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 twoday 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)