



## THE CITY OF KEY WEST

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### EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager  
Greg Veliz, Asst. City Manager

**FROM:** John Paul Castro, Utilities Director

**DATE:** May 2, 2018

**SUBJECT: Extending the Master Agreement for Financial Services Pursuant to Section 6.1 of the Contract Between the City of Key West and Arcadis U.S., Inc. for 1 year**

**Action statement:**

This resolution will extend the financial services agreement with Arcadis U.S., Inc. executed June 8, 2015 in response to RFQ 15-002 for 1 year. Pursuant to master agreement section 6.1, the contract term was for 3 years with yearly renewals for 2 additional years.

**Background:**

The City has a need for financial consulting firms to assist staff as we create our rate models for utility budgets in wastewater, stormwater, and solid waste. These firms help staff analyze rates, revenues, capital expenditures, budgetary planning, along with other tasks. They also assist with the utility budget presentations to the City Commission.

In April of 2015 the City advertised a request for qualifications for financial consultants. Arcadis U.S., Inc. responded and was awarded a 3 year contract based on the qualifications assessed by City staff.

**Purpose and Justification:**

Arcadis U.S., Inc. has been one of the City's financial consultants for over 7 years. They have been instrumental in modeling and planning for the City's utilities and enterprise funds.

Arcadis has satisfactorily complete rate models for Sewer in 2015 and 2016 and Stormwater and Solid Waste in 2015, 2016, 2017, and are contracted for 2018. They have also been tasked by Finance for indirect cost studies and Port for rate studies at Garrison Bight Marina to name a few.

The professionalism and performance from Arcadis has been outstanding and staff looks forward to having them on contract for financial consulting tasks for an additional year.

*Key to the Caribbean – Average yearly temperature 77° F.*

MEMORANDUM

**Recommendation:**

Staff recommends extending the financial services contract with Arcadis U.S., Inc. for 1 additional year.