

November 12, 2019

Mr. Mehdi Rizvi  
Controller  
Ravenswood City School District  
2120 Euclid Avenue  
East Palo Alto, CA 9433

**Subject: Proposed Agreement for Consulting Services**

Dear Mr. Rizvi:

Level I developer fees are anticipated to be adjusted in January 2020 by the State Allocation Board (SAB). School Facility Consultants (SFC) is pleased to present the Ravenswood City School District (District) with this Proposed Agreement for Consulting Services regarding Developer Fee Justification Reports.

**School Facility Fee Justification Report**

SFC will prepare, in accordance with all pertinent provisions of the Education and Government Codes, a School Facility Fee Justification Report that will document the impact of residential and commercial/industrial development on school facility needs and will enable the District to levy developer fees up to the maximum amount authorized by Government Code Section 65995 (Level I fees). The maximum amounts are anticipated to be increased by the SAB in January 2020.

The fee for this service is \$6,500.

The fee shall be payable upon completion of the first draft report. All expenses incurred by SFC in performance of the consulting services shall be reimbursed by the District. If the District chooses not to proceed with the report, the District shall pay SFC on a time and material basis plus actual expenses incurred. Expenses may include, but are not limited to, transportation costs (mileage at the prevailing IRS standard rate, rental vehicles, travel, lodging and airfare), reproduction of materials, data purchases and overnight deliveries. Pre-approved extraordinary expenses such as work needed to address public inquiries and/or fee challenges, requested meetings, presentations, special maps or work requested after delivery of final draft will be billed in 15 minute increments in accordance with the hourly rate schedule outlined below plus actual expenses incurred.

**Hourly Rate Schedule**

Principal	\$210 per hour
Director	\$195 per hour
Senior Consultant	\$185 per hour
Consultant	\$165 per hour
Research Analyst	\$135 per hour
Administrative Support	\$80 per hour

The District shall be responsible for reviewing and verifying all data included in documents, forms and reports prepared by SFC on behalf of the District. The District shall be responsible for meeting any certification requirements and shall be responsible for consulting legal counsel as related to the preparation and submittal of documents, forms and reports.

Please find a Summary of Services attached. We very much appreciate your consideration of our firm and are happy to discuss in detail the services outlined above. If appropriate, please sign, date and return. Please do not hesitate to contact me at your earliest convenience with any questions.

Sincerely,



Matthew A. Pettler  
Vice President

**SUBMITTED BY:**  
School Facility Consultants

Date: November 12, 2019

**ACCEPTED BY:**  
Ravenswood City School District

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

**Ravenswood City School District  
Summary of Services – School Facility Fee Justification Report**

**Background**

Education Code Section 17620 and Government Code Section 65995 currently authorize school districts to collect fees on new development. These amounts are adjusted every two years according to the inflation rate for Class B construction as determined by the State Allocation Board. In January 2020, the State Allocation Board is scheduled to adjust the amount of the statutory fee that school districts may charge for Level 1 fees (currently \$3.79 per square foot for residential development and \$0.61 per square foot for commercial/residential development). Government Code Section 66001 requires that a reasonable relationship must exist between any fees collected and the developments on which the fees are charged.

**Final Product**

SFC will prepare a School Facility Fee Justification Report that will authorize the District to collect the fees authorized by Education Code 17620 and Government Code 65995. The Report will (1) identify the cost of providing school facilities for students generated by new residential and commercial/industrial and (2) explain the relationship between that cost and the developments on which fees will be charged.

**Scope of the Report**

In order to carry out the two objectives listed above, the Report will make the following determinations:

- (1) the District's need for additional school facilities and/or interim housing over the next five years;
- (2) the estimated cost of needed additional school facilities and/or interim housing; and
- (3) the number of students generated by new residential and commercial/industrial development.

**Major Tasks**

The tasks associated with preparing the Report are divided into three stages. First, in order to make the findings listed above, SFC will:

- (1) confer with City/County Planning Departments and other local/regional agencies (as necessary) to gather information such as residential and commercial development rates, availability of developable land, land use plans, and development applications;
- (2) confer with District personnel to obtain information such as amounts of developer fees collected in the past, current school facility capacities, and plans for modifying and/or adding facilities;
- (3) analyze enrollment projections and District classroom capacities to estimate the need for new or reconstructed facilities;
- (4) estimate the cost of needed new facilities based on actual projects, state and District building standards, applicable capital improvement plans, and appropriate local site acquisition and development costs;
- (5) estimate the number of students that will reside in a new housing unit by calculating the number of students who currently reside in similar housing units; and
- (6) analyze U.S. Census data such as number of employees per housing unit to justify fees for commercial/industrial development.

Second, SFC will provide the District a draft Justification Report for its review.

Third, SFC will make modifications based upon comments received from the District and distribute a limited number of final bound reports to the District for adoption by the Board.