

City of Montebello

Department of Public Works

ADMINISTRATION DIVISION

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To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: April 20, 2017

Subject: RFP No. 17-13 – Request for Proposals for Comprehensive User Fees and Charges Study (ADDENDUM # 2 – Responses to Inquiries)

I. RESPONSES TO INQUIRIES

- 1) When was the City's last comprehensive Fee Study? Was this an internal study, and if not, which vendor did the City use?

Answer: The City most recent Fee Study was conducted in 2011. Willdan Financial Service completed the study.

- 2) Regarding Golf Fees, these fees are not included in a typical fee analysis scope of work. They are a bit different than standard user/regulatory fees. Is the City expecting the consultant to analyze the cost of providing golf course services?

Answer: The City is interested in the selected firm comparing the City's current Golf Fees with similar golf courses in the area.

- 3) Does the Transit Department have existing fees they are charging? What types of fees is the City asking the consultant to review for this Department?

Answer: A fee study for the Transit Department is not necessary, as this department is conducting its own analysis.

- 4) What is the City's desired start and completion date for this project? Is a four to six month timeline acceptable?

Answer: The City would like to start the study as soon as possible. A four to six month timeline is acceptable, to the City, for the selected firm to complete the study.

- 5) Does the City have a budget for the project such as a not to exceed / maximum amount / range that has been set aside for the Study?

Answer: No, but the City's is seeking the lowest and most responsive and qualified bidder.

- 6) Is price the City's highest evaluation criteria for deciding upon a vendor?

Answer: No, but it is part of the evaluation criteria.

- 7) When was the last time the City had a user fee study? Assuming it was done by a consultant, what firm performed the study?

Answer: See response to Question #1.

- 8) Is there a budget for this project?

Answer: See response to Question #5.

- 9) Does the City already have an up-to-date full cost allocation plan?

Answer: No, the City has one, but it needs to be updated.

- 10) What is the timeframe for starting and completing this project?

Answer: See response to Question #4.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #2 AND I ACCEPT THE AFOREMENTIONED CONDITIONS.

DATE: _____

COMPANY: _____

SIGNATURE: _____

TITLE: _____