

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: April 17, 2023

Topic:

Approve a Professional Services Agreement with Willdan Financial Services, Administrative Contract Number 0000-10089, Utility Rate Study, for a not-to-exceed amount of \$45,000 (RFP 2023-096), authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

Background:

The proposed professional services agreement with Willdan Financial Services includes a scope of work to conduct a water, wastewater, and gas rate study with a long-term financial plan.

To complete the study, the Consultant will prepare a comprehensive demographic analysis of rate payers to include the number of households, median household income, average consumption for all utilities, and comparison of monthly rates and fees charged by neighboring utilities. Our current rate information will be examined in order to determine the revenue generated currently that can be utilized for maintenance and operation of our existing infrastructure, and comparatively design a rate and financial plan based on the revenue requirements for maintenance and operation, debt service, and capital expenditures.

Willdan Financial Services was selected through the Request for Proposal process (RFP 2023-09). Three firms submitted proposals, with staff scoring Willdan Financial Services as the most highly qualified respondent. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for completing the proposed project were allocated in the Fiscal Year 2022-2023 budget.

Origination: Project Management

Recommendation:

Staff recommends awarding a Professional Services Agreement to Willdan Financial Services for the completion of a Utility Rate Study, for a total amount not to exceed \$45,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: No: If yes, specify Account Number: # 600-611-6361

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____

Staff Member

Date

City Manager

Date