

Aerial view of City of Pomona
via Google Earth

CITY OF POMONA

Cost Proposal for:

**Assessment Consulting Services
for Phillips Ranch Assessment
District RFP No. 2018-14**

October 3, 2018

Prepared by:



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October 3, 2018

Evaluation Committee
City of Pomona
C/O City Clerk's Office
P.O. Box 660
Pomona, CA 91769

**RE: Cost Proposal for Assessment Consulting Services for Phillips Ranch
Assessment District RFP No. 2018-14**

Dear Evaluation Committee,

Thank you for considering our proposal for the City's Assessment Consulting Services for Phillips Ranch Assessment District RFP No. 2018-14. The information on the next pages summarizes our cost for this study. As required by the RFP, this cost proposal is valid for 120 from today.

Please contact me at 800.676.7516 or via email at amccargo@nbsgov.com if you have any questions about our cost proposal.

Sincerely,

A handwritten signature in blue ink that reads "Adina McCargo".

Adina McCargo
Manager

A handwritten signature in blue ink that reads "Michael Rentner".

Michael Rentner
President, Authorized Signer

COST PROPOSAL

Our proposed fees below are based upon our understanding of the two zones within the City of Pomona’s Consolidated Citywide Street Lighting and Landscaping Maintenance District referred to herein as the Phillips Ranch Assessment District (the “District”), and includes reasonable assumptions on iterations and number of meetings. We understand that there may be project areas with varying degrees of complexity. As with all of our engagements, we fully expect to collaborate with the City to refine the final scope and fee if selected for this effort.

Fees

PHASE 1 SPECIAL AND GENERAL BENEFIT ANALYSIS, PHASE 2: ENGINEER’S REPORT AND ASSESSMENT INCREASE BALLOTING

Special and General Benefit Analysis Phase 1	\$39,500
Engineer’s Report and Balloting Phase 2	\$9,500
Printing and Mailing Expenses ¹	\$6,580
Estimated Expenses ²	\$1,500
Total Consulting Fees for Phases 1 and 2	\$57,080
Optional GIS Web Map Services ³	TBD
Optional Public Outreach and Engagement ³	TBD

¹Printing and mailing expense estimate is based on two (2) mailings at approximately \$1 per parcel listed in the FY 18-19 Engineer’s Report, only actual costs will be billed. Additional mailings for outreach will be billed at cost.

²See description of expenses below.

³Should the City desire to add these services NBS will review the final desired scope with the City and provide fees that would be commensurate with the effort.

Expenses

Customary out-of-pocket expenses are billed at the actual cost incurred. These expenses may include mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

Additional Services

The following table shows our current hourly rates. Additional services authorized but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$205
Associate Director	\$190
Senior Consultant / Manager	\$160
Consultant	\$140
Analyst	\$120
Clerical/Support	\$ 95

Terms

Consulting services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days' simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel contracts with 30 days' written notice.