

**City of Needles
REQUEST FOR PROPOSALS
FOR A COMPREHENSIVE USER FEE STUDY**

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I. INTRODUCTION

A. General Information

Due: November 19, 2025

The City of Needles is extending a Request for Proposal ("RFP") to qualified firms for a Comprehensive User Fee Study.

The Comprehensive User Fee Study shall include a comprehensive cost of services report and an updated fee schedule, including calculation of fully burdened hourly rates for certain city positions.

A complete copy of this RFP and any amendments may be obtained by going to PlanetBids. All submittals must be submitted electronically via Planet Bids at the following link:

<https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214>

and submitted no later than 3:30 PM, November 19, 2025.

The proposals will be reviewed by the City Manager and the Finance Director. It is anticipated the selection of a firm will be approved by Council on December 9, 2025. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 14 days of approval.

Questions arising from the substance of this RFP must be submitted in PlanetBids no later than November 12, 2025. Questions may then be responded to by amendment in PlanetBids.

The City of Needles reserves the right to accept or reject any or all offers or parts thereto.

There is no expressed or implied obligation for the City of Needles to reimburse firms for any expenses incurred in preparing proposals in response to this request.

B. Background

Needles, California is located on the scenic Colorado River just across the bridge from Arizona, and near the tip of Nevada. Needles is the gateway to California. The fabled Route 66 (the "Mother Road") runs through downtown Needles.

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Needles is a city with a rich and colorful history, providing a satisfying, less hurried way of life, and a supportive business climate. From the frontier of the Old West to the frontier of the 21st century, Needles commands a strategic position in the evolution of California.

C. Terms of Engagement

The selected firm will be required to enter into a Professional Services Agreement with the City of Needles which includes the City's standard Terms and Conditions, including insurance requirements contained in Attachment 1.

Additionally, the selected firm will be required to obtain a Business License in the City of Needles.

D. Schedule of Events

Request for Proposal Issued/Published: November 5, 2025

Opening Date for Proposal: November 19, 2025

Dates listed below are tentative dates:

Proposed review of Proposals: November 19 – December 5, 2025

Proposed award of contract by City Council: December 9, 2025

Proposed contract effective date: December 23, 2025

E. Scope and Timeline

1. Scope - The following scope is required as part of the Comprehensive User Fee Study:
 - A Cost of Services analysis and report for various governmental services, including a calculation of both direct and indirect costs and fully burdened hourly rates; and,
 - An updated Fee Schedule, compliant with cost recovery levels identified in Chapter 8 Finance, Article III Fee and Service Charge Revenue/Cost Comparison System, of the Needles Municipal Code, as shown in Attachment 2.

The fees analyzed should include those City fees that are not subject to Proposition 218 or Proposition 26. The City's current schedule of fees and service charges is included in

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Attachment 3.

2. Timeline - A final copy of the Comprehensive User Fee Study must be received by the City of Needles on or before May 1, 2026. The proposed timeline is subject to change based on demand and/or workload but agreeable by both parties beforehand. The Consultant shall be available to meet with the City Council to present the Comprehensive User Fee Study, if required.

F. Project Tasks and Deliverables

Project tasks shall include, but are not necessarily limited to, those items noted below. If consultant feels that additional tasks are warranted, they must be clearly identified in the consultant proposal.

1. Meet and work with City staff to review the project scope, purpose, uses and goals of the Fee Study to ensure it is accurate, appropriate, and complete to meet the needs of the City. Review the project schedule and answer any questions pertaining to the successful development of the Fee Study.
2. Meet with department staff and conduct interviews as needed to gain an understanding of the City's processes, operations, and fees.
3. Conduct a comprehensive review of the City's existing fees using the existing Fee Schedule of service charges as a guide. Identify the total cost of providing each City service at the appropriate activity level and in a manner consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates, and charges by public entities including, but not limited to, Proposition 218 and Proposition 26.
4. Compare service costs with existing recovery levels and recommend appropriate fees and charges based on the consultant's analysis together with information for the City Council to consider when the appropriate subsidy percentage for those fees where full cost may be unrealistic. Recommended fees should be compliant with the cost recovery levels mandated in the Needles Municipal Code (Attachment 2).
5. Identify services for which the City is not currently charging, but could lawfully do so.
6. Identify any factors such as statutory limitations, market conditions or other policy and service considerations which could prevent the implementation of a fee structure based on recovery of costs.
7. Identify the full cost of providing each City service consistent with all applicable laws, statutes, rules, and regulations governing the collection of fees, rates and charges by

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public entities. Update all time estimates included in previous studies.

8. Prepare a report that identifies each and every fee and service charge and provide the methodology for arriving at it, if calculation is necessary. Include at a detail level the present fees, recommended fees, percentage change, cost recovery percentage, revenue impact, and fee comparisons with other small cities or cities in the region that are comparable to Needles.
9. Report on other matters that come to the Consultant's attention in the course of the evaluation that, in its professional opinion, the City should consider.
10. Provide revenue forecasting based on recommended fee levels.
11. The Consultant shall prepare a Draft Comprehensive Fee Study that will be reviewed and discussed with the City Manager and City Staff. Comments and concerns should be collected during the draft phase for inclusion in the final version of the Study. Any modifications are to be discussed and incorporated into the final version of the Study as requested.
12. Prepare a Final Master Fee Study report (including related schedules and cost documentation in an electronic format that can be edited and updated by City staff) and provide ten (10) bound copies of the Final Master Fee study report, one (1) unbound original and a single searchable digital file copy in PDF format to the City.
13. Attend the City Council Meeting(s), if requested, where the Final Master Fee Study is presented for ratification.
14. Prepare an Excel-based model and methodology for adjusting these fees for the next five years. Provide onsite training to City staff of no more than two hours on the methodology to update fees annually.
15. Consult with City staff should it become necessary to defend the City's Fees as a result of any legal or other challenge.

II. CONTACT INFORMATION

Key personnel, with offices located at 817 Third Street in Needles, California:

- Jill Taura, Interim Finance Director, (760) 326-5700 Ext 136, financedirector@cityofneedles.com
- Patrick Martinez, City Manager, (760) 326-2115 Ext 126, pmartinez@cityofneedles.com

Inquiries concerning the request for proposals and the subject of the request for proposals must be made in PlanetBids at the following link:

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<https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214>

III. QUALIFYING REQUIREMENTS

- A. **Relevant Experience** - The firms submitting proposals must have significant experience with the preparation of Comprehensive User Fee Studies with California local governments.
- B. **Non-Discrimination** - No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age, religion, disability, and genetics. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement and may result in ineligibility for further contracts. The Proposer shall at all times in the proposal and contract process comply with all applicable state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

IV. PROPOSAL REQUIREMENTS

A. **Overview**

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake a Comprehensive User Fee Study for the City of Needles in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

The technical proposal should address all the points outlined in the RFP. The proposal should be prepared simply, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

B. **Technical Proposal**

The following material is required by 3:30 p.m. PST on November 19, 2025 for a proposing firm to be considered. The Proposal shall include the following:

1. Title Page - Title page showing the RFP's subject; the firm's name; the name, address,

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email address, and telephone number of a contact person; and, the date of the proposal.

2. Transmittal Letter - A signed letter of transmittal briefly stating the proposing firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.
3. Detailed/Technical Proposal – Should include, at a minimum, the following:
 - Services to be provided
 - Detailed Work Plan
 - Firm's capacity to provide quality service
 - Firm qualifications and experience of the firm, including a list of the Project Team members
 - Demonstrate that firm is capable and will comply with all federal, state, and local requirements and regulations, and all other authorities having laws, rules, or regulations otherwise applicable to this project
 - All applicable licenses and certifications possessed by the firm.
 - Proposed Fees/Compensation: The proposal should include a schedule of professional fees; presented in the format encompassing all costs that support the total, all-inclusive price for the Comprehensive User Fee Study, including a not-to-exceed amount. It should include total cost and individual team member costs, for all the components detailed in this RFP.
 - Rates for Travel
4. Completed proposals should be uploaded to PlanetBids.com at the following link:

<https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214>

Failure to submit a proposal by the deadline will be cause for dismissal from consideration on this request for proposals.

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V. EVALUATION PROCEDURES

The City Manager and Finance Director will evaluate proposals submitted. All final selections are made solely by the City Council.

A. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals.

1. Mandatory Elements

- The firm has no conflict of interest with regard to any other work performed by the firm for the City of Needles.
- The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Requirements

- Expertise and Experience especially in preparing Comprehensive User Fee Studies for California Municipalities.
- The firm's past experience and performance on comparable engagements.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for consultation.
- Study approach describing how the firm intends to complete the Comprehensive User Fee Study.

3. Total Price of the Proposal

B. Final Selection

It is anticipated that proposed selection of a firm will be completed by December 5, 2023, with approval given by City Council on December 9, 2025. Following notification of the firm selected, it is expected the professional services contract will be executed between both parties within fourteen days of approval.

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C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Needles and the firm selected.

The City of Needles reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the request for proposal and to waive formalities.