

RFP for On Call Fee and Rate Study Services
Questions and Answers

1. In the Identified Task List under Economics/Public Finance, do Assessment Districts refer potentially to both formation and administration services?

Yes, this could be new district formation, annexing new areas into districts and/or administration services as needed.

2. In the Identified Task List under Financial Services, is this item meant to include grant writing services or more geared toward financial advisory services?

This task could include assistance with grant writing or portions of the grant being written by the consultant from a financial advisory position. Many funding sources include grant and loan combinations and determining fiscal strategies, payment schedules, and other loan or bonding assistance would be included. These projects would be related to funding for infrastructure projects.

3. In the Identified Task List, Proposition 13 process, documentation preparation and support to City staff is mentioned. Can more detail be provided to clarify what the City is looking for?

Proposition 13 process also includes the subsequent legislation such as Prop 218 and 26, which added additional clarification related to the implementation of fees, rate studies, special taxes, etc. This task would include support to the city related to conformance with the requirements and documentation needed (such as rate justifications, nexus correlation to fees/rates, as well as funding strategies as needed.

4. RFP page 9 of 14 refers to the City's agreement and insurance requirements as being attached. Since they are not, can you please provide?

Uploaded to our website for your reference.

5. Regarding the layout of the proposal, page 1 of 14, item 3 requires providing a tab for each task that has been check-marked. If we qualify for five of the task areas, would this mean adding five tabs to the proposal? Please clarify since pages 3 – 5 then detail a specific order of contents. Which one should be followed? If separate tab for each task, should we include Methodology, Staffing and Qualifications within each of those five tabs?

Each task area should be under a separate tab with the proposal containing the methodology, staffing and qualifications for each task. Resumes can be included under a separate tab and do not count towards the 35 page limit.

6. For consultants who might be able to provide all five task areas, is it possible to increase the 35-page maximum to adequately address all service areas and the proposal requirements (including a minimum of three references, staffing and methodology per task)?

Resumes do not count towards the overall 35 page maximum. The cover letter and fee schedule (submitted under separate sealed envelope) do not count towards the 35 pages.

7. In the Methodology section, RFP page 4 of 14 describes providing a detailed description to satisfy the Scope of Work section. Since this is for on-call services and detailed scopes are not provided, is it acceptable to provide general descriptions as described in the Identified Task List? Is a full scope for each service listed in the Task List desired?

This RFP is to create an on call contract for the Tasks identified. Each instance of work/project/study would include a request sent to the consultant for services. The selected consultant would then provide a detailed Scope of Work and cost estimate within their rates submitted. The contract would work on a time and material basis per each task requested.

8. Can you please confirm if all content must be double-spaced (except for charts, exhibits and tables)? Page 3 of 14 mentions "sections" being double spaced so confirming if this means spacing *between* sections or if all content must be double spaced? Additionally, do resumes need to be double spaced?

The proposal should be double spaced throughout with the exception for charts, exhibits and tables as well as resumes. Resumes do not count towards the total number of pages.