



Pinellas County

Staff Report

File #: 19-485A, **Version:** 1

Subject:

Agreement with Raftelis Financial Consultants, Inc. for the development of a water, sewer and reclaimed water policy manual.

Recommended Action:

Approval of the Agreement with Raftelis Financial Consultants, Inc. for consulting services associated with the development of a policy manual.

- The contract provides services to the Utilities Department for the purpose of drafting a water, sewer, and reclaimed policy manual.
- Raftelis will identify gaps, document and recommend updates/changes, benchmark best in class policies against peer utilities and craft recommended policies.
- Approval of a purchase in this amount is typically under delegated authority of the County Administrator; the Utilities Department has requested the Board of County Commissioners approve this purchase due to policy implications.

Contract No. 189-0286-P (SS), with an expenditure of \$185,315.00 from the effective date for a term of twelve months. Authorize the Chairman to sign and the Clerk of the Court to attest.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

Summary:

The purpose of this Agreement is to provide a Water, Sewer and Reclaimed Policy Manual for the Utilities Department (Utilities). Raftelis will review and analyze current policies, identify gaps, document and recommend updates and changes, benchmark best in class policies against peer utilities and craft policy recommendations.

Background Information:

On April 24, 2019 the Purchasing Department, on behalf of the Utilities Department released a request for proposal (RFP) for the above services, resulting in one (1) responsive proposal. Staff reached out to other interested firms to determine the lack of response to this RFP; firms indicated that they did not have the time or resources available to complete this project within the time frame requested.

Utilities provides potable water services to a large portion of the County. The system provides potable water service to approximately 112,900 retail and wholesale customers, purchasing all of its

water from Tampa Bay Water. Utilities provides sewer service to approximately 83,500 retail and wholesale customers and provides reclaimed water service to an estimated 22,800 customers.

The current policy was adopted May 19, 1987 and has had numerous amendments adopted over the years.

Fiscal Impact:

Estimated expenditure not to exceed: \$185,315.00

Funding is derived from Water and Sewer Revenue and Operating Funds.

Staff Member Responsible:

Megan Ross, Director, Utilities

Joe Lauro, Director, Purchasing

Partners:

N/A

Attachments:

Agreement