



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE: August 15, 2023
SUBJECT: Award a Professional Services Agreement to Willdan Financial Services for a Variety of Development Impact Fee Studies in a Not-to-Exceed Amount of \$79,080

Description Award an agreement with Willdan Financial Services for professional services to conduct a development impact fee study.

Background and Analysis:

The City released a Request for Proposal (RFP) on June 30, 2023, for selection of qualified firms to update the City's Development Impact Fee Studies, Sewer Capacity Fee Study and proposed updated Development Impact Fees. The City assesses a variety of development impact fees on new development to mitigate City-wide impacts on public improvements, public services, and community amenities.

The City received two (2) responses to the RFP: David Taussig & Associates (DTA) and Willdan Financial Services. Below is a detail of the cost proposals for each vendor.

	Willdan Financial Services	DTA
Development Impact Fee Study	\$49,680.00	\$56,920.00
Sewer Capacity Fee Study	\$17,280.00	\$10,000.00
Transportation Facilities Impact Fee Study	\$21,120.00	\$8,500.00
Out-of Pocket Expenses	inc.	\$2,500
Total	\$88,080.00	\$77,920.00
Discount offered for 2+ Studies	(\$9,000.00)	
Any Additional Fee Studies		\$7,500.00
Total	\$79,080.00	\$85,420.00

The evaluation team consisted of three (3) executive staff members whose scoring have been included below.

RESPONDING FIRMS	LOCATION	BEST POSSIBLE RANKING	TOTAL RANKING BY RATER			Total Ranking Score	Final Rank
			Rater No. 1	Rater No. 2	Rater No. 3		
Willdan Financial Services	Temecula, CA	1	93	78	83	85	1
David Taussig & Associates (DTA)	Temecula, CA	1	97	79	62	79	2

Interviews were held on August 8, 2023, and August 9, 2023, and the selection of Willdan Financial Services was presented to the RFP sub-committee on August 9, 2023.

Willdan Financial Services was selected as the best candidate due to their understanding of the project, related experience, and overall approach to performing the services.

Fiscal Impact:

The Development Impact Fee and Transportation Facilities Impact Fee studies have been included in the current year budget within GL 100-1200-7068-0000. The funding for the Sewer Capacity Fee Study will be paid from project WW-03.

WW-03 Wastewater Rate Study Project Accounting Summary				
Funding Summary				
Funding Year	Funding Source		Amount	
2021-2022	Wastewater		\$200,000.00	
Total Project Funding =			\$200,000.00	
Budget Summary				
Project Component	Budget	Encumbered	Paid to Date	Remaining Budget
Project Management	\$185,000.00	(\$69,811.79)	(\$55,186.45)	\$115,188.21
Preliminary Services	\$15,000.00	(\$12,897.00)	(\$8,654.06)	\$2,103.00
Environmental	\$0.00	\$0.00	\$0.00	\$0.00
Design	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Construction Management	\$0.00	\$0.00	\$0.00	\$0.00
Permits	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Project Summary Totals	\$200,000.00	(\$82,708.79)	(\$63,840.51)	\$117,291.21

Recommended Action:

Approve a professional services agreement with Willdan Financial Services at a not to exceed cost of \$79,080 to conduct a variety of development impact fee studies.

Attachments:

- A. RFP For Development Impact Fee Study
- B. Professional Services Agreement for Development Impact Fee Study
- C. Final Score Sheet
- D. Levine Act – Conflict of Interest