Q&A

Full Cost Allocation Study and User Fee Study

***Below are the questions the City received and the answers the City provides regarding RFP for Full Cost Allocation Study and User Fee Study.***

Q1) Who performed the City's last cost allocation and fee study in 2020?

* **NBS performed the study in 2020.**

Q2) What type of organizational restructuring has occurred since the last study in 2020? (Moving of departments, change in accounting system, etc.)

* **There was a restructuring in February 2024. Administrative Department is no longer exist and the divisions that were in the department now moved to City Manager’s Office. The new Organizational Chart can be found in** [**City’s website**](https://www.cityofepa.org/sites/default/files/fileattachments/finance/page/4321/fy25_adopted_budget_-_final.pdf)**. Also, the City has implemented a new ERP system, Caselle, in November 2023. In addition, EPA Sanitary district is becoming a subsidiary of the City (effective 10/1/2024.)**

Q3) To confirm, the City is interested in both a Full Cost Plan and an OMB Compliant Cost Plan?

* **Yes**

Q4) Is the City interested in an Excel-based model for both the Cost Plan and Fee Study to conduct internal updates? OR is the City just looking for backup documentation for the fee study in Excel?

* **The City is interested in Excel-based model for both Cost Plan and Fee Study to conduct internal updates.**

Q5) For the list of municipal agencies vs. references can that be the same list? And if a CAP and Fee have been done for the same jurisdiction, should they be listed separately, or can we list just one jurisdiction under the reference?

* **Yes, it can be the same list, and please list out the jurisdictions separately.**

Q6) What is the City's timeline for completion of the studies / projects? The anticipated start date seems to be late October.

* **The project will be commenced right after the Council’s approval (Approval scheduled in 10/15/2024) and the Report will be due by end of February 2025. The City will do the full support to complete the project on time.**

Q7) RFP page 11, I. Professional Services Agreement states that should we have any exceptions to the City’s Agreement, that adjustments can be identified within our proposal. Then RFP page 14, Appendix A: Certification of Proposal to the City, item 6 states that by signing the Appendix, the firm has agreed to the Indemnity and Insurance Requirements. Can the City please allow exceptions (if any) to be stated within our proposal? If so, may we add a note to Appendix A should we have any exceptions to the Indemnity and Insurance Requirements?

* **If you have any concerns or waivers to request, please add it to your proposal. And you can still fill out APPENDIX A as is and send it back to the City.**

Q8) Regarding RFP page 14, Appendix A: Certification of Proposal to the City, item 5 references “Section 8: General Requirements”. I’m not finding Section 8 in the RFP. Can the City please clarify?

* **Please disregard item 5. The General Requirements such as Insurance and Refences are covered in the RFP. Therefore, no separate Section 8. is needed. However, please still fill out APPENDIX A as is and send it back to the City.**

Q9) Regarding RFP page 15, Appendix B: Summary Sheet, should the Management Contact requested be authorized to bind the respondent?

* **No, they do not need to be authorized to bind the respondent. However, the Contact will be the primary person the City would reach out if we have questions.**

**-EOD-**