

**RFP No. 25-C3106**

**City of Kenmore Development Services Fee Study**

**Questions and Answers**

**Last updated: 3/25/2025**

Q1: The RFP references an "estimated budget of \$35,000." Can the City provide information regarding the source of, and background for the amount you have budgeted for this study.

A1: The estimated cost for this project was determined based on the previous fee study, factoring in inflation, population growth, changes in services, and the overall time (hours) estimated to complete the project.

Q2: INSURANCE AND INDEMNIFICATION REQUIREMENTS: *"The selected Firm shall maintain insurance that is sufficient to protect the Firm's business against all applicable risks, as set forth in the City's Standard contract (available upon request)."*

**- Can you please provide a copy of the City's Standard contract and confirm the specific insurance requirements for this project?**

**- Can you please confirm the indemnification requirements for this project?**

A2: The contract template will be attached to the RFP webpage. Details on insurance requirements can be found in Section 7 of the contract template. Details on indemnification can be found in Section 6 of the contract template.

Q3: QUALIFICATIONS: *"The City supports diversity, equity, inclusion, and accessibility (DEIA) and encourages applications from diverse Firms. The project will require the Firm to have the following qualifications:*

- *A minimum of five (5) years of experience conducting municipal fee studies.*
- *Demonstrated expertise in cost recovery analysis and municipal financial policies.*
- *Experience working with local government agencies, preferably with cities of a similar size.*
- *Knowledge of relevant Washington state and local regulations governing municipal fees.*
- *Strong analytical, communication, and stakeholder engagement skills.*
- *Ability to provide a comprehensive final report with actionable recommendations"*

**- Will the city consider experience conducting rate and fee studies for federal entities equivalent to "municipal fee studies"?**

**- Will any weighting or additional points be applied for diverse firms in the evaluation process?  
If so, how does the City define "diverse"?**

A3: The City wholeheartedly supports Diversity, Equity, Inclusion, and Accessibility (DEIA), and encourages applications from diverse firms. Scoring for this RFP is per the *Evaluation Criteria and Process* section of the RFP (see page 4). For more information on what DEIA is and means to the City of Kenmore, visit our website at:

<https://www.kenmorewa.gov/government/departments/human-resources/diversity-equity-and-inclusion>.