

Staff Report

Subject: Approval of Consultant Services Agreement

Author: Danielle Carver, Procurement and Contracts Manager

Department: Project Management

Meeting Date: February 4, 2025

Item Description: Consideration for approval of Consultant Services Agreement

Summary Recommendation: Staff recommends approving the agreement with TPR Consulting Services LLC to leverage their expertise in utility contract negotiations and water resource management.

Executive Summary/Background:

- **Consultant:** TPR Consulting Services LLC (Tony Rojas)
- **Scope of Services:**
Includes, but is not limited to:
 - Negotiating an Intergovernmental Agreement (IGA) with Bryan County for the provision of wholesale water services.
 - Providing expertise in utility management, water resource management, and governmental relations.
 - Advising on regulatory compliance and water resource permitting processes, leveraging extensive experience in the Georgia water management sector.
- **Process:**
TPR Consulting Services LLC will provide professional services as needed, with tasks and deliverables guided by Effingham County's objectives.
- **Fee Structure:**
 - \$250/hour for consulting services.
 - \$100/hour for travel time.
 - Mileage reimbursed at the IRS Standard Mileage Rate (\$0.70/mile).
 - Lodging and meals billed at actual cost.
- **Key Terms:**
 - Services begin within a mutually agreed-upon timeframe following contract execution.
 - Invoicing occurs monthly, with a 30-day payment period.
 - Consultant will utilize extensive past experience in similar agreements to guide negotiations effectively.

Alternatives for Commission to Consider

1. Award the proposed on-call agreement with RLC as presented

2. Reject proposed agreement

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Procurement, County Project Management

Funding Source: 2025 FY Budget

Attachments: TPR Consulting Services Agreement