

**CITY OF MILLBRAE
REQUEST FOR PROPOSALS (RFP)**

- **CITY COST ALLOCATION PLAN STUDY**
- **COMPREHENSIVE COST OF SERVICES STUDY AND DEVELOPMENT OF CITY MASTER FEE SCHEDULE (SERVICE AND FEE SCHEDULE)**
- **REVENUE ENHANCEMENT STUDY**

**NOTIFICATION OF CORRECTION OF DEADLINE FOR WRITTEN RESPONSES
TO RFP**

DEADLINE CORRECTED TO FRIDAY, OCTOBER 19, 2018 AT 4:00 PM

On September 20, 2018, the City of Millbrae (“City”) released an RFP seeking proposals from qualified consultants to conduct the following three studies/tasks/services referred to in the RFP as Project(s):

- Project 1: City Cost Allocation Plan Study: Develop an accurate and appropriate calculation of overhead costs in order to allocate administrative or related services provided by the General Fund to other funds.
- Project 2: Comprehensive Cost of Services Study and Development of City Master Fee Schedule (currently referred to by City as Service and Fee Schedule): Calculate the cost of service delivery where the recipient of a service can be directly identified resulting in a well-documented and defensible cost of service plan and the development a City Master Fee Schedule / Service and Fee Schedule which reflects these costs (or recommendation for City subsidy to reduce costs where appropriate) in the form of billable rates for services.
- Project 3: Revenue Enhancement Study to identify potential sources of revenue as well as mechanisms to increase existing revenue sources or streamline revenue collection.

That RFP provided a deadline of October 20, 2018 at 4:00 pm to submit written proposals.

The City has corrected this deadline to Friday, October 19, 2018 at 4:00 pm to submit written proposals.

The RFP and associated materials can be found at the City’s website at <https://www.ci.millbrae.ca.us/home/showdocument?id=18581>

Other than a request for clarification of the deadline, the City received no questions regarding this RFP in advance of the deadline for written questions.

Consultants interested in submitting a proposal are responsible for checking this site regularly for updates.