

City of Needles, CA

Proposal for
Comprehensive User Fee Study





November 19, 2025

Ms. Jill Taura
Interim Finance Director
Mr. Patrick Martinez
City Manager
City of Needles
8173rd Street
Needles, CA 92363

Re: *Fee Proposal to Conduct a Comprehensive User Fee Study for the City of Needles*

Dear Ms. Taura & Mr. Martinez,

Willdan Financial Services ("Willdan") is pleased to present the following fee proposal to the City of Needles ("City") for a Comprehensive User Fee Study.

This submission reflects our understanding of the City's Request for Proposal (RFP).

Willdan is excited about this opportunity to serve the City of Needles. To discuss any aspect of our technical and/or fee proposal, please contact me directly at (951) 587-3528 or via e-mail at CFisher@Willdan.com.

Sincerely,

WILLDAN FINANCIAL SERVICES

A handwritten signature in blue ink, appearing to read 'Chris Fisher', is written over a light blue horizontal line.

Chris Fisher
Vice President / Director

Proposed Fees/Compensation

Comprehensive User Fee Study

Willdan proposes a **fixed fee of \$34,845** to conduct the Comprehensive User Fee Study on the City’s behalf. The table below provides a breakdown of the fee to complete each study by task and project team member.

City of Needles Comprehensive User Fee Study Cost Proposal							
	C. Fisher Principal-in- Charge	T. Thrasher Project Manager	P. Patel Lead Analyst	S. Labitan Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 310	\$ 270	\$ 210	\$ 135	\$ 270	Hours	Cost
Scope of Services							
Task 1: Initial Document Request	-	-	1.0	1.0	-	2.0	\$ 345
Task 2: Compile Inventory of Current and Potential Fees	-	1.0	1.0	1.0	-	3.0	615
Task 3: Kick-off /Refine Scope	-	1.0	1.0	-	-	2.0	480
Task 4: Develop User Fee Model/Incorporate Overhead Factors	1.0	5.0	10.0	16.0	1.0	33.0	6,190
Task 5: Staff Interviews and On-site Information Gathering	-	4.0	8.0	8.0	-	20.0	3,840
Task 6: Data Analysis and Final Fee and Rate Schedule	1.0	5.0	32.0	40.0	1.0	79.0	14,050
Task 7: Common Fees Comparison	-	1.0	3.0	8.0	-	12.0	1,980
Task 8: Prepare and Present Draft Report	0.5	2.0	2.0	8.0	1.0	13.5	2,465
Task 9: Revise Draft/Determine Cost Recovery Levels	0.5	4.0	5.0	5.0	-	14.5	2,960
Task 10: Prepare and Present Final Report/Instruct Staff on Model	-	4.0	4.0	-	-	8.0	1,920
Total – User Fee Study	3.0	27.0	67.0	87.0	3.0	187.0	\$ 34,845

Notes

- Our fee includes all direct expenses associated with the project.
- We will invoice the City monthly based on percentage of project completed.
- If the City wishes for Willdan to attend additional in person meetings, the fee is \$1,850 per meeting.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan's rates in effect at the time of such response.
- The cost of preparing the user fee study can be included in the resulting new user fee schedule. Therefore, over time, the City can recover the initial outlay of funds that was required to complete the studies.
- Willdan will rely on the validity and accuracy of the City’s data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

Hourly Rates

Additional services may be authorized in writing by the City and will be billed at our then current hourly consulting rates. Our current hourly rates are identified in the table below.

Willdan Financial Services Hourly Rate Schedule					
Position	Team Member	Hourly Rate	Position	Team Member	Hourly Rate
Vice President / Director	Chris Fisher	\$310	Managing Principal		\$300
Principal Consultant	Tony Thrasher	\$270	Principal Consultant	Bob Quaid	\$270
Senior Project Manager		\$250	Project Manager	Priti Patel	\$210
Senior Project Analyst		\$150	Senior Analyst	Samantha Labitan	\$135
Analyst II		\$120	Analyst I		\$110



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