



**INVITATION TO BID (ITB)**

**ITB 18-375**

**COST ALLOCATION STUDY**

**Invitation to Bid Due: September 21, 2018 @ 2:00pm EST.**

**Location:**

**City of Brookhaven City Hall**

**4362 Peachtree Road**

**Brookhaven, GA 30319**

**Deadline for Questions: September 14, 2018 at 5:00pm**

Questions must be directed to:

City of Brookhaven via e-mail: [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov)

Questions will only be accepted via email to ensure the same information is given to everyone. A questions addendum will be issued shortly after the deadline and posted on the City's Purchasing Page.

Instructions to Proposers

All spaced below are to be completed and the Invitation to Bid Letter page must be signed where indicated. Failure to sign and return Invitation to Bid Letter may cause rejection of the Invitation to Bid.

Invitation to Bid of:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Submit Invitation to Bid (ITB) to:

City of Brookhaven Purchasing Office

4362 Peachtree Road Brookhaven, GA 30319

**Invitation to Bid (ITB) shall be presented in a sealed opaque envelope with the bid number and name ITB 18-375 Cost Allocation Study clearly marked on the outside of the envelope. The name of the company or firm submitting a bid should also be clearly marked on the outside of the envelope. ONE (1) ORIGINAL PAPER COPY AND ONE DISK/FLASH DRIVE OF THE BID MUST BE SUBMITTED.**

## **SCOPE OF SERVICES**

The Consultant shall provide the necessary machinery, tools, apparatus, other means and all materials and labor specified in the ITB Documents or as necessary to complete the City of Brookhaven Project Cost Allocation Study.

Unless otherwise directed, all work performed shall be in accordance with the Scope of Services attached. All materials used in the process of completion of the work included in the scope of work will be furnished from consultant awarded the contract.

There are no materials or equipment provided by the City of Brookhaven as part of this Contract.

### **Substantial Completion**

Substantial Completion shall mean that stage in the progression of the Work when the Work is sufficiently complete in accordance with this Contract that the City can enjoy beneficial use and occupancy of the Work and can utilize the Work for its intended purpose. Partial use or occupancy of the Project shall not result in the Project being deemed substantially complete, and such partial use or occupancy shall not be evidence of Substantial Completion.

### **Time is of the Essence**

All limitations of time set forth in the Contract Documents are of the essence of this Contract.

### **Project Scope**

The consultant shall conduct a comprehensive review of the City's fee and rate structure with the goal of establishing a consistent and objectively based fee and rate structure meeting the needs of the City and residents. The fee and rate system shall comply with all applicable laws and regulations and will be compatible with the City's financial system.

### **I. Mandatory Project Specifications: FULL COST ALLOCATION STUDY**

Project tasks shall include, but are not necessarily limited to the following:

- A. Work and meet with City staff to define and refine the project scope, purpose, uses, and goals of the City's Cost Allocation Plan to ensure it is accurate and appropriate to the City's needs.
- B. Meet with various departmental staff to conduct interviews as needed to gain an understanding of the City's practices and operations.
- C. Develop a Full Cost Allocation Plan that:
  - Establishes a full cost allocation methodology for specific administrative overhead costs that will properly reimburse the City's General Fund and estimate the anticipated reimbursements to the General Fund and Capital Costs.

- Allows for additions, revisions, or removal of direct and indirect costs so the Cost Allocation Plan can be easily adapted to a range of activities both simple and complex.
  - Provides the ability to continuously update the plan from year to year to accommodate organizational changes.
- D. Assist the Finance Department in presenting the draft Cost Allocation Plan to selected City staff and the City Council. It is expected that comments and concerns will be collected during the draft presentation phase for inclusion in a final Cost Allocation Plan and model.
- E. Provide the City with one unbound original copy of the final Cost Allocation Plan; as well as an electronic copy of the final version, including related schedules and cost documentation in Excel format so it can be updated and/or edited by City staff.

## **II. Desirable Project Specifications: FULL COST ALLOCATION STUDY**

### ***OMB Circular A-87 Cost Allocation Study***

The City currently does not have an OMB Circular A-87 Intergovernmental Cost Recovery Plan in place. Therefore, it would be desirable, as a *supplemental* part of the Cost Allocation Study proposal, for qualified bidders to provide the following:

- A. A methodology appropriate for the calculation and allocation of an overhead cost rate complying with OMB Circular A-87.
- B. A study of each program with overhead costs that are borne in whole or in part by the General Fund and that can receive overhead cost reimbursement from State or Federal governments and/or other sources.

## **III. Mandatory Project Specifications: COMPREHENSIVE USER FEE AND RATE STUDY**

Project tasks shall include, but are not necessarily limited to the following:

- A. Conduct a review of the current Comprehensive Fee Schedule and rate structures for all departments to determine whether the current schedule in place is consistent, objective, and encompasses all areas where fees could be charged.
- B. Meet with staff and conduct interviews where appropriate to gain an understanding of the City's practices and operations.
- C. Compare service costs with existing recovery levels; identify and report on all current fee and rate levels that are lower than total cost recovery, and determine the necessary and appropriate rate of recovery for all fees by type of fee.

- D. Survey comparable cities in Georgia as well as neighboring cities; recommend adjustments to current fee levels and/or propose new fees based on the surveys as well as on the consultant's expertise.
- E. Prepare a draft Comprehensive User Fee and Rate Study and assist the Finance Department in presenting it to selected City staff and the City Council. It is expected that comments and concerns will be collected during the draft phase for inclusion in a final version of the fee and rate study.
- F. Provide the City with fifteen bound and one unbound copy of the final Comprehensive User Fee and Rate Study; as well as an electronic copy of the final version, including related schedules and cost documentation in Excel format.

A. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

B. Fee Proposal

Provide a fixed, not-to-exceed price, including associated fees (i.e., printing costs, attendance at meetings, etc.) for each mandatory item and desirable project specifications. A project budget for each study shall be defined by task with a collective total by milestone and deliverables. **Please include fee proposal in a separate sealed and labeled envelope and a separate labeled attachment in the electronic copy.** All costs and information about costs must be separate from the proposal itself.

## COST

Total Base Bid Amount: \_\_\_\_\_

Total Base Bid Amount in Words: \_\_\_\_\_

Additional Cost: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

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

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**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Service Provider(s) Name: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify\* in accordance with the applicable provisions and deadlines.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Brookhaven within five (5) business days after any subcontractor(s) is/are retained to perform such service.

\_\_\_\_\_  
E Verify  
TM Company Identification Number Date of Authorization

\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Name of Person or Entity)

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of  
Authorized Officer or Agent

**SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE**

\_\_\_\_ DAY OF \_\_\_\_\_,  
201\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
[NOTARY SEAL]

\*or any subsequent replacement operated by the United States Department of Home Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-60.

## **DRUG FREE WORKPLACE**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor’s employees during the performance of the Contract; and
- (2) Each Contractor who hires a Subcontractor to work in a drug-free workplace shall secure from that Subcontractor the following written certification:

“As part of the subcontracting agreement with \_\_\_\_\_  
(Contractor), \_\_\_\_\_ (Subcontractor) certifies to the Contractor that a drug free workplace will be provided for the Subcontractor’s employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-03.”

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Company Name

\_\_\_\_\_

\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Contractor Signature)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_