

**CITY COUNCIL
COMMUNICATION:**

03-455

AGENDA:

SEPTEMBER 22, 2003

SUBJECT:

REQUEST TO ISSUE AN
RFQ FOR THE
PROCUREMENT OF
CONSULTANT
SERVICES FOR STORM,
SANITARY, AND SOLID
WASTE UTILITIES
BILLING AND
FINANCIAL REPORTING

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

WILLIAM G. STOWE
PUBLIC WORKS
DIRECTOR

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

SYNOPSIS —

Request to issue a Request for Qualifications (RFQ) for the procurement of consultant services for storm, sanitary, and solid waste utilities billing and financial reporting.

FISCAL IMPACT —

The financial remuneration for consultant services will be determined as a part of the RFQ process.

RECOMMENDATION —

Authorize the Public Works Director to issue an RFQ for consultant services for Storm, Sanitary, and Solid Waste Utilities billing and financial reporting.

BACKGROUND —

The Public Works Department, in its Storm Utility, Sanitary Utility, and Solid Waste Utility functions, has the need to effectively interface with Des Moines Water Works, the billing agent for the Utilities, regarding billing and financial reporting.

The Public Works Director is requesting authorization to issue an RFQ for procurement of consultant services in order to facilitate electronic communication and coordination between the Public Works Department and Des Moines Water Works.

Billing and financial reporting would include:

- System Information (Accessibility and Compatibility)
 1. Variable rate/unit billing capability and ability to adjust as needed.
 2. On-line real time access to individual account information as needed, and the ability to query accounts by desired data attributes.
 3. Data format compatibility – the ability to input or outsource data needed to maintain accurate service billing to accounts

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electronically.

- Financial and Accounting Reporting

1. Facilitate uninterrupted or minimally interrupted billing for accounts.
2. Account maintenance (property class, usage and adjustments, refund and credit provisions).
3. Provide monthly and annual reports summarizing account and revenue collection activities for each enterprise service.
4. Provide cash flow and report data as needed - receivables aging, delinquent status, inactive accounts.
5. Ability to generate reports and execute system queries as needed to enhance quality control functions by verifying operation of the system and the integrity of system data.

After reviewing the submittals in response to the RFQ, City personnel will select a consultant for contract negotiation. The review and selection will include a point rating system based on experience and expertise that is compatible with the needs of the City and this specific project.

