



Camarillo City Council

Camarillo Sanitary District

AGENDA REPORT

Date: March 26, 2025

To: Honorable Mayor and City Councilmembers
Chairman and Directors of the Camarillo Sanitary District

From: Greg Ramirez, City Manager/District Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Professional Services Agreement with Fieldman, Rolapp & Associates, Inc. for Development of Long-Range Financial Plan for the Camarillo Sanitary District Water Reclamation Plant Upgrades.

BACKGROUND

The City of Camarillo's Strategic Plan outlines the City Council's Goals & Objectives, which state Council will maintain sound and conservative financial practices to ensure the fiscal sustainability of the City. An action strategy under this goal requires City staff to retain a financial advisor to prepare a Strategic Financial Plan to fund city infrastructure.

In 2022 the Camarillo Sanitary District approved a Wastewater Master Plan, a forward-looking strategic planning document that details the condition of the wastewater collection and treatment infrastructure system and provides a roadmap to achieve the necessary long-term improvements.

To complement the efforts of the Wastewater Master Plan and achieve Council's Goals & Objectives, it was determined that a consultant was needed to help develop a financial roadmap to fund the necessary upgrades.

To select a consultant, the Camarillo City Council formed the Ad Hoc Committee for the City Infrastructure Strategic Financial Plan. The goal of the committee was to find a qualified firm to develop strategic plans to assist in the financing of major infrastructure projects. Councilmembers Tony Trembley and David Tennessen were appointed to serve the Ad Hoc Committee.

DISCUSSION

On October 11, 2024, staff issued a Request for Proposal (RFP) for a financial plan for the Water Reclamation Plant upgrades. The RFP deadline closed on November 22, 2024, and the City received four (4) proposals for developing the financial plan as shown in the following table:

Name of Proposer	Cost Proposal
Fieldman, Rolapp & Associates, Inc.	\$60,000
Neste, Brudin & Stone (NBS)	\$74,850
Raftelis & NHA Advisors	\$117,709
Ridgeline Municipal Advisors	\$77,650

The Ad Hoc Committee and City staff conducted interviews of all four prospective consultants between January 6 and January 16, 2025. The panel included staff from multiple departments in the City, including City Manager's Office, Finance, and Public Works. After thorough review, interviews, and ranking of all proposals, the evaluation panel selected Fieldman, Rolapp & Associates as the most qualified firm to develop a Long-Range Financial Plan for the Water Reclamation Plant upgrades. Fieldman received the highest score from the evaluation panel.

Fieldman is an independent municipal advisory firm registered with the Security and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) that has more than 58 years of experience advising California issuers with their capital funding solutions. Fieldman's key professional staff will be comprised of Utility Practice Sector Head, Robert Porr, J.D., Executive Vice President and Lora Nichols, Vice President. Each are experienced advisors in advanced analytics, financial modeling, debt structuring, and transaction execution. Mr. Porr and Ms. Nichols will be further supported by Denisa Marc, Associate. The consultants have designed multiple long-range financial models and plans for other municipal clients.

Staff recommend awarding a multi-year agreement for a period of three (3) years, with an option to extend two (2) additional one-year periods. The cost of developing the long-range financial plan during FY 2024/25 will be \$71,115. An additional \$20,000 will be needed during FY 2025/26 and FY 2026/27 for subsequent revisions and updates to the plan as market conditions and WRP project scopes and cost estimates are finalized. The total not-to-exceed amount of the contract will be \$91,115 for the entirety of the term of the contract, with a contingency amount of 15 percent.

FISCAL IMPACT

Funds for CC/CSD Agreement 2025-14 are included in FY 2024/25 Sanitation Administration account number 871-3701-437.32-01. Funds for Fiscal Years 2025/26 and 2026/27 will be included in future budgets.

CEQA DETERMINATIONS

Not applicable

RECOMMENDATION

Authorize the City Manager/District Manager to execute CC/CSD Agreement 2025-14 with Fieldman, Rolapp & Associates for development of the Long-Range Financial Plan and Financial Advising for a total not to-exceed \$91,115 for Fiscal Years 2024/25, 2025/26, 2026/27, with a contingency of 15 percent.

ATTACHMENTS

1. CC/CSD Agreement No. 2025-14
2. Request for Proposal – Water Reclamation Plant Financial Plan
3. Fieldman, Rolapp & Associates – Proposal for Municipal Financial Advisory Services

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None.