



Date of Council Meeting: October 22, 2013

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Awarding a contract to Public Resources Management Group, Inc. in an amount not to exceed \$75,000 to conduct a water and sewer rate study.

Staff Contact: Norm Butts, Director of Finance
Amy Wyks, Director of Utilities
Kathy Elgin, Chief Procurement Officer

Recommendation: Staff recommends that Town Council award a contract to Public Resources Management Group, Inc. in an amount not to exceed \$75,000 to conduct a water and sewer rate study.

Issue: Should Town Council award a contract to Public Resources Management Group, Inc. in an amount not to exceed \$75,000 to conduct a water and sewer rate study?

Fiscal Impact: Sufficient funding is available in the Utilities Department Fiscal Year 2014 budget. No additional appropriation is necessary.

Background: At the August 11, 2009 Town Council meeting, Ordinance 2009-O-12 was adopted that established water and sewer rates that became effective September 1, 2009 with annual increases through July 1, 2014.

The Utility Rate Advisory Committee made a presentation at the Town Council Work Session on April 8, 2013 and recommended the Town hire a consultant to complete a water and sewer rate study. At the Council meeting on April 9, 2013, Motion 2013-020 accepted the Utility Rate Advisory Committee presentation, and Council directed staff to develop a Request for Proposal (RFP) to secure the services of a utility rate setting consultant using the URAC presentation as part of the parameters for the scope of work. A draft RFP was submitted and approved by the Utility Rate Advisory Committee for release to consulting firms experienced in conducting water and sewer rate studies.

In response to a solicitation for the Water and Sewer Rate Study for the Town of Leesburg Department of Utilities, twelve proposals were received from the following firms:

- Baker Tilly Virchow Krause LLP
- Burton @ Associates
- Madison Consulting Group Inc.
- Management and Financial Services Group LLC
- NorthPoint Consulting Group LLC
- Public Resources Management Group Inc.
- Raftelis Financial Consultants Inc.
- Snavelly King Majoros & Associates
- Sprinsted Inc.
- Trilogy Consulting LLC
- Wiley Wilson
- Willdan Financial Services

The selection committee consisting of representatives from the Departments of Town Manager, Finance, Utilities and Procurement (non-voting) evaluated the proposals received against the advertised criteria in accordance with the Town's Procurement Policy. The three highest ranked firms (Management and Financial Services Group LLC, Public Resources Management Group Inc. and Raftelis Financial Consultants Inc.) were interviewed for further consideration.

Based on the results of the interviews combined with the original proposals, the committee recommends that Public Resources Management Group Inc. of Maitland, FL be awarded the contract.

PRESENTED October 22, 2013

RESOLUTION NO. 2013-

ADOPTED _____

A RESOLUTION: AWARDING A CONTRACT TO PUBLIC RESOURCES MANAGEMENT GROUP INC IN AN AMOUNT NOT TO EXCEED \$75,000 TO CONDUCT A WATER AND SEWER RATE STUDY

WHEREAS, the Utility Rate Advisory Committee made a presentation on April 8, 2013; and

WHEREAS, Motion 2013-020 at the Council Meeting on April 9, 2013 accepted the Utility Rate Advisory Committee presentation and directed staff to develop a Request for Proposal (RFP) to secure the services of a utility rate setting consultant using the URAC presentation as part of the parameters for the scope of work; and

WHEREAS, in response to a public solicitation for a water and sewer rate study for the Town of Leesburg Department of Utilities, twelve proposals were received from the following firms:

- Baker Tilly Virchow Krause LLP
- Burton @ Associates
- Madison Consulting Group Inc.
- Management and Financial Services Group LLC
- NorthPoint Consulting Group LLC
- Public Resources Management Group Inc.
- Raftelis Financial Consultants Inc.
- Snavely King Majoros & Associates
- Sprinsted Inc.
- Trilogy Consulting LLC
- Wiley Wilson
- Willdan Financial Services

WHEREAS, the proposals were evaluated by an evaluation committee in accordance with the Town's Procurement Policy and the requirements of the Request for Proposals; and

WHEREAS, the evaluation committee interviewed the three top ranked firms; and

WHEREAS, the Department of Utilities adopted Fiscal Year 2014 budget includes sufficient funds to conduct the water and sewer rate study without an additional appropriation; and

A RESOLUTION: AWARDING WATER AND SEWER RATE STUDY CONTRACT TO
 PUBLIC RESOURCES MANAGEMENT GROUP INC. OF MAITLAND,
 FLORIDA.

WHEREAS, the Director of Utilities, the Director of Finance, and the Chief of Procurement
recommend an award of contract in an amount not to exceed \$75,000 to Public Resources Management
Group Inc to conduct a water and sewer rate study.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town
Manager is authorized to execute a contract in an amount not to exceed \$75,000 to Public Resources
Management Group, Inc, in a form approved by the Town Attorney, to conduct a water and sewer rate
study on behalf of the Town of Leesburg.

PASSED this ___ day of October 2013.

Kristen C. Umstatter, Mayor
Town of Leesburg

ATTEST:

Clerk of Council