



Fontana Unified School District

9680 Citrus Avenue · P.O. Box 5090 · Fontana · CA 92334-5090 (909) 357-5000

Request for Proposal

Developer Fee Justification and Impact Analysis

I. Purpose

The Fontana Unified School District is seeking assistance in preparing a Developer Fee Justification and Impact Analysis report for 2010.

II. Background

The Fontana Unified School District serves roughly 41,000 K-12 students at 43 school sites. The District currently operates four comprehensive high schools and two continuation high schools. The District's fifth comprehensive high school, Jurupa Hills High School, is currently under construction and is scheduled to open for the 2010-2011 school year. The District currently levies Level I fees at the rates approved by the SAB 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 State Allocation Board in 2010.
- 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 on should begin no later than February 22, 2010. A Draft version of the report is to be completed and available for District review no later than April 23, 2010. The District must receive the final version no later than Friday, May 14, 2010. 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 February 10, 2010.

Contract approval anticipated by February 19, 2010.

IX. Submit Proposal **no later than 4:30 p.m., February 10, 2010**, to:

Janie Burgo
Director, Purchasing
Fontana Unified School District
9680 Citrus Avenue, Building #30
Fontana, CA 92335

X. Questions

Regarding specific District data available:
David Kallemeyn
Fac. Planning Technician
(909) 357-7522, x29451
kalldm@fusd.net

For all other questions:
Melinda A. Pure
Director, Fac. Planning, Design, Construction
(909) 357-7522, x29456
purema@fusd.net

ATTACHMENT "A"

PROJECT TIMELINE

District receives Draft Developer Fee Justification Report	No Later than April 23, 2010
District Review of Report	April 26 – April 30, 2010
Report Revisions	May 3 – May 13, 2010
District receives FINAL report	May 14, 2010
Notices of Statutory Fee update and Public Hearing Notice sent out	May 17, 2010
Board Meeting and Public Hearing for adoption of Statutory Fees & Developer Fee Justification Report	June 2, 2010
Statutory Fee Update becomes effective	August 2, 2010