



Department of Public Utilities  
Public Utilities Administration  
Inter-Office Memorandum

**DATE:** June 30, 2025

**FILE:** PU-25-89

**TO:** George R. Keller, Jr., CPPT  
City Manager

**VIA:** Adam Reichbach <sup>DS</sup>  
Assistant City Manager 

**VIA:** Chris O'Brien <sup>DS</sup>  
Director, Public Safety 

 **THRU:** Otis Thomas <sup>DS</sup>  
Director, Procurement and Contract Compliance 

**THRU:** Phyllis Shaw, CGFO <sup>DS</sup>  
Deputy Director, Public Utilities/Finance 

**FROM:** Vincent Morello, P.E. <sup>DS</sup>  
Director, Public Utilities 

**SUBJECT:** Recommendation to Approve a 3<sup>rd</sup> renewal to Blanket Purchase Agreement PA600663 from July 17, 2025, to July 16, 2026, with Stantec Consulting Services, Inc. for Professional Financial Rate and Management Services in an amount up to \$250,000.00.

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**ISSUE:**

A Blanket Purchase Agreement Number (BPA) PA600663 was approved by Resolution Number R-2024-327 on October 1, 2024, for Professional Financial Rate and Management Services with Stantec Consulting Services, Inc. (Stantec). The Department of Public Utilities (Department) has a continued need for these services, which include financial analysis, modeling, and reports required for the setting of utility rates and compliance with the Large User agreements.

A competitive process for these services was performed through the City of Palm Bay Financial Rate and Management Consultant Services Bid No. 35-0-2022-SZ. On April 4, 2022, Palm Bay issued RFP #35-0-2022/SZ - Financial Rate and Management Consultant Services, and on June 27, 2022, signed Agreement No. 35-0-2022/SZ with Stantec for one year. The agreement provides for up to four additional one-year renewals. BPA PA600663 with the Department was approved for an initial period from July 17, 2023, to July 16, 2024, with four optional one-year renewal periods. The services provided by Stantec continue to be satisfactory.

**AUTHORITY:**

**§ 38.49 TERMINATION, EXTENSION AND RENEWAL OF CONTRACTS.**

**(C) Renewals:**

*When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal exceeds \$250,000, only the City Commission is authorized to approve such renewals. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed \$250,000, the CPO shall have the authority to recommend to the City Manager approval or rejection of the renewal if it is the first, second, or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed \$25,000, the CPO shall have the authority to approve or reject the renewal if it is the first, second or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal.*

Funding for this renewal has been provided in the fiscal year 2026 budget for the Department of Public Utilities in Account Number 442.400101.53600.531300.000000.000.000.

**RECOMMENDATION:**

Approval of a 3<sup>rd</sup> Renewal of PA600663 from July 17, 2025, to July 16, 2026, with Stantec for Professional Financial Rate and Management Services in an amount up to \$250,000.00 under the same terms, conditions, and pricing as under the original BPA.

*George R. Keller, Jr. CPPT*

7/3/2025

APPROVED BY: George R. Keller, Jr., CPPT  
City Manager

Date:

Attachments: Palm Bay Executed Agreement  
Amendment #3 Renewal  
Blanket Purchase Agreement PA600663  
Approved Certificate of Insurance  
Resolution R-2024-327  
Resolution R-2023-100