From: Stephens, Jesse
To: Perkins, Drew
Subject: RFP #07-2025 - 2025 User Rate Study Notice of Award - Item I(2)
Date: Friday, November 14, 2025 11:43:40 AM
Attachments: RFP 07 2025 Stephen M Connelly Proposal.pdf
image001.png

Dear Board of Trustees,

I'm seeking a motion to allow the executive director to issue a notice of award on the User Rate study, as described in RFP #07-2025, with Stephen M. Connelly, and to negotiate a contract. Please find the attached proposal.

Jesse Stephens, PE - Executive Director
Boone County Regional Sewer District (BCRSD)
1314 N. 7th St., Columbia, MO 65201
C: 573.239.4025 | O: 573.443.2774
e: jstephens@bcrsd.com | w: www.bcrsd.com

Stephen M. Connelly, CPA, PC
PO Box 25528
Kansas City, MO 64119
816.718.9977
https://stephenmconnellycpa.com/

October 13, 2025

Boone County Regional Sewer District
Board of Directors
c/o Jesse Stephens
1314 North 7th Street
Columbia, MO 65201

We are pleased to present our proposal for the Utility User Rate Study (#07-2025) to the Board of Directors and Staff of Boone County Regional Sewer District (District). Outlined herein, you will find the information requested by the District as well as reasons why our firm is uniquely qualified to provide a preliminary and final User Rate Study for the current 20-year Capital Improvement Plan (CIP).

In this proposal, we will demonstrate why we believe that our skill and experience in providing services to the District in the past as well as other clients in the municipality and related industries renders us uniquely capable of helping the District achieve its operational and financial objectives.

Before we provide the details of our proposal, as well as the specific ways we are uniquely situated to assist the District, we will highlight some important overall factors we believe you should consider when making your selection.

- Boone County Regional Sewer District will be a very important client to our firm. You can expect superior service and timeliness from our engagement team. We have **over 50 municipal clients providing such services as audits, rate studies and other financial services**
- **We are a local CPA firm with extensive national CPA firm experience**. Our audit partners have over 100 years public accounting experience between them. **Accordingly, we are in a position to provide you with outstanding service at a very competitive fee.**
- **Our firm is recognized as having expertise in the municipality industry.** We have worked closely with the **Missouri Rural Water Association, Kansas Rural Water Association, and the League of Municipalities** in obtaining statistical data and working toward developing accounting and reporting consistency within the industry. In addition, we have been involved in various seminars to provide accounting and consulting advice to municipalities.
- **Stephen M. Connelly, CPA, PC is directly involved with our clients on a continuing "hands on" basis throughout the year.** You will be served more effectively when our most experienced personnel are actively involved.

- **We recognize the complexities associated with the financial issues you may face (i.e. timing of projects and the related financing and statutory compliance requirements, etc) and can provide sound answers to your questions in this area**. It is important for your professional accounting firm to serve as a business advisor and as a sounding board for ideas.
- **We recognize your interest in obtaining responsive, top quality service at a reasonable cost.** Our approach and structure is designed to render superior service in the most cost-effective and efficient way.

We are enthusiastic about partnering with the District once again and look forward to working with you towards the District's goals and objectives.

Best Regards,

Stephen M. Connelly, CPA

Stephen M. Connelly, CPA
Stephen M. Connelly, CPA, PC

REQUIRED INFORMATION TO BE SUBMITTED WITH PROPOSAL:

1. Evidence of the firm's qualifications to provide the requested services.

We have worked with the District on User Rate Studies and other projects for almost 20 years. Please see **B.1 Company History and District Specific Qualifications**

2. Background and experience in performing user rate studies.

Please see the above. Also, please see **B.1 Company History and District Specific Qualifications**

3. A written description of the user rate study approach and methods, or examples of user rate studies to be prepared.

Our approach is simple. We provide a detailed listing of required reports and work with Staff to procure said reports. We have an in-depth knowledge of the District's accounts and the information that flows through them. Our approach is also flexible in that we keep in mind the day-to-day work requirements of Staff in their need to run the District. We also work and communicate intentionally and in a way that efficiently produces results.

4. Describe the experience of personnel assigned to BCRSD and of your firm as a whole in performing user rate studies.

We've produced dozens of user rate studies over the years. Stephen M. Connelly is the primary point of contact and CPA professional assigned to perform this rate study.

5. A proposed timeline for a preliminary study and a final user rate study.

We anticipate having a preliminary draft study late second quarter of 2026 with the expectation of helping the District prepare for approval with the Clean Water Commission, which is the critical path. Our timeline then, after this critical path has been followed and the goal attained, is flexible but anticipate having a final version of the User Rate Study as soon as possible after the approval of the Clean Water Commission, subject to the requirements of the District.

6. Disclose any potential conflict of interest that may occur because of acceptance of this engagement.

None are anticipated.

7. Is your firm currently involved in any litigation, mainly in the area of government, where your professional services are being challenged in court? If yes, explain in detail.

The firm is not involved in any litigation.

8. Has the Federal Government ever found a Single Audit that your office performed to be deficient according to federal guidelines? If yes, explain in detail.

No

9. References and contact information from at least three comparable clients.

Please see attached section **B.2 Offeror's References**

10. A Separate price proposal that includes the following items:

a. A firm, lump sum price for the 2025 User Rate Study, required reports, preparation and printing the 2025 User Rate Study.
b. Hourly rates for Additional Services.

We have spoken with Staff in order to gauge expectations and agree to the General Requirements, Scope of Services, Responsibilities and Meetings and Timing as outlined in the Request for Proposal for the Utility User Rate Study. We believe our approach will produce the most efficient and cost effective service results. Due to our previous work with the District we are in the best position to provide the most consistent and thorough User Rate Study, taking all known factors into account. We are prepared to firmly commit to our fees at this time.

Preliminary and Final User Rate Study = $27,820

Out of pocket costs including report production, travel, etc. = $1,890 - $2,970

Hourly rates for Additional Services = $145/hr

Appendix A – Offeror Response and Signature Page

(The Offeror should complete and return this with the proposal)

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the Offeror's company in a contract with the BCRSD.

Company Name: STEPHEN M. CONNELLY, CPA, PC

Address: 2303 HIGGINS RD

PLATTE CITY, MO 64079

Telephone: 816.718.9977 Fax: 816.454.2229

Federal Tax ID (or Social Security #): 94-3451964

Print Name: STEPHEN M. CONNELLY Title: PRESIDENT

Signature: Stephen M. Connelly Date: 10.11.25

Contact Name and E-Mail Address:

STEPHEN CONNELLY; s.connelly@sbcglobal.net

NOTE: The Offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the BCRSD will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The Offeror must agree that the proposal, if selected for award by the BCRSD, will be included as part of the final contract with the BCRSD.

Appendix B – Offeror Experience, Expertise & Reliability Questionnaire

(The Offeror should complete and return this with the proposal)

The following information must be provided by the Offeror to assist BCRSD in evaluating the Offerors' experience, expertise and reliability. The BCRSD reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The BCRSD is under no obligation to obtain information from the Offeror not submitted with the proposal that may impact the subjective evaluation of the Offeror's proposal.

B.1 Company History:

The Offeror should describe in the available space, or attach additional pages, with the company's background in the provision of information technology-related services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc.:

* SEE ADDENDUM

B.2 Offeror's References:

Provide at least three (3) references for whom the Offeror has performed IT-related service in the past three (3) years:

Reference 1

Company/Entity Name: CITY OF TRACY, MO

Contact Name: DARRIN ADDISON -

Contact Title: MAYOR

City: CITY OF TRACY State: MO

Telephone Number and Area Code: 620. 338. 0894

E-mail Address: darrinaddison@cityoftracymo.com

Description of Equipment/Services Furnished: Rate studies, Audits, etc

Availability of Reference: AVAILABLE

Reference 2

Company/Entity Name: City OF BENTON, KS

Contact Name: Joyce Casady

Contact Title: CITY CLERK

City: CITY OF BENTON State: KS

Telephone Number and Area Code: 316. 778. 1628

E-mail Address: cityclerk@bentonks.org

Description of Equipment/Services Furnished: Rate studies, audits

Availability of Reference: AVAILABLE

Reference 3

Company/Entity Name: Harper Co RWD # 2

Contact Name: KASEY WALDSCHMIDT

Contact Title: MANAGER

City: Anthony State: KS

Telephone Number and Area Code: 620. 842. 2962

E-mail Address: kaseyr_81@hotmail.com

Description of Equipment/Services Furnished: Rate reviews, audits

Availability of Reference: AVAILABLE

B.1 Company History and District Specific Qualifications

1. Stephen M. Connelly, CPA, PC has had a business relationship with the District for almost two decades. Since our initial user rate study in 2006, we've delivered dozens of project outcomes for the District related to rates, connection fee analyses and other miscellaneous projects including a cash reserve policy, among other financial consultations.
2. We have established a good rapport with the Staff and Board of the District and are intimately familiar with District purpose and mission.
3. Our firm has deep knowledge of the policies, procedures and data flow of the District.
4. We are thoroughly familiar with the rate structure of the District and the sensitivities surrounding affordability.
5. Due to our extensive auditing experience, we have expert knowledge of the annual District Audit report and the reporting requirements and data flow therein. We know and understand your accounting system and the chart of accounts and the nature of the data that flows through these accounts. We will be able to hit the ground running.
6. We have a proven track record in successfully predicting the most optimal rate structure for the District that keeps the District compliant with debt convenants, the required debt service coverage ratio (DSCR), and maintains adequate cash coverage as well as fulfilling its duty to its customers and stakeholders.
7. We have extensive knowledge of bonding requirements and other financing vehicles of the District.
8. Our firm has been in business for almost 20 years and between it's principals have over 100 years of professional experience.
9. We've performed dozens of user rate studies over the years for various clients, including the District, and we've established a track record of success.
10. Our firm is in the position to most effectively utilize the data and reports of the District that we are already closely familiar with.

B.2 Offeror's References

Although we have a long relationship with the District, we are happy to provide additional references. Please see the attached **B.2 – Offeror's References**.

B.3 Personnel Expertise Summary

Stephen M. Connelly, CPA

Stephen Connelly has extensive audit, utility and consulting experience, where he has served clients in the municipalities and telecommunications industries, as well as electric, water and sewer utility industries. Steve has over 29 years of experience, and is a licensed certified public accountant in both Missouri and Kansas.

Steve graduated from Truman State University in Kirksville, MO and holds a Master's Degree in Business Administration from Rockhurst University in Kansas City, MO and is a member of the American Institute of Certified Public Accountants.

**** Steve is also a decorated combat veteran of the United States Army, having served with Distinction and Commendation with 2/82nd Field Artillery, 3rd Armored Division Germany, during Operations Desert Shield/Storm.**

David Unger, CPA

David Unger has considerable audit and consulting expertise in governmental, not for profit, and banking industries. David has 39 years of experience as a CPA in the state of Missouri and Kansas and previously he had been with a regional accounting firm.

David is a graduate of Missouri Western State College and is a licensed certified public accountant in Missouri and Kansas. He is a member of the American Institute of Certified Public Accountants and the Missouri Society of CPAs.

William O'Connor, CPA

Bill O'Connor has extensive audit and consulting expertise in industrial, governmental and not for profit industries. Bill has 36 years of experience as a CPA in the state of Missouri and Kansas and previously he had been with a national accounting firm.

Bill is a graduate of Baker University and is a licensed certified public accountant in Missouri and Kansas. He is a member of the American Institute of Certified Public Accountants and the Missouri Society of CPAs.

B.3 Personnel Expertise Summary

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The Offeror should identify the names and provide a brief description of the background and work experience of key personnel who will be assigned to perform the 2025 User Rate Study.

1) Name: STEPHEN M. CONNELLY, CPA
   Title: PRESIDENT
   Background & Experience: * SEE REQUIRED INFORMATION TO BE SUBMITTED WITH PROPOSAL; AND B.3 ADDENDUM
   *CPA FOR 29 years

2) Name: DAVID UNGER, CPA
   Title: PRINCIPAL
   Background & Experience: * CPA FOR 39 years

3) Name: BILL O'CONNOR, CPA
   Title: PRINCIPAL
   Background & Experience: * CPA FOR 36 YEARS

B.4 Signature and Identity of Offeror

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Offeror, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with binding intent to become the responsible and sole Contractor) the signing party is the agent of, and duly authorized in writing to sign for the Offeror or Offerors; and that the signatory is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual ( ) partnership ( ) joint venture

(✓) corporation, incorporated under laws of the state of MISSOURI

Dated DECEMBER 3 , 2008

Name of individual, all partners, or joint ventures:	Address of each:
STEPHEN M. CONNELLY	6612 W. CYPRESS AVE
	KANSAS CITY, MO 64119

Doing business under the name of:	Address of principal place of business in Missouri:
STEPHEN M. CONNELLY, CPA, PC	2303 HIGGINS RD

STEPHEN M. CONNELLY, CPA, PC
(If a corporation - show its name above)

ATTEST:

Stephen M. Connelly President
(Secretary) (Title)

NOTE: If the Offeror is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Offeror is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS MO. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed as requested by the BCRSD.

Appendix C – Statement of Qualifications

(The Offeror should complete and return this with the proposal)

Name of Offeror: STEPHEN M. CONNELLY, CPA, PC

Business Address: 2302 HIGGINS RD Platte City

When Organized: DECEMBER 3, 2008

When Incorporated: DECEMBER 3, 2008

Number of years in business: 17 years

If not under present firm name, list previous firm names and types of organizations.

N/A

Number of years engaged in business under present firm name: 17 years

If the Offeror has done business under a different name, please give name and business location under that name: N/A

Percent of work to be done by directly-employed staff: 100

Has the Offeror ever failed to complete any work awarded to the Offeror's company? Yes or No (Circle One)

If so, where and why?

Has the Offeror ever defaulted on a contract or been in litigation for services performed? Yes or No (Circle One). If "Yes", give details:

(a) Number of contracts on which default was made: N/A

(b) Description of defaulted contracts and reason therefore: N/A

Dated at this 11 day of October 2025

Name of Organization(s) STEPHEN M. CONNELLY, CPA, PC

By (Name and Title of person signing) STEPHEN M. CONNELLY, PRESIDENT

(Signature) Stephen M. Connelly

CERTIFICATION OF INDIVIDUAL OFFEROR

Pursuant to Section 208.009 RS MO, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Options

✓ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving public benefit.

_____2. I do not have the above documents but provide an affidavit (copy attached – see following page) which may allow for temporary 90-day qualification.

_____3. I have provided a completed application for a birth certificate pending in the State of _______________. Qualification must terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Stephen M. Connelly 10.11.25 STEPHEN M. CONNELLY

Applicant Date Printed Name

GQC-PA-3.3: Independence Representation

Name: Stephen M. Connelly CPA PC Date: 1. 1. 25

Instructions: This representation should be completed when an individual is hired and, at a minimum, annually thereafter. The representation is required for all professionals, including partners and staff. It can also be used to verify the independence of seasonal, part-time, and contract employees or outside engagement quality control reviewers used by the firm. The questionnaire at GQC-PA-3.2 is provided as a supplement to this appendix. While its use is optional, GQC-PA-3.2 can facilitate completion of the representations. If GQC-PA-3.2 is completed, No. 8 below can simply be cross-referenced to the documentation in that questionnaire. The representation (and any attachments) should be routed to the ethics partner or other designated partner for review, then filed in the individual's personnel file. Each independence representation form received by the firm may be carried forward to GQC-PA-3.4, "Independence Representation Control Log," so the firm can readily track and account for the receipt of all employee representations. Obtaining this confirmation of independence from firm personnel is required by SQCS No. 8, as discussed at paragraph 303.8. Firms may choose to expand this form to include confirmation by personnel of compliance with other firm policies.

I have read and understand the firm's policy and procedures regarding the relevant ethical requirements as stated in the firm's quality control document. As such, I represent that:

1. I am familiar with and will adhere to the independence and other relevant ethical requirements of the AICPA, the State of MO Board of Accountancy, the State of MO CPA Society, state statutes, *Government Auditing Standards*, and other regulatory agencies (to the extent applicable).

2. I have reviewed the firm's most current client list dated 1. 1. 25 to determine if I have any financial interests or business relationships that create possible threats or breaches to independence.

3. Except as described in No. 8, I do not hold any prohibited investments, nor were any held during the period. I have not entered into any prohibited transactions, nor am I aware of having any prohibited relationships.

4. As a member of the engagement team, I know that in cases when the work of a component auditor or other auditor is used, a written representation regarding the other auditor's independence with respect to our client should be obtained, and, except as described in No. 8, I am not aware of an engagement where such a representation was required and not obtained.

5. Any situation where either I am not independent or I am unsure whether I am independent is listed and explained in No. 8.

6. I am not currently under any investigation or disciplinary proceeding, and no such matter is pending from the AICPA or any other professional organization or regulatory agency. There are no other matters that would cause a reasonable person to conclude that I lack integrity in the performance of my professional responsibilities, except as described in No. 8.

7. Any situation in which I am not able or am unsure whether I am able to exercise objectivity in performing an engagement is listed and explained in No. 8.

8. Potential Issues:

CLIENT	POTENTIAL ISSUES
(a)	
(b)	
(c)	
(d)	
(e)	

Signed: Stephen M. Cassidy Date: 1.1.25

BCRSD
Boone County Regional Sewer District
Clean water for your future

1314 North 7th Street
Columbia, MO 65201
p: 573-443-2774
f: 573-499-0489
www.bcrsd.com

Addendum #1 to RFP #07-2025 - User Rate Study

Issued Date: October 10, 2025
Original RFP Issued: September 17, 2025

Purpose of this Addendum

This Addendum is issued to **revise the proposal submission deadline** stated in the original Request for Proposal (RFP #07-2025) for the *User Rate Study*.

Revised Deadline

The **proposal submittal deadline** has been **extended** as follows:

- **Original Deadline:** October 15, 2025, at 2:00 p.m. CST
- **Revised Deadline: October 29, 2025, at 2:00 p.m. CST**

All other terms, conditions, and specifications of the RFP remain unchanged.

Acknowledgment

Offerors must acknowledge receipt of this Addendum by including a signed copy with their proposal submission.

Issued by: Jesse Stephens
Interim Executive Director
Boone County Regional Sewer District
1314 North Seventh Street
Columbia, MO 65201
jstephens@bcrsd.com
(573) 443-2774
www.bcrsd.com

Acknowledged By: Stephen M. Cundy
Date: 10.13.25