

**Task Order: 03-2016-SWR**  
**Sewer Rate Study for FY2017**  
**City of Key West, Florida**

**1. Authorization to Proceed**

The execution of this Task Order by the City of Key West, Florida (the “City”) or receipt of a purchase order for the compensation in the amount detailed in Section 6 will establish permission for Arcadis to proceed with the scope of work detailed herein.

The parties agree that the Task Order presented herein shall be performed based on the terms and conditions established in the Master Agreement to Furnish Financial and Other Consulting Service (“Master Agreement”) made effective on \_\_\_\_\_ between the City and Arcadis.

**2. Scope of Work**

Arcadis will utilize the City’s existing Sewer Rate Model to complete the engagement detailed herein. The Sewer Rate Model will be updated to reflect current revenue forecasts, operating and capital cost projections, and develop the appropriate rate increase recommendation required for FY 2017. Arcadis will prepare a 5-year forecast of sewer rates for the period starting in FY 2017 and ending in FY 2021. The following Tasks will be completed:

**2.1 Initial Kickoff Meeting**

Arcadis will facilitate an initial kickoff meeting to be located in Key West to discuss the rate model changes anticipated to be made.

**2.2 Update Billing Information**

Arcadis will incorporate the last 12-months of historical billing information and the forecast of sewer usage over the forecast period as provided by the City into the existing sewer rate model. Upon receiving the forecast of sewer usage over the forecast period, the forecast will be reviewed for reasonableness and will be incorporated into the City’s Sewer Rate Model.

Arcadis will rely on Sewer billing information provided by the City. The format of the billing information to be provided will be detailed in the Initial Data Request to be provided at the initiation of the engagement detailed herein.

**2.3 Prepare Revenue Forecast**

Upon incorporating the billing information into the Sewer Rate Model, forecasted revenues under existing rates will be calculated. The determination of revenues under existing rates will provide an understanding of the expected levels of sewer revenues under existing rates and an understanding of the expected levels of sewer revenues based on the existing and future anticipated sewer demand characteristics.

**2.4 Forecast Operating and Maintenance Expenses**

Arcadis will incorporate the budgeted operating and maintenance (“O&M”) expenses for FY 2016 and FY2017 as provided by the City. A forecast of O&M expenses will be prepared for the five year forecast period. Expenses will be escalated based on cost indices, such as the Engineering-News Record construction cost index and the consumer price index.

### **2.5 Incorporation of the Capital Improvement Plan**

Arcadis will incorporate the City’s capital improvement plan (“CIP”) as provided by the City to determine the financial implications of funding the plan over the forecast period. Arcadis will work with the City to incorporate the most appropriate funding approach into the rate model.

### **2.6 Update the Cost Allocation Analysis**

Arcadis will review the existing cost allocation assumptions contained in the sewer rate model for reasonableness. These cost allocation assumptions are used to estimate the City’s cost to provide sewer services to specific customers served by the sewer system.

### **2.7 Update Navy Data**

Arcadis will update the billing information for the City’s Navy customer. Annual historical and projected sewer flows from the Navy, as provided by the City, will be incorporated into the sewer rate model to develop a projection of Navy revenues over the forecast period.

### **2.8 Develop and Update Financial Plan**

Upon updating the sewer rate model with updated historical cost data, forecast and cost allocation assumptions, a baseline financial forecast and financial plan will be developed. The financial plan will identify the rate revenues required to cover the anticipated sewer utility revenue requirements over the five-year forecast period, and will assess the ability of the City to meet its debt service coverage requirements, maintain acceptable levels of cash reserves. In addition, the financial plan will identify the sewer rates and rate adjustments that may be necessary to maintain a sound financial position. Up to three financial plan scenarios will be developed for City consideration.

### **2.9 Present Rate Recommendation**

Arcadis will present the proposed financial plan and sewer rate recommendations to the City Commission for their consideration, and be available to answer sewer rate-related questions. Participation at one City Commission meeting has been budgeted.

### **2.10 Document the Rate Recommendation and Provide Updated Sewer Rate Model**

Arcadis will document the sewer rate recommendations in a summary report, which will be in the form of a Microsoft Powerpoint presentation that will be provided to the City Commission. In addition, we will provide the City with an updated Sewer Rate Model at the completion of the project.

**3. Summary of Deliverables**

The following deliverables are associated with this project.

- An initial kickoff meeting to discuss rate model changes for the upcoming fiscal year;
- An updated Sewer Rate Model; and
- A presentation of the Sewer Rate Study results to the City Commission.

We have assumed one trip to the City for the kickoff meeting (combined with a kickoff meeting for stormwater and solid waste) and a meeting for the presentation of the Sewer Rate Study results to the City Commission. If more than two visits to the City or additional analysis beyond the scope identified above is required and requested by the City, Arcadis will provide on a time and expense basis at an additional cost.

**4. City Responsibilities**

The City will provide the necessary data and information to complete this scope of work in a timely manner, including customer, financial, and CIP data, and any other information that may be deemed necessary to complete the study.

**5. Schedule**

It is anticipated that the work will be completed in an expedited time frame that corresponds with the City’s budget adoption process.

**6. Cost of the Project**

Arcadis proposes to complete the scope of work for a lump sum, fixed fee of \$22,320, with an added allowance of \$1,820 for other direct costs. We will bill the City monthly based on the percent of project completion.

The budget estimate for this effort is summarized below:

Description	Rate	Hours	Total
Principal Consultant II	\$275	40	\$ 11,000
Senior Consultant I	\$180	60	10,800
Administrative Support	\$95	4	380
Other Direct Costs (travel, postage, printing, supplies, etc.)			1,820
<b>Total</b>			<b>\$ 24,000</b>

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If this scope of work and cost estimate is acceptable to the City, please accept and sign this task order below, and provide an executed copy to Mr. John Mastracchio at [john.mastracchio@arcadis-us.com](mailto:john.mastracchio@arcadis-us.com).

**City of Key West**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Arcadis**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_