

**REQUEST FOR PROPOSALS AND QUALIFICATIONS  
for the following services:**

**Developer Fee Justification Report**

Purpose

Section 17620, et seq., of the California Education Code authorizes school districts to collect fees for mitigation of the impact of new development on enrollment in the District. Pursuant to the authority of Government Code Section 65995, Subdivision (b), the State Allocation Board has currently authorized raising the statutory Level 1 fee to \$3.36 per square foot for residential development and \$0.54 per square foot for commercial/industrial development.

The Berkeley Unified School District, which currently does not collect impact fees, is seeking assistance in preparing a Developer Fee Justification and Impact Analysis report for 2015.

II. Background

The Berkeley Unified School District serves roughly 10,000 K-12 students at 20 school sites. The District currently operates one comprehensive high schools and two continuation high schools. The District currently does not levy Level I fees at the rates approved by the State Allocation Board in 2008.

III. Services to be Provided

- Prepare a Developer Fee Justification Report (Level I Fee Justification report) to justify the levy of the Level I developer fee rates to be approved by the BUSD Board of Education for calendar year 2016.
- Respond to any comments received by the District from outside agencies and/or organizations regarding the report.
- If necessary, assist the District in any challenges to the study from outside agencies and/or organizations

IV. Project Timeline

Work should begin no later than January 30, 2016. A Draft version of the report is to be completed and available for District review no later than April 30, 2016. The District must receive the final version no later than Friday, May 30, 2016.

Refer to Attachment "A" for a complete project timeline.

## V. Assumptions and Agreements

The Level I Justification Study (Developer Fee Justification Report) must be prepared as outlined in current education code and state law. The final report must be sufficiently supported by detailed information such that it is prepared to the satisfaction of the Board of Education.

Contact by conference calls, telephone calls, and emails shall be on an unlimited basis as needed.

The District shall provide any relevant data as available, i.e. student data, for use in calculation of student generation factors.

Those submitting proposals shall not contact Board members directly or indirectly or respond to any Board member inquiries except as part of public, Brown Act meetings. Any individual or firm attempting to do so shall be barred from consideration for work under this proposal.

## VI. Guidelines for Proposal

Preparation Proposals must contain the following:

Developer Fee Justification Section – an itemized breakdown of tasks and costs associated with preparing the Level I Fee Justification Report. This section must also include an explanation of the proposed report methodology (method for showing that the Level I fee is justified).

Proposals may contain the following:

Options Section – The required section must only contain items that are both specific and essential to the preparation of that report. Any additional information the consultant wishes to include in or in addition to the report may be presented in the options section. The options section should clearly identify the additional information to be provided and the cost associated with that information.

Proposals must clearly identify all information required for the preparation of the report that is to be provided by the District.

If any of the services outlined in the proposal by the consultant requires the purchase of data or information from a third party at a cost, that information should be clearly identified and the cost of acquisition provided. If there is any question whether or not a particular data service is acceptable, please contact the District prior to submitting a proposal.

Proposals must include at least one example of a previous Developer Fee Justification Study.

Proposals should be accompanied by a current list of references for substantially similar work.

The District also has an RFP out for the School Facilities Needs Analysis report. Proposals should include information on any discounts offered should your firm be selected to prepare both the SFNA and the Developer Fee Justification and Impact Analysis report.

## VII. Evaluation Process

Proposals will be reviewed, references checked, and a recommendation made by the Facilities Planning, Design, Construction office to the Deputy Superintendent of Business Services.

### Selection Criteria

- Comprehensiveness of proposal and services proposed
- Qualifications and references
- Cost effectiveness
- Responsiveness of services proposed to District's need

## VIII. Process Schedule

Proposals are due no later than November 15, 2015.  
Contract approval anticipated by December 22, 2015

IX. Submit Proposal no later than 4:30 p.m., November 15, 2015, to:

Timothy E. White  
Executive Director, Facilities Planning and Management  
Berkeley Unified School District  
1707 Russell Street,  
Berkeley, CA 94703