TO: The Honorable Ed Montanari, Chair, and Members of City Council

SUBJECT: A Resolution approving the Second Amendment to the Architect/Engineering Agreement between the City of St. Petersburg, Florida, and Stantec Consulting Services, Inc. (Stantec) dated February 28, 2018, for Stantec to provide additional services on an as needed basis for the Tiered Stormwater Utility Rate Development and Implementation for an additional amount not to exceed $106,305; approving a supplemental appropriation in the amount of $130,000 from the unappropriated balance of the Stormwater Utility Fund (4011) to the Engineering and Capital Improvements Department, Engineering and Capital Improvements Division (130-1341); authorizing the City Attorney's Office to make non-substantive changes to the Second Amendment; authorizing the Mayor or his designee to execute the Second Amendment; and providing an effective date. (ECID Project No. 17102-120; Oracle No. 16244)

EXPLANATION: On February 1, 2018, City Council approved an Architect/Engineering Agreement between the City and Stantec, in the amount of $422,416, for Stantec to provide analysis supporting a more equitable stormwater rate structure based on the impervious area data of all parcels citywide. This included digital mapping and delineation, impervious area calculations, review of current and historic financial data and customer billing statistics, a Revenue Sufficiency Analysis and a Cost of Service Analysis of all residential, nonresidential and commercial properties within the City limits. An Appeals Portal was developed for review of proposed changes and implementing the rate structure into the City's Utility Billing System (NaviLine), additionally allowing public users an interface for logging and evaluating corrections to their impervious surface conditions.

On April 4, 2019, City Council approved the First Amendment in the amount not to exceed $216,975 for Stantec to provide quality control and workflow automation, customer portal and phone support and project management services. This included quality control review of non-single-family properties in which billing exceeded old billing by 10%, additional quality control measures for Tier 2 and Tier 3 properties that are less than 1,000 square feet of impervious over the tier threshold and support of workflow automation to integrating Pinellas County Property Appraiser data within the City's Geographic Information System and NaviLine Data.

On October 1, 2019, the Stormwater Tiered Rate was implemented into the City's Utility Billing System (NaviLine) and GIS after development based on a static impervious area file, to capture pertinent impervious areas for the base live billing period. Once implemented these static files required updating with development, changes in impervious area and billing account updates.

The Second Amendment will provide the following additional tasks in the amount not to exceed $106,305 performed by Stantec. These tasks will allow for additional customer portal support, review and digitizing of building permits, SOP's, improve the stability and clarity of the exchanges between (GIS) Geographic Information System and NaviLine while providing high-level customer service and maintaining a trusted system of record (GIS).

- Subtask 10 – Customer Portal and Phone Support
  - Staff Augmentation to support appeals
- Refine workflows
- Create Standard Operating Procedures (SOP's)

- Task 12 – Project Management and Documentation
  - Provide additional services for facilitation of the program which extends project management support from Notice to Proceed to December 31, 2020

- Task 14 – Permit Processing Support
  - Provide additional services to review 2,500 building permits with a Certificate of Occupancy and determination whether they require impervious area modifications. It is expected that approximately 1,575 of these permits will require edits be made to the impervious area, this shall be completed within the allotted budget.

- Task 15 – Permit Workflow Improvements
  - Develop Workflows
  - Review the use of Property/Land Use Code (DOR Code) in conjunction with permitted changes in property use.
  - Design and support in the implementation of new python scripts, new ArcGIS server workflows, and ArcGIS client application changes needed for process automation between GIS and NaviLine.
  - Improve GIS to NaviLine Script and Export
  - Review change file for Duplicate ID's and multiple features with same Parcel ID
  - GIS Training and Support

- Task 16 – Billing Workflow Improvements
  - Develop Workflows
  - Review and Recommend account status types to send in script from NaviLine to GIS
  - Identify and resolve parcels with impervious surface that have no billing account in NaviLine
  - Create new Python toolbox that updates percentage of billing account when a sub account is removed from a parcel
A supplemental appropriation in the amount of $130,000 is needed to fund this Amendment No. 2 to the Architect/Engineering Agreement and additional Engineering project management costs related to this project in the amount of $23,695.

**RECOMMENDATION:** Administration recommends approving the attached Resolution approving the Second Amendment to the Architect/Engineering Agreement between the City of St. Petersburg, Florida, and Stantec Consulting Services, Inc. (Stantec) dated February 28, 2018, for Stantec to provide additional services on an as needed basis for the Tiered Stormwater Utility Rate Development and Implementation for an additional amount not to exceed $106,305; approving a supplemental appropriation in the amount of $130,000 from the unappropriated balance of the Stormwater Utility Fund (4011) to the Engineering and Capital Improvements Department, Engineering and Capital Improvements Division (130-1341); authorizing the City Attorney’s Office to make non-substantive changes to the Second Amendment; authorizing the Mayor or his designee to execute the Second Amendment; and providing an effective date. (ECID Project No. 17102-120; Oracle No. 16244).

**COST/FUNDING/ASSESSMENT INFORMATION:** Funds will be available upon approval of a supplemental appropriation in the amount of $130,000 from the unappropriated balance of the Stormwater Utility Operating Fund (4011) to the Engineering and Capital Improvements Department, Engineering and Capital Improvements Division (130-1341), Tiered Utility Rate Study Project (16244). (ECID Project Number 17102-120).

**ATTACHMENTS:** Resolution
Second Amendment
Attachment 2 to Appendix A - Scope of Services
Attachment 2 to Appendix B - Fee Schedule
Revised Appendix C - Project Schedule

APPROVALS: [Signature]
Administrative  
Budget
RESOLUTION NO._

A RESOLUTION APPROVING THE SECOND AMENDMENT TO THE ARCHITECT/ENGINEERING AGREEMENT BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA, AND STANTEC CONSULTING SERVICES, INC. (STANTEC) DATED FEBRUARY 28, 2018, FOR STANTEC TO PROVIDE ADDITIONAL SERVICES ON AN AS NEEDED BASIS FOR THE TIERED STORMWATER UTILITY RATE DEVELOPMENT AND IMPLEMENTATION FOR AN ADDITIONAL AMOUNT NOT TO EXCEED $106,305; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF $130,000 FROM THE UNAPPROPRIATED BALANCE OF THE STORMWATER UTILITY FUND (4011) TO THE ENGINEERING AND CAPITAL IMPROVEMENTS DEPARTMENT, ENGINEERING AND CAPITAL IMPROVEMENTS DIVISION (130-1341); AUTHORIZING THE CITY ATTORNEY’S OFFICE TO MAKE NON-SUBSTANTIVE CHANGES TO THE SECOND AMENDMENT; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE SECOND AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 28, 2018, the City of St. Petersburg, Florida and Stantec entered into an Architect/Engineering Agreement (A/E) for Stantec to provide professional services for development of the Tiered Stormwater Utility Rate Development and Implementation in an amount not to exceed $422,416; and

WHEREAS, the contract amount included funds in the amount of $422,416 for professional services, which could be authorized by Administration after City Council approval; and

WHEREAS, on April 11, 2019, the City and Stantec entered into a First Amendment to increase the scope of services to be provided by Stantec on an as needed basis for quality control and workflow automation, customer support services for appeals submitted through the customer appeals portal, and additional project management and documentation in an amount not to exceed $216,975; and

WHEREAS, the City wishes to increase the scope of services to be provided by Stantec on an as needed basis for additional customer portal support, review and digitizing of building permits, standard operating procedures, improve the stability and clarity of the exchanges between Geographical Information System and NaviLine while providing high-level customer service and
maintaining a trusted system of record, and additional project management and documentation in an amount not to exceed $106,305; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the Second Amendment to the Architect/Engineering Agreement between the City of St. Petersburg, Florida and Stantec Consulting Services, Inc. (Stantec) dated February 28, 2018, to increase the scope of services to be provided by Stantec on an as needed basis for professional services for the Tiered Stormwater Utility Rate Development and Implementation Project in an amount not to exceed $106,305 is hereby approved.

BE IT FURTHER RESOLVED that there is hereby approved from the unappropriated balance of the Stormwater Utility Fund (4011) the following supplemental appropriation for FY 2020:

Stormwater Utility Fund (4011)
Engineering and Capital Improvements Department,
Engineering and Capital Improvements Division (130-1341)
$130,000

BE IT FURTHER RESOLVED that the City Attorney’s Office is authorized to make non-substantive changes to the Second Amendment and that the Mayor or his designee is authorized to execute the Second Amendment.

This Resolution shall become effective immediately upon its adoption.

Approvals:

[Signatures]

City Attorney (Designee)

Budget

Administration
SECOND AMENDMENT

THIS SECOND AMENDMENT ("Second Amendment") is made and entered into on the ___ day of February, 2020, by and between Stantec Consulting Services, Inc. (the "A/E") and the City of St. Petersburg, Florida ("City") (collectively, "Parties").

RECITALS

WHEREAS, on February 28, 2018, the City and the A/E executed an Architect/Engineering Agreement ("Agreement") for the A/E to provide tiered stormwater utility rate development and implementation services for an amount not to exceed $422,416; and

WHEREAS, on April 11, 2019, the City and the A/E executed the First Amendment to increase the scope of services to be provided by the A/E to include additional services for quality control and workflow automation related to impervious area calculations, additional services for customer portal support and customer phone support related to the public user interface for logging/evaluations corrections to impervious surface area, and additional services for project management and documentation in an amount not to exceed $216,975, supplement the appendices to the Agreement, and add section 24.

WHEREAS, the City and the A/E desire to enter a Second Amendment to the Agreement to increase the scope of services to be provided by the A/E to include allow for additional customer portal support, review and digitizing of building permits, standard operating procedures, improve the stability and clarity of the exchanges between Geographical Information System and NaviLine while providing high-level customer service and maintaining a trusted system of record, and additional services for project management and documentation in an amount not to exceed $106,305, and supplement the appendices to the Agreement.

NOW, THEREFORE, for and in consideration of the foregoing recitals (all of which are incorporated herein as an integral part of this Second Amendment), the mutual promises, covenants, and conditions herein contained and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

1. Attachment 2 to Appendix A, which is attached hereto, is hereby attached to Appendix A and made a part thereof.

2. Attachment 2 to Appendix B, which is attached hereto, is hereby attached to Appendix B and made a part thereof.

3. Amended Appendix C is hereby deleted and replaced with Revised Amended Appendix C, which is attached hereto and made a part hereof by reference. All references in the Agreement to Appendix C or Amended Appendix C shall mean Revised Amended Appendix C.

4. Any and all provisions of the Agreement not specifically amended by this Second Amendment shall remain in full force and effect.
IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed by their duly authorized representatives on the date first above written.

STANTEC CONSULTING SERVICES, INC.

Sign: ________________________
Print: ________________________
Title: ________________________

WITNESSES

Sign: ________________________
Print: ________________________

CITY OF ST. PETERSBURG, FLORIDA

Sign: ________________________
Print: ________________________
Title: ________________________

ATTEST

____________________________
City Clerk

(SEAL)

Approved as to Content and Form

____________________________
City Attorney (Designee)
General Description

The additional Scope of Services sets forth the services, activities, deliverables and responsibilities that will be performed by the consultant and the Deliverables that will be provided by the consultant pursuant to the Agreement. The terms contained in this additional Scope of Services shall have the meanings set forth in the Agreement, including any amendments thereto, unless otherwise defined in the Scope of Services.

Scope of Services

Task 10) Develop Public User Interface – Additional Services

Customer Portal Support

This task is intended to provide additional support to City staff to address customer appeals submitted through the online portal occurring throughout the year after the implementation of the Stormwater Tiered Billing. It is expected that Consultant will provide support in the form of desktop research, GIS editing support, ArcGIS application support, troubleshooting and billing integration workflows resulting from public appeals.

Additional services covered will include:

- Refinements to email and customer notifications;
- Staff augmentation to support appeals;
- Appeal workflow modifications;
- Create Standard Operating Procedure (SOP) manual for processing Customer Appeals using the Appeal Workflow Editing Viewer on ArcGIS Online;
- Troubleshooting.

Task Deliverables:

- Provide detailed log on a monthly basis of appeals including date, action taken and resolution (PDF, electronically);
- Deliver SOP manual for Appeal Workflow Editing Viewer (PDF, Word, PowerPoint, electronically).

Task 12) Project Management and Documentation – Additional Services

Additional project management services will include: facilitating regular conference calls with the project team and City staff to discuss progress on all tasks including key issues, action items, and remaining schedule. After each of these calls, summaries will be distributed to the project team and City staff, as appropriate. The consultant's project leader will ensure consistent and regular
communications with our internal project team as well as the City to ensure all tasks are completed on time and within budget.

Task Deliverables:
- Minutes/summaries from all progress meetings/conference calls (PDF, electronically).

**Task 14) Permit Processing Support**

The City relies on building permits with a Certificate of Occupancy (CO) as a catalyst to prompt impervious surface review. Currently, the City has approximately 2,500 building permits with a CO (CO Reports: Dec. 2016-Oct 2019) that will require review and then processing. The level of processing will depend on the type of permit. It is expected that most permits will require edits to the impervious surface while referencing the 2019 Pinellas County aerials or building permit sketches when available. Services covered under this will include:

- This task supports staff augmentation to review 2,500 building permits with a CO (CO Reports: December 2016-October 2019), a determination will then be made as to whether they require impervious area modifications. It is expected that approximately 1,575 of these permits will require edits be made to the impervious area, this shall be completed within the allotted budget.

Task Deliverables:
- Provide detailed logs at the completion of the project for all building permits (ct. 2,500, dated Dec 2016-Oct 2019) processed including parcel ID address, permit type, date, action taken and resolution (Excel, PDF, electronically);
- Provide updated impervious surface geometry, related tables and associated attributes using geodatabase replication (File Geodatabase, electronically).

**Task 15) Permit Workflow Improvements**

The City is looking to create a streamlined workflow that will provide a well-documented, programmatic and standardized approach to enable the City to efficiently process building permits with a CO into the impervious GIS database and subsequently provide updates to NaviLine. This task will support the design of programmatic building permit impervious workflows to create efficient processes and develop standard operating procedures.

Tasks covered under this will include:
- Develop workflows:
  - Conduct (3) interactive Work Sessions:
    - Document "As Is" and "To Be" processes and procedures;
    - "To Be" processes and procedures shall be developed using software resources currently in use by the City;
    - This document is intended to develop workflows as they originate in ePlan and ultimately finalize in NaviLine. It is expected that review and GIS updates will occur along the workflow stream.
• Review the use of Property/Land Use Code (DOR code) in conjunction with permitted changes in property use.
  o Recommend systematic approach to updating account type as maintained in the GIS.

• Design and support in the implementation of new python scripts, new ArcGIS server workflows, and ArcGIS client application changes needed for process automation between GIS and NaviLine.
  o This task will support the design of up to three (3) new scripts;
  o Design script to automate updates to sub accounts in the related table based upon impervious surface changes to parent account;
  o Updates to ArcGIS Server workflows and the creation or revisions of an ArcGIS Pro project used by the Consultant;
  o Updates to related City ArcGIS applications.

• Improve GIS to NaviLine Script and Export
  o Review “Percent of Property Bill” column for addition into NaviLine export;
  o Create various add-ons to GIS to NaviLine Script with quality control checks;
  o Generate automated e-mails to GIS staff when issues are identified in the NaviLine export;
  o Review and Revise NaviLine script and export due to schema changes.

• Review Sub storm Accounts table, Impervious Surface Feature Class, and NaviLine export change file for:
  o Duplicate ID’s;
  o Multiple features with the same Parcel ID.

• Training & Support: On an as requested basis Consultant will provide GIS training and technical support to City Staff.

Task Deliverables:
• First Interactive Work Session Summary and Draft Workflows (PDF, PowerPoint, electronically);
• Second Interactive Work Session Summary and Draft Workflows (PDF, PowerPoint, electronically);
• Third Interactive Work Session Summary and Final Workflows (PDF, PowerPoint, electronically);
• Provide documentation of recommended changes to Property Use/Land Use (DOR) data as maintained in the GIS for the updating of account type (PDF, electronically);
• Provide documentation of recommended schema changes as required to implement efficient procedures (PDF, electronically);
• Provide updated “GIS to NaviLine Script” (Python, electronically);
• Provide up to three (3) new scripts as designed (Python, electronically);
Attachment 2 to Appendix A – Scope of Services
Tiered Stormwater Utility Rate Development and Implementation
City of St. Petersburg Project No. 17102-120

- Provide ArcGIS toolbox script to automate updates to sub accounts in the related table based upon impervious surface changes to parent account (Python, electronically);
- Provide updated City ArcGIS applications (ArcPro Project, electronically).

**Task 16) Billing Workflow Improvements**

Consultant has already provided foreign key linkages between NaviLine and GIS using Property Appraiser parcel records. The Utility Billing Department is responsible for setting up and closing stormwater accounts within NaviLine. The system of record for stormwater impervious surface is within the GIS. The City is responsible for maintaining the integrity of this system of record all the while managing the dynamic fluctuations in accounts statuses. This task will provide services to further improve the stability and clarity of the exchanges between systems while providing high-level customer service and maintaining a trusted system of record.

Tasks covered under this will include:

- Develop workflows:
  - Conduct three (3) interactive Work Sessions:
    - Document “As-Is” and “To Be” processes and procedures;
    - The “To-Be” processes will focus on Billing and Collections, Customer Service Representative workflows, specifically customer accounts in NaviLine that require updates to Stormwater Billing in GIS;
    - “To Be” process will incorporate both GIS and Billing and Collections onto one workflow.
  - Review and Recommend Account Status Types (NaviLine to GIS Script):
    - Review account Status types sent in script from NaviLine to GIS to determine if additional categories are needed to maintain Impervious Surface Layer.
  - Identify and resolve parcels with impervious surface that have no billing account in NaviLine:
    - Create feature class of impervious surface for parcels that need a billing account:
      - These accounts will either need new accounts created by the city or a prior Stormwater account will need to be identified and matched to the parcel.
  - Create new Python toolbox that updates percentage of billing account when a sub account is removed from a parcel:
    - Script will recalculate billing percentages of current sub accounts based on percentage of previous billing.

**Task Deliverables:**

- First Interactive Work Session Summary and Draft Workflows (PDF, PowerPoint, electronically);
- Second Interactive Work Session Summary and Draft Workflows (PDF, PowerPoint, electronically);
Attachment 2 to Appendix A – Scope of Services
Tiered Stormwater Utility Rate Development and Implementation
City of St. Petersburg Project No. 17102-120

- Third Interactive Work Session Summary and Final Workflows (PDF, PowerPoint, electronically);
- Provide documentation for recommended account Status to include in script from NaviLine to GIS (PDF, electronically);
- Provide new Feature Class created for impervious surface area where a Stormwater Utility Billing account has not been identified (Geodatabase, electronically);
- Provide Python toolbox that recalculates “Percent of Bill” based on previous billing percentages when a sub account is removed from a parcel (Python, electronically).

**Project Team**

The project team includes the following:

Stantec Consulting Services, Inc. No subconsultants will be used for this Scope of Services

-- End of Scope --
# Attachment 2 to Appendix B

## Work Task Breakdown

### Tiered Stormwater Rate Development and Implementation

**Project No. 17102-120**

## I. Manpower Estimate: All Tasks

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<tr>
<th>Direct Labor Rates Classifications</th>
<th>GIS Manager</th>
<th>Senior GIS Analyst</th>
<th>GIS Analyst 2</th>
<th>Admin</th>
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### Task Breakdown

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<th>Total Hours</th>
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<td><strong>Totals</strong></td>
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## II. Fee Calculation

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<th>Expenses²</th>
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### III. Fee Limit

- **Not To Exceed**: $106,305.00
- **Allowance⁴**: $0.00
- **Total**: $106,305.00

## IV. Notes:

1. Rate x overhead + profit (per contract).
2. Includes expenses for: Lodging, meals, and mileage associated with travel for meetings/presentations. Printing.
3. Includes 5 percent markup of SUBCONSULTANT (per contract).
4. Allowance to be used only upon City's written authorization.