



**Utility Committee
Meeting Agenda
April 1, 2025
11:30 AM
Bentonville City Hall**

Call to Order

Pledge of Allegiance

Attendance

Approval of Minutes: March 4, 2025

I. New Business

1. **Informational - Electric Cost of Service Study** **Informational**
2. **Resolution to approve Amendment 1 ARDOT Utility Relocation Agreement (Hwy 112)** **Resolution**

A Resolution authorizing the Mayor and City Clerk to enter into an agreement amendment with the Arkansas State Highway Commission and Olsson Engineering for relocation of utilities associated with ARDOT Project 090512 - Springdale Bypass - Hwy 12 P.E. Route 112, Section 2, Benton County. A budget adjustment is needed.
3. **Resolution Approving Water and Wastewater Capacity Fee Analysis** **Resolution**

A resolution requested by Staff for Council to authorize the Mayor and City Clerk to enter into a professional services agreement with Raftelis Finances Consultants, Inc. in an amount not to exceed \$59,600.00 to perform a water and wastewater capacity fee analysis for the Water Utility. Utility Board Approved 4-0. No budget adjustment is needed.
4. **Resolution to Award Bid IFB-25-32 IDIQ for Water and Sewer Maintenance Work** **Resolution**

Staff requests a Resolution to award IFB-25-32 to Hickman Underground, LLC per the Unit Prices attached, for a Contract amount not to exceed \$500,000.00. Hickman Underground, LLC was the only bidder. This contract will be for a one year term, renewable annually upon mutual written agreement via Amendment for a total maximum term not to exceed three (3) years. No budget adjustment is needed.

5. **Resolution to Amend IFB-24-70 - IDIQ
Water Service Line Replacement
Agreement - Mo-Ark Utilities**

Resolution

Staff requests a Resolution authorizing the Mayor and City Clerk to amend the IFB-24-70 IDIQ contract for Mo-Ark Utilities for an increased amount of \$500,000.00. The contract work is an aggressive, turnkey measure taken to directly address the City's water loss and this amendment is necessary to keep the contractor working to replace failing water service lines. A budget adjustment is needed.



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712



City of Bentonville, Arkansas Agenda Item Form

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Account Number (ORG-OBJECT)	Account Description	\$	\$
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(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):



LETTER AGREEMENT AMENDMENT NO. 1

January 31, 2025

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Professional Services dated June 16, 2023 between City of Bentonville, Arkansas ("Client") and Olsson, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project is located at: Bentonville, Arkansas

Project Description: Relocation of approximately 12,000 linear feet of 48-inch transmission line and 2,000 linear feet of 12-inch water line along State Highway 112.

SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson's Scope of Services under the Agreement is amended by adding the services specifically described below for the additional compensation set forth below:

Olsson shall provide or has provided the following:

Phase 200 – Survey Services

A. Additional Services - \$28,500.00

- a. Revised alignment and crossing at HWY 112 due to property owner requests. Revised alignment required additional topographic survey and easement documentation.
- b. Provide temporary staking of proposed easements in support of real estate acquisitions. Three trips for temporary staking are assumed.

Phase 300 – Geotechnical Services

A. Additional Services - \$10,000.00

- a. In-Situ Electrical Resistivity Testing
 - i. Olsson will perform electrical resistivity testing (ERT) at one location. The ERT will be performed using the Wenner four-pin method and will include

two perpendicular arrays with a maximum pin spacing of 300 feet. Each array will include 'a'-spacings of 5, 10, 20, 30, 50, 70, 100, 150, 200 and 300 feet. The approximate array orientations are shown in Figure 1.

- ii. Field Exploration General Notes and Assumptions
- iii. Electrical resistivity test location must be readily accessible by field vehicle (pick-up truck).
- b. Support trucks may cause disturbance to natural surroundings including but not limited to soil indentations, concrete and asphalt pavement damage, and damage to underground sprinkler systems.
- c. Olsson will present the results in a written letter report that will include a map of the electrical resistivity location and a summary of electrical resistivity tests.

Phase 600 – Engineering Design Services – 48-inch relocation

A. Additional Services – \$216,425.00

- a. Preliminary Alignment study
 - i. Provided three (3) preliminary design alignments and provide GIS mapping with property Owners and design connection locations
 - ii. Comparative opinions of probable costs for each preliminary design.
 - iii. Olsson shall provide options in letter format for ARDOT to approve layout and Project financing
- b. At Owners direction, revised alignment after 30 percent to remove alignments from Haxton Road due to potential expansion and utility conflicts.
- c. Reviewed and investigated an alignment change to Harrel property from proposed property. Alignment change would have moved alignment along Pace Lane.
- d. To allow for open cut construction of new waterline crossing of Highway 112 a Shoo fly traffic detour design is provided.
- e. Revised alignment and crossing at HWY 112, due to property Owner requests. The alignment change occurred after 90% design and impacted survey, easement acquisition, corrosion control, BMP's, shoo-fly detour, and Osage Creek Crossing.

Phase 610 – Cathodic Protection Design Services

A. Additional Services – \$23,870.00

- a. Design of a shallow bed anode cathodic protection system was provided as part of design documents. Due to cost of the land chosen for the system and a desire for system to match design of other systems being designed, owner has requested additional study and redesign be performed with preference for deep well anode bed.
 - i. Development of additional analysis of CP System (Corrosion)
 - ii. Provide KMZ Map with potential options for CP system locations

1. Locations will be based on easement information and power availability
- iii. Model various scenarios of CP system locations to determine CP coverage of the pipeline
- iv. Assumptions will be made on resistivities based on data we already have and any Geotech information we have or can get publicly.
- v. look at remote and close anode beds
- vi. The effort will look at conventional shallow beds, deep anode beds, and semi-deep anode beds
- vii. Provide a field work plan to Geotech to validate assumptions made on resistivity
- viii. Revise and update drawings accordingly based on changes.

Phase 990 – Engineering Design Services – 12” Relocation

A. Additional Services – \$19,070.00

- a. Additional services include detailed design and structural design of 6-inch water meter vault for service to Cave Springs.

SCHEDULE FOR OLSSON’S SERVICES

Unless otherwise agreed, Olsson expects to perform its services covered by this Amendment as follows:

Anticipated Start Date: Ongoing
 Anticipated Completion Date: August 2025

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

For the additional Scope of Services specifically set forth in this Amendment, Client shall pay Olsson the following fee in addition to the fee(s) set forth in the Agreement:

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to original Agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time-and-expense basis not to exceed two hundred ninety-seven thousand eight hundred sixty-five Dollars (\$297,865.00).

TERMS AND CONDITIONS OF SERVICE

All provisions of the original Agreement not specifically amended herein shall remain unchanged.

If this Contract Amendment satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By  By 
Chris Dougherty, Group Leader Chris Hall, Market Leader

By signing below, you acknowledge that you have full authority to bind Client to the terms of this Amendment. If you accept this Amendment, please sign:

CITY OF BENTONVILLE, ARKANSAS

By _____
Signature

Printed Name _____

Title _____

Dated: _____



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Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712

PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF BENTONVILLE
AND
RAFTELIS FINANCIAL CONSULTANTS, INC.

This Consulting Agreement (“Agreement”) is entered into this ____ day of _____, 2025 (hereinafter referred to as the effective date of the agreement) by and between, the City of Bentonville (the “Client”) and Raftelis Financial Consultants, Inc., 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 (“Raftelis”).

Witnesseth

WHEREAS, Raftelis is engaged and experienced in public finance, management, and pricing, and service delivery, and WHEREAS, The Client desires to hire Raftelis and Raftelis agrees to provide services to the Client, NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

Article 1 – Statement of Work

Raftelis shall provide professional consulting services to prepare a capacity fee study for Client. Raftelis will perform the services as set forth in its proposal sent to Client dated May 24, 2024 and included herein as Attachment A, the “Scope.”

Article 2 – Time for Completion

This Agreement will commence upon approval by the Client and remain in effect for a period of one year. Further renewals of this Agreement are at the option of and shall be mutually agreed to by the Parties.

Article 3 – Compensation

Client shall pay to Raftelis the sum not to exceed \$59,600, which includes professional fees and direct expenses incurred in performing the Scope of services, as well as an hourly technology expense reimbursement, outlined in Attachment B. The parties understand that this sum is based upon the Scope of work contained herein at Raftelis’ current standard hourly rate schedule included in Attachment B. Any expansion of the Scope of work by the Client shall involve discussion of and agreement about additional fees and time by both parties.

Raftelis shall submit invoices to the Client on a monthly basis for services rendered to the date thereof. Such invoices shall be supported by appropriate documentation; at a minimum, the task performed, the individuals working on such task, the level of each such individual, and expenses incurred. Each invoice

will contain all hours and expenses from Raftelis for the month. Upon receipt of monthly invoice, the Client will remit payment of same amount to Raftelis within 30 days.

Article 4 – Additional Services

At the Client's request, Raftelis may submit proposals for additional professional services. Each proposal submitted shall detail: (1) Scope of work for the additional services; (2) period of services to be performed; and (3) method and amount of compensation. The Client shall provide written acceptance and authorization to Raftelis prior to the commencement of work on any proposed additional services. Each proposal for additional services accepted and approved by the Client shall become part of this Agreement and shall be governed by the terms and conditions contained herein.

Article 5 – Place of Performance

Raftelis shall be responsible for maintaining its own office facilities and will not be provided with either office facilities or support by the Client.

Article 6 – Indemnification

Raftelis hereby agrees to indemnify and defend the Client, its officers, directors, managers, and employees ("Indemnified Party" or "Indemnified Parties") and to hold the Indemnified Parties harmless against third party claims, costs, and expenses, including reasonable attorney's fees, action, or demands against the Indemnified Parties and against damages for injury to or death of any person and for loss of or damage to all property caused by the negligent acts, errors, or omissions of Raftelis in performing this Agreement, except to the extent the claims, demands, liabilities, cost, and expenses are caused by the negligent acts, errors, or omission of an Indemnified Party.

Article 7 – Insurance

Raftelis shall maintain the types and levels of insurance during the life of this Agreement as specified below. The Client will be named as additional insured on Raftelis' Certificates of Insurance and Raftelis will provide the Client with these Certificates of Insurance.

Commercial General Liability Insurance – \$1,000,000 for each occurrence and \$2,000,000 in the aggregate

Comprehensive Automobile Liability Insurance – \$1,000,000 combined single limit each occurrence – hired and non-owned only

Workers Compensation Insurance – Statutory limits

Professional Liability Insurance – \$5,000,000 occurrence and \$5,000,000 in excess

Excess or Umbrella Liability – \$5,000,000 occurrence and \$5,000,000 in the aggregate

Cyber Security – \$5,000,000

Article 8 – Confidential Information

Raftelis acknowledges and agrees that in the course of the performance of the services pursuant to this Agreement, Raftelis may be given access to, or come into possession of, confidential information from the Client, of which information may contain privileged material or other confidential information. Raftelis acknowledges and agrees, except as required by judicial or administrative order, trial, or other governmental proceeding, that it will not use, duplicate, or divulge to others any such information marked as “confidential” disclosed to Raftelis by the Client (“Confidential Information”) without first obtaining written permission from the Client. All tangible embodiments of such information shall be delivered to the Client or the destination of such information by Raftelis requested by the Client. The Client acknowledges Raftelis has the right to maintain its own set of work papers, which may contain Confidential Information.

Article 9 – Independent Contractor Status

It is understood and agreed that Raftelis will provide the services under this Agreement on a professional basis as an independent contractor and that during the performance of the services under this Agreement, Raftelis’ employees will not be considered employees of the Client within the meaning or the applications of any federal, state, or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker’s compensation, industrial accident, labor, or taxes of any kind. Raftelis’ employees shall not be entitled to benefits that may be afforded from time to time to Client employees, including without limitation, vacation, holidays, sick leave, worker’s compensation, and unemployment insurance. Further, the Client shall not be responsible for withholding or paying any taxes or social security on behalf of Raftelis’ employees. Raftelis shall be fully responsible for any such withholding or paying of taxes or social security.

Article 10 – Reliance on Data

In performance of the services, it is understood that the Client and/or others may supply Raftelis with certain information and/or data, and that Raftelis will rely on such information. It is agreed that the accuracy of such information is not within Raftelis’ control and Raftelis shall not be liable for its accuracy, nor for its verification, except to the extent that such verification is expressly a part of Raftelis’ Scope of services.

Article 11 – Standard of Performance

Raftelis will perform the services under this Agreement in accordance with the standard of professionals in its industry prevailing at the time and place the services are performed. Raftelis’ opinions, estimates, projections, and forecasts of current and future costs, revenues, other levels of any sort, and events and estimates of cost-justified system development fees shall be made on the basis of available information and

Raftelis' expertise and qualifications as a professional. Raftelis will perform the Scope of services in conformance with the professional standards in its field of expertise prevailing at the time and place the Scope of services are performed. Raftelis does not warrant or guarantee that its opinions, estimates, projections or forecasts of current and future levels and events will not vary from the Client's estimates or forecasts or from actual outcomes. Raftelis identifies costs, allocates costs to customer classes and provides rate models. It does not establish rates, which is the legislative responsibility of the Client.

Article 12 – No Consequential Damages

To the fullest extent permitted by law, neither party shall be liable to the other for any special, indirect, consequential, punitive or exemplary damages resulting from the performance or non-performance of this Agreement notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the party so released or whose liability is so limited and shall extend to the officers, directors, employees, licensors, agents, subcontractors, vendors and related entities of such party.

Article 13 – Termination of Work

This Agreement may be terminated as follows:

1. **By Client.** (a) for its convenience on 30 days' notice to Raftelis; or (b) for cause, if Raftelis materially breaches this Agreement through no fault of Client and Raftelis neither cures such material breach nor makes reasonable progress toward cure within 15 days after Client has given written notice of the alleged breach to Raftelis.
2. **By Raftelis.** (a) for cause, if Client materially breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 30 days.
3. **Payment upon Termination.** In the event of termination, Raftelis shall be compensated for all work properly performed prior to the effective date of termination.

(Remainder of page intentionally left blank)

Article 14 – Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed deliverable when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Client:

If for Raftelis:

Name

Collin Drat

Raftelis Financial Consultants, Inc.

215 W. Pershing Road

Suite 406

Title

Kansas City, MO 64108

Address

Article 15 – Ownership of Work Product

All documents, data, compilations reports and studies prepared by Raftelis in performing the Scope of services shall be the property of the Client; provided that any use other than as contemplated in this Agreement or any alteration or modification of the Work Product shall be at the sole risk of Client, and Client shall indemnify, defend and hold Raftelis harmless from any claim, demand, liability, cost or expenses incurred by Raftelis from such use or modification. Nothing contained herein shall be deemed an assignment, transfer, or divestiture of its use by Raftelis of any of its trade secrets, know-how, or intellectual property.

Article 16 – Compliance with Applicable Laws

Raftelis is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. Raftelis strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, national origin or ancestry, gender identity, sexual orientation, marital status, sex, pregnancy, age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. All Raftelis employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, corrective action, compensation, benefits, and termination of employment.

Any act of discrimination committed by Raftelis in the course of its performance under this Agreement, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement.

Article 17 – General Provisions

- A. Entire Agreement: This Agreement represents the entire and sole agreement between the Parties with respect to the subject matter hereof.
- B. Waiver: The failure of either Party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. Relationship: Nothing herein contained shall be construed to imply a joint venture, partnership, or principal-agent relationship between Raftelis and the Client; and neither Party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.
- D. Assignment and Delegation: Neither Party shall assign this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the Parties hereto.
- E. Severability: If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as above provided, as the case may be.
- F. Governing Law: This Agreement shall be governed by, and construed in accordance with, the laws of the State of Arkansas.
- G. Paragraph Headings: The paragraph headings set forth in this Agreement are for the convenience of the Parties, and in no way define, limit, or describe the Scope or intent of this Agreement and are to be given no legal effect.
- H. Third Party Rights: Nothing in this Agreement shall be construed to create or confer any rights or interest to any third party or third-party beneficiary. It is the intent of the parties that no other outside, non-party claimant shall have any legal right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

By: _____
Signature

Title

Date

Raftelis Financial Consultants, Inc.

By: _____
Signature

Title

Date

ATTACHMENT A

STATEMENT OF WORK

ATTACHMENT B
RAFTELIS' STANDARD HOURLY BILLING RATES

Position	Hourly Billing Rate*
Chair/Chair Emeritus	\$500
Chief Executive Officer/President	\$450
Executive Vice President	\$400
Vice President	\$360
Senior Manager	\$320
Recruiter	\$295
Principal/Senior Advisor	\$295
Manager	\$285
Senior Consultant	\$250
Executive Coach	\$250
Consultant	\$220
Creative Director	\$220
Associate Consultant	\$185
Graphic Designer	\$160
Analyst	\$135
Administration	\$100
Technology/Communications Charge**	\$10

* These rates will be in effect for calendar year 2025 and will then increase annually by three percent (3%) unless specified otherwise by contract.

** Technology/Communications Charge – This is an hourly fee charged monthly for each hour worked on the project to recover telephone, facsimile, computer, postage/overnight delivery, conference calls, electronic/computer webinars, photocopies, etc.

*** For services related to the preparation for and participation in deposition and trial/hearing, the standard billing rates listed above will be increased by an amount up to 50%.



CITY OF BENTONVILLE

Water and Wastewater Capacity Fee Analysis

SCOPE OF SERVICES / May 24, 2024



Scope of Services

Task 1: Project Initiation, Management, and Stakeholder Engagement

We will conduct project kick-off meetings with City staff, the City Council and the Utility Board. The meetings with City staff and City Council will be conducted onsite and will take place on the same day. The kick-off meeting with the Utility Board will be a separate meeting, conducted virtually. The staff kick-off meeting will focus on study logistics including work plan, the project timeline, data requirements, and deliverables. Prior to the staff kick-off meeting, we will review the data provided by City staff and begin framing preliminary analyses and formulate any questions.

The kick-off meetings with the City Council and Utility Board will provide an overview of these issues, but—similar to prior studies—will focus on issues of policy surrounding the establishment of capacity fees, to ensure staff and the project team have appropriate direction moving forward.

Throughout the project we will manage the process via consistent communication, regular meetings (virtual and onsite) with City staff and a robust QA/QC process

PLANNED MEETINGS:

- Onsite Meeting #1 – Kick-off meeting with City staff, Bentonville City Council
- Virtual kick-off meeting with Bentonville Utility Board

DELIVERABLES:

- Kick-off meeting materials
- Kick-off meeting summary memorandum

Task 2: Identify Cost of Growth Recovery Approaches

There are a variety of options for recovering the cost of infrastructure constructed to serve new customers, but all are premised on the concept that existing customers, by definition, have the infrastructure required to serve them. Since these customers will not *directly*¹ benefit from infrastructure constructed to serve new customers, it is common to determine one-time fees charged to new development to offset these costs under the “growth pays for growth” concept. In practice, it is uncommon for these one time fees to fully cover the cost of the growth related projects, but they are an approach to mitigating the financial impact of growth related infrastructure on existing customers. There will always be a timing difference between when growth related infrastructure must be financed and constructed (in large discrete chunks) and when the growth and related fees are realized. To the extent that funding is needed now for projects that will serve new customers added over a longer time horizon, rate revenue from existing customers is often the backstop, though there are communities that use outside sources of funding (non-utility) to cover these differences as well.

The most common approach to recovering growth related costs is system development charges (SDCs). The term SDC, which is identified in American Water Works Association’s (AWWA) Manual M1: Principles of Rates, Fees and Charges is also referred to as:

- System Development Fees (SDF)
- Development Impact Fees (DIFs)

¹ Existing customer do benefit indirectly from the addition of new customers. The most important financial benefit is improved economies of scale which are realized as new customers are added to the system.

- Impact Fees
- Equity Fees
- Capacity Fees
- Availability Charges

For ease of reference, this scope of work will refer to these fees as capacity fees. Regardless of terminology used, these one-time fees all refer to payments made by developers to offset the cost investment in growth related infrastructure. This differs from tap fees or connection fees, which recover the cost of physically connecting the customer to the local distribution or collection main. Capacity fees recover the cost of backbone infrastructure constructed to serve new customers and do not include the cost of local distribution and collection infrastructure or the cost of installing a new customer's service line and meter. Generally, these are not area specific, but based on the cost of the growth related infrastructure, available capacity, and the level of service received by the new customer.

The two most common approaches to water and wastewater capacity fees are the equity buy-in approach and the marginal incremental cost approach. The *equity buy-in approach* is used for systems that have existing system capacity (usually treatment capacity) that is available to serve new customers. This approach determines the equity investment in the backbone system by determining the value of backbone assets, less the portion funded by any debt whose payments are funded by customer rates. The value of the backbone assets is generally adjusted to reflect the replacement cost of the assets, which reflects the value of the system today, as opposed to when it was constructed. The equity is divided by the capacity of the system (usually treatment capacity) to determine the cost for each unit of capacity. This can then be scaled to match the flow requirements of the new customer.

The second capacity fee approach is the *incremental cost* approach, involves a similar calculation but uses future project costs as the cost basis. Under the incremental cost approach, the cost of future capacity is divided by the incremental units of capacity added to determine the unit cost. Whereas the equity buy-in approach uses the value of the investment already made in assets with available capacity as its cost basis, the incremental approach uses the cost of future investment as its cost basis. The incremental approach is more commonly used in systems that do not have sufficient capacity to serve new customers and will need to construct new assets to serve the additional demand.

A *hybrid approach*, which uses a weighted average of the two foregoing approaches is also employed for systems which have some available capacity, but not enough to serve all the growth over the planning period.

In addition to capacity fees some communities use fees which recover the cost of *specific* infrastructure. The cost to extend a water or wastewater main to serve a new area might be recovered by a fee charged to new development connecting to that specific component of infrastructure. These fees are typically determined based on the cost of that specific project and the number of customer connections that can be served and often charged on a front footage basis. Special assessments are another approach to the same concept but utilize taxes in place of fees.

Raftelis will work with City staff to further our understanding of the projected growth anticipated in the City, and the historical context surrounding the City's current cost of growth recovery strategy. Raftelis will then provide recommendations surrounding the specific fee and fee calculation approach for both water and wastewater.

Task 3: Calculate Fees

Task 3.1 — Determine Cost Basis for Fee

For capacity fees, the first step involves determining the cost basis for the fees. Generally, capacity fees recover the cost of capital improvements that expand capacity or recoup of the cost of prior capital improvements that have capacity available to serve new development. The cost basis for capacity fees, in other words, includes the cost of constructing new capacity

and the cost of previous investment in existing available capacity. These costs must be related to the existing service requirements of customers and cannot improve the level of service. This aligns with the equity buy-in (existing available capacity) and incremental (new capacity) approaches outlined above. Raftelis will calculate the cost basis under all three approaches (equity buy-in, incremental and hybrid).

Under the equity buy-in approach, Raftelis will examine the City's fixed asset records to determine the original cost of investment in water and wastewater assets. This will then be escalated to replacement cost using relevant construction cost indices (Engineering News Record, Handy-Whiteman) and adjusted for accumulated depreciation. The value will only include backbone infrastructure with additional capacity for new development. This value will be divided by system capacity (likely treatment capacity) to determine a unit cost of the City's existing investment in capacity.

Under the incremental approach, Raftelis will work with staff to identify growth related projects in the City's capital improvement program as well as the capacity projected to be added over the planning period. The projected cost, divided by the projected capacity, will serve as the unit cost for the incremental approach. The hybrid approach will be based on the weighted average of the buy-in and incremental approaches.

If appropriate, any area or infrastructure specific charges will be determined based on the projected cost of the infrastructure divided by the appropriate units of service (e.g., total front footage) to determine a unit cost for that specific area.

Task 3.2 — Determine Level of Service

Once the cost basis is determined, a level of service for new customers must be determined, such that the calculated fee is proportional to the additional capacity demands of each unit of new development. Level of service is the amount of demand each new customer connection places on the City's water and sewer system and is typically expressed on a similar basis as the cost basis determined in Task 3.1. In addition, the level of service is typically expressed as the demand for a single family residential customer, or an equivalent residential unit (ERU) basis. The level of service can be scaled up for multi-family residential and non-residential based on their flow requirements. Level of service information can be derived from customer billing records or planning studies conducted by the City (master plans). Raftelis will work with City staff to identify the appropriate level of service for the types of development anticipated in the City. Since the fees can only include the cost of available or additional capacity, not the cost of an improved level of service, the level of service for new customers will be the same as existing customers with the same demand characteristics.

Task 3.3 – Calculate Fees

The calculation for each fee involved multiplying the unit cost determined in Task 3.1, by the single family residential equivalent level of service to determine the fee for 1 ERU. From there fees can be scaled up for larger customers based on meter capacity ratios or by customer type using the number ERUs represented by that type. As noted above in Task 3.2, the number of ERUs for customers other than single family can be calculated using the level of service for the larger customer relative to that of the single family customer (i.e., twice the flow would be 2 ERUs). Raftelis will calculate fees under the various approaches above. The fees presented would represent the maximum supportable fee using the calculations outlined above. The City could reasonably enact *lower* fees, at its discretion.

Task 4: Benchmarking

Raftelis will benchmark the proposed fees against similar fees charged by other similarly situated communities in Arkansas. If desired, Raftelis can incorporate other non-utility impact fees to present a combined picture of the total impact on new development as compared to its peers. While we would not recommend using benchmarking to determine a fee higher than the maximum supportable fee, benchmarking can be informative in determining the timing and level of the fee ultimately enacted, at or below the maximum supportable fee.

PLANNED MEETINGS:

- Virtual meetings as needed to review interim deliverables and materials for onsite meeting.
- Onsite Meeting #2 – Meet with City staff to review draft report and presentation materials.
- Virtual meeting to present preliminary findings to Bentonville Utility Board
- Onsite Meeting #3 – present preliminary findings to Bentonville City Council

DELIVERABLES:

- Presentation materials
- Meeting summary memorandum

Task 5: Study Report and Presentation of Study Results

The project team will produce a report which summarizes the results of the study. Drafts will be circulated to City staff and any comments will be incorporated into a Final Draft report, which will be provided in hard copy and electronic format to the City. Senior members of our project team will also present the draft final results of the study to the Utility Board and the City Council. After incorporating feedback from the Utility Board and City Council, the project team will present the final study results at a meeting for adoption of the fee ordinance and be available to answer any final questions.

PLANNED MEETINGS:

- Virtual meetings as needed to review interim deliverables and materials for onsite meeting.
- Virtual meeting with Bentonville Utility Board to present draft fee study.
- Onsite Meeting #4 – Present draft final study to Bentonville City Council
- Onsite Meeting #5 – Present final report to Bentonville City Council at meeting for fee adoption.

DELIVERABLES:

- Presentation materials
- Capacity Fee Study Report

Task 6: Fee Model

The project team will develop a user- friendly capacity fee model in Excel, which includes all of the documentation used to develop the fees. This model will be non-proprietary and accessible by the City without any licensing restrictions or fees. We will also provide up to 8 hours per year of model support at no additional cost to the City.

PLANNED MEETINGS:

- Virtual meetings for model training.
- Virtual meetings for model support (up to 8 hours/year).

DELIVERABLES:

- Water and Wastewater Capacity Fee Models

Fee Proposal

Tasks	Hours						Total Fees
	TB	CD	SC	JC	TC	Total	
1. Project Initiation, Management, and Stakeholder Engagement	4	8	8	2		22	\$6,330
2. Identify Cost of Growth Recovery Approaches	4	8	12	2	8	34	\$10,090
3. Calculate Fees	2	12	24	4	8	50	\$13,860
4. Benchmarking	2	8	12	4		26	\$7,060
5. Study Report and Presentation	4	16	28	2	2	52	\$14,010
6. Capacity Fee Model	0	2	4	2	2	10	\$2,810
Total Meetings / Hours	16	54	88	16	20	194	
Hourly Billing Rate	\$360	\$320	\$220	\$285	\$360		
Total Professional Fees	\$5,760	\$17,280	\$19,360	\$4,560	\$7,200	\$54,160	
<i>TB - Tom Beckley - Project Director</i> <i>CD - Collin Drat - Project Manager</i> <i>SC - Staff Consultant</i> <i>JC - Joe Collins - QA/QC</i> <i>TC - Todd Cristiano - Capacity Fee SME</i> - - -	Total Fees						\$54,160
	Travel Expenses						\$3,500
	Technology and Communication Charge						\$1,940
	Total Fees & Expenses						\$59,600



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS PURCHASING AND COMPLIANCE DEPARTMENT

FORMAL SEALED BID TABULATION

Date of Bid Opening:		3/26/2025	Time of Bid Opening:		1:00 PM	IFB-25-32
Solicitation Title: Indefinite Delivery - Indefinite Quantity (IDIQ) Water and Sewer Maintenance Work						
Bidders:					Hickman Underground, LLC	
Line Item	Estimated Quantity	Unit of Measure	Description	Unit Price	Extended Price	
Road Repair						
All asphalt work shall include demolition and haul off						
1	100	SY	Asphalt Repair (cold mix per BWU) (include Class 7 base and compaction per Street Specifications)	\$225.00	\$22,500.00	
Concrete Work						
All concrete work shall include demolition and haul off						
2	100	LF	Construct curb and gutter per Street Specifications (include base in price)	\$95.00	\$9,500.00	
3	100	SY	Construct sidewalks per Street Specifications (include base in price)	\$300.00	\$30,000.00	
4	100	SY	Construct driveways (include base in price)	\$300.00	\$30,000.00	
Water Service Installation - Including all hardware (All taps performed by BWU)						
Short side services are generally 10ft in length or less, not to exceed 20ft. Long side services are generally 50ft in length or less, not to exceed 70ft. All services must be installed with PEX A service line material with tracer wire. Long side services must be installed in a 2" conduit. All yard work shall be included in these line items. Seed or Sod will be required to match existing species.						
5	30	EA	Furnish and Install New Water service Single 3/8" w/ Long Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$4,050.00	\$202,500.00	
6	30	EA	Furnish and Install New Water service Single 3/8" w/ Long Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,350.00	\$227,500.00	
7	30	EA	Furnish and Install New Water service Double 3/8" w/ Long Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$4,050.00	\$202,500.00	
8	30	EA	Furnish and Install New Water service Double 3/8" w/ Long Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,350.00	\$227,500.00	
9	10	EA	Furnish and Install New Water service 1" w/ Long Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$4,050.00	\$40,500.00	
10	10	EA	Furnish and Install New Water service 1" w/ Long Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,350.00	\$43,500.00	
11	5	EA	Furnish and Install New Water service 2" w/ Long Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$6,450.00	\$32,250.00	
12	5	EA	Furnish and Install New Water service 2" w/ Long Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$8,450.00	\$42,250.00	
13	30	EA	Furnish and Install New Water service Single 3/8" Main Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$3,275.00	\$163,750.00	
14	30	EA	Furnish and Install New Water service Single 3/8" Main Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,050.00	\$202,500.00	
15	30	EA	Furnish and Install New Water service Double 3/8" Main Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$3,275.00	\$163,750.00	
16	30	EA	Furnish and Install New Water service Double 3/8" Main Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,050.00	\$202,500.00	
17	10	EA	Furnish and Install New Water service 1" Main Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$3,275.00	\$32,750.00	
18	10	EA	Furnish and Install New Water service 1" Main Side (Per BWU Detail - Includes all excavation at 8' to 13' in depth)	\$4,050.00	\$40,500.00	
19	5	EA	Furnish and Install New Water service 2" Main Side (Per BWU Detail - Includes all excavation at 0' to 7' 11" in depth)	\$5,200.00	\$26,000.00	
20	5	EA	Furnish and Install New Water service 2" Main Side (Per BWU Detail - Includes all excavation at 8' to 13' in D16-D31 depth)	\$6,450.00	\$32,250.00	
Water Service Replacement - Including all hardware (Corporation Stop and Meter Setter to Remain)						
Short side services are generally 10ft in length or less, not to exceed 20ft. Long side services are generally 50ft in length or less, not to exceed 70ft. All services must be installed with PEX A service line material with tracer wire. Long side services must be installed in a 2" conduit. All yard work shall be included in these line items. Seed or Sod will be required to match existing species.						
21	250	EA	Furnish and Install New service line 1", Main side (Includes all excavation at 0' to 7' 11")	\$3,275.00	\$818,750.00	
22	250	EA	Furnish and Install New service line 1", Main side (Includes all excavation at 8' to 13")	\$4,050.00	\$1,012,500.00	
23	250	EA	Furnish and Install New service line 1", Long Side (Includes all excavation at 0' to 7' 11")	\$4,150.00	\$1,037,500.00	
24	250	EA	Furnish and Install New service line 1", Long Side (Includes all excavation at 8' to 13")	\$4,950.00	\$1,237,500.00	
25	250	EA	Furnish and Install New Service Line Only 1" Main Side (No excavation needed - intended to be used if multiple services will be replaced in the same excavation.)	\$600.00	\$150,000.00	
26	250	EA	Furnish and Install New Service Line Only 1" Long Side (No excavation needed - intended to be used if multiple services will be replaced in the same excavation.)	\$900.00	\$225,000.00	
27	100	LF	Furnish and replace private water service 1" (Licensed Plumber Required - intended to be used if City side service must move from original location.)	\$60.00	\$6,000.00	
28	100	LF	Furnish and replace private water service 3/4"(Licensed Plumber Required - intended to be used if City side service must move from original location.)	\$60.00	\$6,000.00	
Directional Boring for Water Services						
Long side services generally cross city streets that are 20' to 30' back of curb to back of curb. The bore includes 2" conduit and shall extend 2' behind the curb.						
29	30,000	LF	Directional boring of 2" conduit	\$64.00	\$1,920,000.00	

Miscellaneous Installations and replacement					
Material and work must meet BWU Specifications. All yard work shall be included in the line items requiring excavation. Seed or Sod will be required to match existing species.					
30	10	EA	Furnish and Install 18" Meter tile and lid (Includes all excavation)	\$940.00	\$9,400.00
31	3	EA	Furnish and Install 18" lid replacement	\$200.00	\$1,000.00
32	10	EA	Furnish and Install 18" DFW load rated meter tile (Includes all excavation)	\$900.00	\$9,000.00
33	3	EA	Furnish and Install 18" DFW load rated polymer lid	\$240.00	\$1,200.00
34	3	EA	Furnish and Install 24" x 30" meter tile and lid (Includes all excavation)	\$600.00	\$3,000.00
35	23	EA	Adjust Elevation of meter tile and setter (Includes all excavation)	\$200.00	\$5,000.00
36	13	EA	Adjust valve boxes (up to 6")	\$330.00	\$5,230.00
37	10	EA	Adjust valve boxes (additional 6" increments, first 6" paid for using the Unit Price above) (Includes all excavation)	\$430.00	\$4,500.00
38	3	EA	Furnish and replace fire hydrant (Includes all excavation)	\$6,300.00	\$32,500.00
39	10	EA	Furnish and install fire hydrant traffic repair kit (Includes all excavation)	\$630.00	\$6,500.00
40	200	EA	Prep. and paint fire hydrant (include number stencil)	\$150.00	\$30,000.00
41	20	EA	Furnish and install fire hydrant seat kit	\$1,000.00	\$20,000.00
Sewer					
Material and work must meet BWU Specifications. All yard work shall be included in the line items requiring excavation. Seed or Sod will be required to match existing species.					
42	300	LF	Light Cleaning Sanitary Sewer 12" to 24" diameter	\$6.00	\$3,000.00
43	300	LF	Light Cleaning Sanitary Sewer 24" to 36" diameter	\$8.00	\$4,000.00
44	300	LF	Heavy Cleaning Sanitary Sewer 12" to 24" diameter	\$12.00	\$6,000.00
45	300	LF	Heavy Cleaning Sanitary Sewer 24" to 36" diameter	\$16.00	\$8,000.00
46	300	LF	Camera Inspection on 4"- 12"	\$5.00	\$2,500.00
47	300	LF	Camera Inspection on 12"- 24"	\$5.00	\$2,500.00
48	300	LF	Camera Inspection on 24" to 36"	\$5.00	\$2,500.00
49	3	EA	Replace Manhole ring and lid.	\$1,500.00	\$7,500.00
50	3	EA	Adjust manhole lid elevation (up to 4 ")	\$300.00	\$2,500.00
51	2	EA	Adjust manhole lid elevation (in 6 " increments up to 24")	\$1,500.00	\$3,000.00
52	3	EA	Remove cone and raise manhole (2' minimum in 1' increments) (Includes all excavation)	\$1,500.00	\$7,500.00
53	2	EA	Construct 4' diameter manhole, less than or equal to 6' deep (Includes all excavation)	\$8,000.00	\$16,000.00
54	1	LF	Additional Depth for a 4' Diameter Manhole	\$1,000.00	\$1,000.00
55	1	EA	Construct 6' diameter manhole, less than or equal to 6' deep (Includes all excavation)	\$13,000.00	\$13,000.00
56	1	LF	Additional Depth for a 6' Diameter Manhole	\$1,000.00	\$1,000.00
57	2	EA	Remove Existing manhole (Includes all excavation)	\$2,500.00	\$5,000.00
58	1	EA	Abandon Manhole in place (Includes all excavation)	\$2,500.00	\$2,500.00
Sewer Services					
All work requires State licensed plumber. (Use of non-shear or PVC couplings only) Service repairs will generally be 10' in length or less, not to exceed 15'. All yard work shall be included in the line items requiring excavation. Seed or Sod will be required to match existing species.					
59	150	LF	Repair 4" sewer service line - includes all excavation at 0' to 7' 11" in depth	\$75.00	\$11,250.00
60	30	LF	Repair 4" sewer service line - includes all excavation at 8' to 13' in depth	\$125.00	\$6,250.00
61	150	LF	Repair 4" sewer service line - No excavation required	\$25.00	\$3,750.00
62	100	LF	Repair 6" sewer service line includes all excavation at 0' to 7' 11" in depth	\$75.00	\$7,500.00
63	30	LF	Repair 6" sewer service line includes all excavation at 8' to 13' in depth	\$125.00	\$6,250.00
64	100	LF	Repair 6" sewer service line -No excavation required	\$25.00	\$2,500.00
65	20	EA	Install sewer service check valve - Includes all excavation at 0' to 7' 11" in depth	\$2,500.00	\$50,000.00
66	20	EA	Install sewer service check valve - Includes all excavation at 8' to 13' in depth	\$5,000.00	\$100,000.00
67	25	EA	Install or Replace Clean-out (Relief valve required) - Includes all excavation	\$1,500.00	\$37,500.00
68	30	EA	Repair Broken Cleanout (Relief valve required) - Includes all excavation	\$1,500.00	\$45,000.00
Traffic Control					
69	2	EA	Local Street Closure (one day)	\$1,500.00	\$3,000.00
Labor Rate					
70	1	Per Hour	(In dollars per hour for miscellaneous items) (This dollar amount is outside of the Line Items in this Bid - all other Line Items shall include labor rates in addition to all other costs)	\$35.00	\$35.00
71	1	Per Hour	Equipment and Operator (In dollars per hour for miscellaneous items) (This dollar amount is outside of the Line Items in this Bid - all other Line Items shall include equipment and operator costs in addition to all other costs)	\$220.00	\$220.00
Total Bid Price				\$8,877,600.00	
purchasing@dentonville.com - (479) 271-3115					
TABULATION VERIFICATION					


Purchasing and Compliance Specialist


Kelli Frederick
Purchasing and Compliance Manager



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

Purchasing Department – 1000 SW 14th Street, Bentonville Arkansas 72712

City Hall – 305 SW A Street Bentonville, Arkansas 72712

AMENDMENT TO INVITATION FOR BID CONTRACT

This amendment (the “Amendment”), dated _____ is made by the City of Bentonville, Arkansas (“City”) and Mo-Ark Utilities (“Contractor”), parties to the Invitation for Bid (IFB)-24-70 with Bentonville Water Department, for Indefinite Delivery – Indefinite Quantity (IDIQ) Water Service Line Replacement, dated November 20, 2024 (the “Agreement”).

1. The Original Agreement that was approved by City Council on November 12, 2024, in an amount not to exceed \$500,000 per year for each contract awarded.
2. The First Contract Amendment was approved by City Council on January 14, 2025, in an amount not to exceed \$1,000,000.00 per year for each contract awarded.
3. The Agreement is Amended as follows:
4. The estimated total of payments for the contract is estimated to be \$1,500,000.00 per contract term.
5. This Amendment shall be effective immediately when fully executed.
6. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement, or any earlier Amendment, the terms of this Amendment shall prevail.

THE CITY OF BENTONVILLE, ARKANSAS

BY: _____
Stephanie Orman, Mayor

DATE: _____

Company Name: _____

BY: _____

Name(printed): _____

DATE: _____