

**City Of Cleveland
Department Of Public Utilities**

**Request For Proposal – Financial Plan Analysis
For the City of Cleveland, Division of Water**

Addendum No. 2

April 21, 2015

The proposal due date is May 1, 2015 by 12:00 p.m.

Last day for questions is April 22, 2015.

Issue revised Fee Proposal Template.

Add the following to page 21, F. Fee Proposal:

- The tasks are considered “Not-To-Exceed”, indicating that the total dollars proposed for each of these tasks shall be capped. The Consultant shall be required to complete the scope of work of each task for less than or equal to the amount of the cap on each task. If the work on a task remains, but the Consultant has billed up to the cap; the Consultant shall complete the scope of work, but receive no additional compensation. Each Proposer is advised, therefore, to include sufficient hours and dollars within each Not-To-Exceed task. The Consultant shall be paid monthly based on actual hours work, subject to the Not-To-Exceed cap.
- Proposer shall submit a Staffing Profile by each task of the Scope of Services (pages 5 – 11 of the RFP), which reflects the hours and associated cost required to complete each task in which hours and cost are anticipated. The profile shall clearly identify labor costs and reimbursable costs anticipated for each team member by task. This information will be included as an Exhibit to the Contract.
- Proposer shall submit a list of its project team personnel and job classification, including subconsultants’ personnel, and each person’s Actual Hourly Rate and the total hours estimated for the project. This information will be included as an Exhibit to the Contract.
- Proposer shall submit a final detailed list of Reimbursable expenses for the project. This information will be included as an Exhibit to the Contract.
- For all tasks, the proposer shall invoice each component’s labor based on Actual Hours Expended. Proposer will not be paid for costs in excess of the task value.

**City Of Cleveland
Department Of Public Utilities**

**Request For Proposal – Financial Plan Analysis
For the City of Cleveland, Division of Water**

Addendum No. 2

April 21, 2015

- Proposer shall not be compensated at a premium hourly rate for overtime hours expended, except when required by law. Proposer shall submit in advance documentation which justifies premium labor rate payment.
- DPU may elect to delete, substitute, reduce or redefine components as needed.
- The proposer shall be compensated for approved Reimbursable expenses incurred in the interest of the project. No markup is permitted on reimbursable expenses.

Addendum No. 2

RFP for Financial Plan Analysis

Fee Proposal Template

Task	Consulting Services	Fee
1.	Financial Plan Analysis Report	
2.	Final Report	
3.	Reimbursables Allowance	
	Total	

1. Financial Plan Analysis Report cost should be based on:

- Operation and Maintenance Expenses
- Capital Financing Plan
- Total Revenue Requirements
- Miscellaneous Revenues
- Ancillary Fees
- Rates for Un-metered Fire Protection Service
- Other Miscellaneous Revenue
- Minimum Revenue Required from Metered Sales Revenue
- Metered Sales Revenue
- Water Rate Adjustments
- Rate Schedule Goals and Objectives
- 5-Year Pro-Forma Analysis
- Computerized Financial Planning and Rate Model

Projected Hours _____

2. Final Report cost should be based:

- Compile final water financial report for CWD including results, recommendations and implementation plans.

Projected Hours _____

Proposer's Name: _____

Authorized Signature: _____

Date: _____