



Adelanto Elementary School District

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Superintendent
Dr. Amy Nguyen-Hernandez

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June 8, 2018

To Whom It May Concern:

Attached please find a Request for Proposal for a Developer Fee Justification Study and School Facility Needs Analysis for Adelanto Elementary School District.

We look forward to receiving your proposal.

Sincerely,

A handwritten signature in blue ink that reads "Lori McMillen".

Lori McMillen

Purchasing/Accounting Technician
Adelanto Elementary School District



**Adelanto Elementary School District
Request for Proposal for Professional Services
Developer Fee Justification Study/School Facility Needs Analysis**

Adelanto Elementary School District, a K-8 school district with an enrollment of 8,400 students at fourteen school sites, is requesting proposals for professional services for a Developer Fee Justification Study. The preparation of a Developer Fee Justification Study is required by the District to serve as a basis for justifying Level 1 fees, pursuant to Education Code Section 17620 and Government Code Section 65995, to be levied on new residential construction and on new commercial/industrial construction. The preparation of a School Facility Needs Analysis (SFNA) is also required for determination of Level 2 Developer Fees in accordance with Government Code 65995.5 and 65995.6

Background Information:

The District last raised its developer impact fee rates in 2017. Rates are currently set at \$3.39 per square foot for residential, 38 cents a square foot for commercial.

The District's enrollment has remained steady for the last few years. The District's most recent study projects continued enrollment to increase.

Form of Proposal:

The proposal for services should include:

- Statement of firm qualifications, including experience performing fee justification studies and facility needs analysis for school districts.
- Experience and qualifications of staff who will be assigned to the project
- Estimated fees, including hourly rates and estimated total fees
- Proposed work schedule
- Names of references from similar school districts

Timelines:

Deadline for submission of the proposal is July 9, 2018. Please send two (2) hard copies and one electronic copy to the email listed below.

The Board of Education plans to award the contract at or before its August 14, 2018 Board Meeting.

Additional Information:

If you have questions regarding this RFP, or if you need additional materials to complete your proposal, please contact Lori McMillen, Purchasing/Accounting Technician, at 760-246-8691 x10202 or lori_mcmillen@aesd.net