDATION:**

Approve

<b>Requirement/Purpose: (specify)</b>	<b>Request Initiated</b>
<input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Admin Code AC-4-1 <input type="checkbox"/> Other	<b>Commissioner:</b> All <b>Department:</b> UTILITIES <b>Division:</b> No Divisions <b>By:</b> Pam Keyes

**Background:**

On the established deadline of August 29, 2016, Procurement received a total of two proposals. All proposals were considered at the Proposal Evaluation Committee meeting on September 13, 2016. 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) Public Resources Management Group, Inc. (PRMG); 2) Willdan Financial Services.

During the contract period, PRMG will be performing annual revenue sufficiency/rate study reviews for Utilities and Solid Waste, as well as providing annual assistance with the Capital Planning Tool. Public Utilities anticipates 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. These additional services are estimated at \$50,000 annually between Utilities and Solid Waste, based on past history.

**Attachments:**

- 1) Evaluation Meeting Minutes
- 2) Contract for Execution by the Chair