

Sebastopol Fee Study RFP Questions and Answers

Below are questions received as of May 15, 2019.

1. Will the City consider firms that only bid on one of the two studies (for example, we would bid on the user fee study but not the development impact fee study)?

No. However, you are encouraged to partner with another firm to provide a Proposal that includes both scopes.

2. When was the last user fee study completed? I saw that the user fees were adopted in 2018, but I'm wondering how long it has been since you've had a comprehensive study?

The User Fee Schedule is updated annually. It is unknown if/when the last professional User Fee study was done.

3. The overhead cost allocation model that is mentioned, is that a full cost allocation plan? Was it prepared for the City internally or by an outside firm? When and by whom?

Yes, it is a full cost allocation plan. It was prepared by Maximus in 2000.

4. Is there a budget for each of these studies? We ask this question not to game the system, but to determine if we're likely to charge too much from the outset? We are happy to work within any budget, but want to scope the project appropriately.

The total budget for the studies is \$50,000.

5. The Q&A recently published on the City's website [Q/A #4], it's noted that the total budget for the studies is \$50,000. Is that the total budget for each study or for the two studies combined?

\$50,000 is allocated for an Impact Fee study, however the City believes this will be adequate for both studies. Note, proposals should include separate budgets for each study.

6. Which Impact Fees is the City intending to update?

The Development Impact Fee study should review, including the City's current fees related to: Housing Linkage and Inclusionary Housing, Park, Traffic, Wastewater Retrofit, Water and Sewer Connection charges, and Annexation fees. The study should also review any fees that do not currently exist and assess whether the City should require such fees, such as Stormwater, Parking in-lieu fees, etc.

The current list of Impact and Annexation fees may be found here: <https://tinyurl.com/y3tj887v>

*The following fees are **not** part of this study:*

- School fees
- Water Meter Installation and Water Lateral Installation
- Sewer Lateral Installation
- Water and Sewer Usage rates

7. Which City Department's fees is the City looking to update?

The City is looking to update all fees included in the annual User Fee Schedule:

<https://www.ci.sebastopol.ca.us/City-Government/Departments-Services/Finance/User-Fee-Schedule>

Note, recreation fees (Senior Center, Community Center, and Ives Pool) program fees are not part of this study.

8. Does the City intend to review and update all City user fees and City impact fees, or is the City instead looking at specific departments or activities on the user fee side?

See responses to questions 6 and 7 above.

9. Page 5 states that the “last updated user fee schedule was adopted...on November 18, 2018.” Was this an internal effort done by City staff, or, if not, which consulting firm completed the work?

The User Fee schedule is done internally.

10. For the User Fee Study – scope of work (p. 6, #6) – “The consultant shall utilize the Overhead Cost Allocation Model to calculate the costs of providing City services.” – Does the City already have a Cost Allocation Plan prepared or does the City want this included in the scope of services?

See response to question 3 above; the City does have an Overhead Cost Allocation Model, an update to this should be included in the scope (along with methodology for how to update on an annual basis).

11. Questions regarding the Development Impact Fee Study:

- a. Does the City have both housing linkage fees and inclusionary housing fees? No inclusionary housing fee is shown in the fee schedule. Does the City want housing fees included as part of the Study?

Yes, the City has both a Housing Linkage fee (for commercial, retail, and industrial development, and an Inclusionary Housing Fee. Review and potential updates to these should both be included in the study. The Inclusionary Housing fee is currently \$22.24/Square foot; the Housing Linkage fees can be found here: <https://tinyurl.com/y3tj887v>

Of note, the City’s current Inclusionary Housing Ordinance (SMC 17.250) was updated in October 2018, which requires developments of 5 or more dwelling units to provide the required number of units on-site. Fractional requirements (e.g. if 1.6 units are required, .6 may be paid with a fee), as well as for projects less than 5 units, are eligible to pay the In-lieu fee.

- b. Does the City want water and wastewater fees to be addressed in the study? If so, does the City have up-to-date master plans for water and sewer?

See response to question 6 above; water and sewer usage rates are not a part of this study. However, Water and Sewer Connection fees, Wastewater Retrofit Fees, and Stormwater Fees should be addressed in the study.

- c. The RFP mentions a utility undergrounding fee and an art in-lieu fee, but these fees are not shown in the fee schedule. Does the City have a prior study to support these fees?

The Utility undergrounding fee should be part of this study (this fee is assessed when a project does not underground their utilities). Similarly, the Art In-lieu fee is 1% of construction cost for non-residential construction when new construction is greater than \$1M or renovations greater than \$.5M. This fee would only be re-evaluated/part of this scope if a nexus study is required by State Law.

12. Would the City accept a proposal for the user fees only, or is the preference for all scopes of work to be completed by one consulting firm?

See response to question 1 above. We encourage firms to team if needed to provide the needed scopes of work.

*PLEASE NOTE: THIS LIST OF QUESTIONS/CLARIFICATIONS WILL BE UPDATED PERIODICALLY DURING THE REQUEST PERIOD. DEADLINE FOR QUESTIONS FOR THIS RFP IS **MAY 21, 5:30 PM**. FINAL RESPONSE TO QUESTIONS WILL BE POSTED ON OR BEFORE MAY 23, 2019, 5:30 P.M..*