

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** October 17, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator  
Kristin Daniels, Director, Office of Management and Budget  
Jennifer Hyde, Purchasing Manager

**FROM:** Shelby Ball, Purchasing Specialist

**SUBJECT:** Award of RFP 2024005 Comprehensive Utility Rate Study

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**BACKGROUND:**

On behalf of the Utility Services Department, a Request for Proposals (“RFP”) was issued for qualified firms to perform and provide a comprehensive rate study to conduct a comprehensive evaluation of the user rates, fees and charges associated with water, wastewater, and reuse water services.

**DISCUSSION:**

A selection committee comprised of Howard Richards, Utilities Capital Projects Manager, Bryan Beavers, Utilities Finance Manager, Lisa Patton, Utilities Customer Service Manager, and Sean Lieske, Utilities Director, independently reviewed and scored the received proposals. The committee then met to compile an initial ranking of firms. After the initial ranking, the committee agreed to interview the top 2 ranked firms. After the interviews, the committee declared their ranking as final, and recommended award to the top ranked consultant.

Firm	Total Base Lump Sum Fee Proposal	Annual Review of Rates and Fees – Year 2	Annual Review of Rates and Fees – Year 3
1. Stantec Consulting Services, Inc.	\$122,175	\$33,400	\$34,400
2. Raftelis Financial Consultants, Inc.	\$149,345	\$28,115	\$28,115
3. Willdan Financial Services	\$77,850	\$15,000	\$15,000

**FUNDING:**

Funding for the Comprehensive Rate Study from Stantec Consulting Services in the amount of \$122,175 is available in the Utilities/General & Engineering/Other Professional Services/Utility Services Rate Study, number 47123536-033190-23544.

Account Number	Account Description	FY 24
47123536-033190-23544	Utilities/ General & Engineering/ Other Professional Services/ Utility Services Rate Study	\$122,175

**RECOMMENDATION:**

Staff recommends the Board approve the final ranking of firms, approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency, and after approval of the required insurance by the Risk Manager.

**ATTACHMENT**

Agreement