



REQUEST FOR PROPOSALS

October 24, 2024

**COST ALLOCATION STUDY
AND USER FEE STUDY**

SUBMITTALS:

One (1) electronic copy of the proposal must be received
by the City of Duarte, no later than
6:00 p.m. on Monday, November 25, 2024

CONTACT PERSON:

Kristen Petersen
Assistant City Manager/Director of Administrative Services
City of Duarte
1600 Huntington Drive, Duarte, CA 91010
(626) 357-7931 x212
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Request for Proposals

Introduction

The City of Duarte (City) is seeking proposals from qualified consultants to provide consulting services to update its Cost Allocation Plan and Citywide User Fees. This Request for Proposal (RFP) seeks to secure the most qualified Consultant experienced in cost recovery to prepare a cost allocation study and a comprehensive user-fee study. A priority of the City Council is fiscal responsibility. Therefore, as current City fees for service have not been evaluated in many years and extensive changes have taken place in service-delivery, the City has determined it is important to prepare a new cost allocation study as opposed to an update of the existing plan and subsequently evaluate all fees for service as well as address any fees for service not currently being charged. The purpose of the requested study is to ensure the City assesses appropriate fees and rates that will allow the City to recover the actual costs incurred for fee related services.

The City is located in Los Angeles County and was incorporated on August 22, 1957, as a general law city. The current population of the City is 23,000 and there currently are 46 full time employees and approximately 100 part time employees. The City is also a contract city and contracts for police and fire services. The Los Angeles County Sheriff's provides traditional police services, and the Los Angeles County Fire Department provides fire services.

The City has established user fees for a variety of services. The previous citywide fee update was adopted in 2016. The City has determined to perform a complete assessment to update the cost allocation plan and the schedule of fees and charges. A copy of the most recently adopted Schedule of Charges is available on the City's website at the following link: [Schedule of Service Charges](#)

Project Objectives

The purpose of the Cost Allocation Study is to ensure that the City has a basis of applying comprehensive overhead rates and is accurately accounting for City department's costs of providing various services. A Cost Allocation Plan allocates all direct and indirect costs between funds, as appropriate.

The City seeks to evaluate all cost of services provided and examine whether a reasonable relationship exists between the cost of providing services and current service fees, while ensuring compliance with Proposition 218 and any other applicable statutory requirements. The City desires to undertake a comprehensive citywide review and evaluation of user fee and rate charges resulting in a cost-based user fee study. The User Fee Study will calculate the full 100% cost of providing certain City services and provide a recommended fee to be charged for each applicable service. The consultant shall recommend cost recovery strategies and identify best practices in establishing user fees. These strategies should take into consideration the complexities and demands of each department. The selected Consultant will provide thorough analysis, development of fee models and recommendations including, identifying and recommending new fees and revenue sources.

It is the City's goal to have a well-documented and legally defensible cost of service plan that will identify rates that will be used to recover billable costs for services and develop user fees that comply with statutory requirements.

A survey comparison of rates and fees with similar cities is required.

Project Requirements

Proposals shall include the following information:

1. Brief description of the firm, contact person, address, telephone number, and contact e-mail address;
2. Description of the proposed work program (Scope of Work) to conduct the Cost Allocation Study and the User Fee Study
3. Qualifications (resumes) of key personnel to be assigned, and identification of Project Manager, including subcontractor's qualifications.
4. Proposed project schedule and timeline
5. Estimate of costs by tasks
6. Previous failures or refusals to complete a contract in last 5 years (include explanation)
7. Reference to one or more similar Cost Allocation Study and User Fee Study that Consultant has completed at a municipality is desired.

Selection Process

The consultant will be selected based on the experience, ability of the firm, and staff to accomplish the work program. Consultant interviews will be held at the discretion of the City. The City may elect not to interview consultants if proposals received suffice to decide of the most qualified consultant.

The City will use email to notify the firms of critical developments such as interview schedules if any, notification of selection/non-selection, etc. Therefore, it is essential that firms identify one or more contact persons who have frequent access to email.

Additional Information

The City reserves the right to amend, withdraw and/or cancel this RFP. The City reserves the right to reject all responses to this RFP at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all responses during its review and evaluations of proposals submitted for consideration. The City reserves the right to negotiate minor deviations with the successful firm.

The City shall not be liable for any pre-contractual expenses incurred by any person or firm preparing a submittal or portions thereof or by any selected consultant. Each consultant shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by consultants, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the City on any matter related to this procurement
- Any costs associated with this RFP
- All expenses incurred by a consultant prior to the date of award and a formal notice to proceed.

The consultant to whom a contract is awarded will receive payments for tasks completed per the contract agreement which must be accompanied with proper documentation before disbursement.

Insurance: The consultant to whom a contract is awarded will be required to furnish to the City evidence of insurance coverage(s). All information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.) and the use and disclosure of all information submitted to the City will be governed by this Act.

Proposal Submittal

Submit one (1) electronic copy of the proposal to the City of Duarte no later than 6:00 p.m. on Monday, November 25, 2024. Submissions should be sent to: Kristen Petersen, Assistant City Manager/Director of Administrative Services, kpetersen@accessduarte.com

Inquires

Questions regarding the RFP shall be directed to Kristen Petersen, via email at kpetersen@accessduarte.com or phone at (626) 357-7931 x212.