



## Cover Memorandum/Staff Report

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**File #:** 24-536

**Agenda Date:** 4/16/2024

**Item #:** 6.J.6.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** April 16, 2024

APPROVAL OF AMENDMENT NO. 2 TO RFP 2021-034 WITH BLACK & VEATCH MANAGEMENT CONSULTING, LLC FOR SERVICES RELATED TO THE STORMWATER UTILITY RATE STUDY IN THE AMOUNT OF \$38,674, FOR A REVISED CONTRACT TOTAL OF \$218,103.

**Recommended Action:**

Motion to approve Amendment No. 2 to RFP 2021-034 with Black & Veatch Management Consulting, LLC for services related to the Stormwater Utility Rate Study, in the amount of \$38,674, for a revised contract total of \$218,103.

**Background:**

On December 14, 2021, the City Commission (City) approved Resolution No. 172-21 to award an agreement with Black & Veatch Management Consulting, LLC for a Stormwater Utility Rate Study pursuant to Request for Proposal (RFP) No. 2021-034.

This user rate study analyzed stormwater rates and assessment methodology. Based upon the City's Stormwater Master Plan updates, the effects of climate change and sea level rise, the anticipation of future water quality monitoring efforts involved with anticipated maximum surface water pollutant levels dictated under the Federal NPDES permit; annual reporting requirements of the City's NPDES permit; and projected stormwater utility fee revenues, a new assessment rate and rate structure was proposed.

On April 18, 2023, the City approved the new assessment rate and rate structure.

On June 19, 2023, the City Manager approved Amendment No. 1 to amend the agreement to include the new scope of services and fee proposal for Phase 2 of the project. These services included developing the Billable Stormwater Master File, preparing the 2023 Stormwater Tax Roll, and defining a stormwater utility billing customer appeals process. The value of Amendment No.1 was \$58,980 and within the City Manager's approval threshold per Code of Ordinance Section 36.02.

Amendment No. 2 provides continued Phase 2 services to address stormwater assessment data exceptions, related ordinance and policy updates, as well as establish the necessary business processes associated with stormwater utility fee parcel data management and the annual stormwater tax roll preparation.

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Requested.

**Attachments:**

1. Amendment No. 2 to RFP 2021-034
2. Exhibit A - Scope of Services
3. Legal Review Checklist
4. Resolution No. 172-21
5. Amendment No. 1 to RFP 2021-034
6. Agreement RFP 2021-034
7. RFP 2021-034

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding in the amount of \$38,674 is available from account 448-38-000-538.31-90 (Professional Services Other Professional Services).

**Timing of Request:**

The approval of this amendment is time sensitive to begin preparations for the 2024 Stormwater Tax Roll.