

EXHIBIT A – RATE STUDY MILESTONES
RFP #14-20
Utility Rate Study Services
(Water & Sewer, Solid Waste & Recycling, Stormwater)

INTERIM STUDY

1. City staff provides baseline information, budget data and assumptions.
2. Consultant provides electronic copies of draft schedules and results one to two weeks prior to interactive meeting with City staff.
3. Interactive meeting at City offices with City staff.
4. Consultant updates draft schedules and results for options selected at interactive meeting.
5. Consultant provides electronic copy of draft final letter report including schedules and results for staff review.
6. After incorporating any changes consultant issues final letter report electronically to City staff.

MAJOR STUDY

1. City staff provides baseline information, budget data and assumptions.
2. Consultant provides electronic copies of draft schedules and results one to two weeks prior to interactive meeting with City staff.
3. Interactive meeting at City offices with City staff.
4. Consultant updates draft schedules and results for options selected at interactive meeting.
5. Optional - consultant provides electronic copies of updated draft schedules and results at least one week prior to optional second interactive meeting with City staff.
6. Optional – second interactive meeting with City staff at City offices.
7. Consultant provides electronic copies of updated draft schedules and results at least one week prior to interactive meeting with City staff, City Manager and/or Assistant City Manager(s).
8. Interactive meeting at City offices with City staff, City Manager and/or Assistant City Manager(s).
9. Consultant incorporates changes and prepares draft final report including schedules, results and optional scenarios (if any).
10. Consultant provides electronic copy of draft final report including schedules, results and optional scenarios for staff review.
11. After incorporating any further changes, Consultant provides draft of final report including schedules, results and optional scenarios for meetings with individual council members.
12. Consultant attends interactive meetings with individual council members (five members - usually over a two-day period).
13. Consultant incorporates any changes recommended by council members.
14. Consultant provides final draft report including schedules, results and optional scenarios (if any).
15. Consultant attends City Council work session (usually on Monday mornings).
16. Consultant attends City Council meeting (usually on Thursday evenings).
17. Consultant provides final rate study report (printed copies including one unbound and electronic)