

## RFP 19-11 Citywide Fee Study and Cost Allocation Plan Q&A:

1. For the separate Cost proposal - should it also be one (1) original, three (3) copies, and one (1) Electronic? And if so, should the spreadsheet being requested only be put on the electronic version or should it be printed out and attached to the original? **Please provide 1 original and 3 copies of the Cost Proposal in a separate envelope and Yes. The cost proposal should be included in the electronic version.**

2. There is a fee schedule form in the proposal - should this form be submitted in addition to the cost proposal cover letter and spreadsheet? **The Fee Schedule format was developed for ease of comparison. The proposer may use this format or attach a separate cost proposal document. Either way, the fees are to be submitted in a separate envelope and should also be included in the electronic version.**

3. There is no notice of intent to submit proposal form but it is included in the list of forms to be submitted with the proposal. Is this form required and if so, can we get a copy to attach to the final proposal? **See Addendum No. 1**

4. The scope of work identifies that the last comprehensive fee study was done in FY08-09, who completed that fee study for the City? **Due to several changes in personnel/management over the last ten years since the most recent studies were completed, we are unable to confirm who completed the them. However, copies of the most recently completed fee studies are available on the City's website, <https://www.costamesaca.gov/city-hall/city-departments/finance/city-budget-and-user-fees>.**

5. When was the last Cost Allocation Plan done for the City? Who completed that study? **The City only has records of completing user fees and charges studies, most recently in FY 2008-09 and 2007-08, respectively.**

6. Does the City have an established budget for these scope of services? **Completion of these scope of services, among other similar financial studies, are budgeted in the Finance Department's consulting budget. However, since the Department has not specifically separated the budget for its planned consulting services, we are unable to specifically identify a budget.**

7. Is there a specified timeframe for when the desired project completion date is? The RFP says promptly, but is there a specific goal in mind, such as by February 2020 to allow for implementation by

July 1, 2020? Yes, the City would like to complete the study as soon as possible, such as by February 2020, to allow for City Council discussion and input as well as to provide time to include any fee changes in the development of the FY 2020-21 budget.

8. The City is asking for potentially a multi-year contract. For the outer years is the assumption that there will be updates to all 3 scopes (User Fees, Development Impact Fees, and Cost Allocation Plan) or will there be phased updates? What type of updates and services is the City requesting in the outer years? The subsequent contract years would be for updates to any/all of the three scopes, as needed.