

# LADBS FEE STUDY PRE-PROPOSAL CONFERENCE

June 26, 2008, 2:00 PM  
LADBS 10<sup>th</sup> Floor Conference Room 1030

## Attendees

**Contractors:** Erica Passavanti, The Moote Group  
Courtney Ramos, Matrix Consulting Group  
Tom Lighthouse, Valley Facilities Mgmt, Corp.  
Eric Johnson, Revenue & Cost Specialists  
Eduardo Iglesias/Greta Davis, Maximus  
James M. Guerrn, Willda  
Ken Shakoori, Brown Armstrong Cpas

**LADBS:** Julie Duncan, Chief of GABS  
Grace Harper, Inspection Bureau Chief  
Hector Buitrago, Code Enforcement Bureau Chief  
Bob Steinbach, Inspection Asst. Bureau Chief  
Lincoln Lee, Sr. Structural Engineer  
Colin Kumbe, Sr. Structural Engineer  
Lan Banh, Sr. Management Analyst  
Paul Rill, Contract Administrator  
Ruth Frank, Sr. Clerk Typist

## Questions

**Question:** Please list the 20 types of Permits as referred to in Section 1.

**Answer:** Refer to LAMC Section 91.107 (Fees).

**Question:** Do you have "target" jurisdictions that would be considered comparable per Task 3, given the size and structure of your Department?

**Answer:** These will be pre-approved by LADBS for the successful proposer.

**Question:** Insurance Requirements. Even though Errors & Omissions Insurance is available to us...it is expensive and is a cost that is passed on to you as the Client. This RFP is not a design project or an audit project. It is basically a study. Our underwriter believes that E & O Insurance is not applicable to this project. Would the Department waive the E & O requirement?

**Answer:** Please note that Errors & Omissions (Professional Liability) was not required per Insurance Requirements (Attachment 2).

**Question:** Will you distribute the list of Proposer Conference attendees?

**Answer:** Yes, it will be posted on the Building and Safety's Internet website after the pre-proposal conference.

**Question:** Can a copy of the City's Cost Allocation Plan be e-mailed?

**Answer:** The City's Cost Allocation Plan will be provided to the successful proposer.

**Question:** For quotation value, would the Department provide an estimate of Meetings, Hearings, etc associated with Task 5?

**Answer:** The amount of meetings is currently undetermined and will be based upon need.

**Question:** Approximately how many fees will be evaluated?

**Answer:** Please refer to "List of Enterprise Fund Fees to be Studied" (Attachment 18).

**Question:** When were the fees last updated?

**Answer:** They are updated as needed.

**Question:** Who was the Consultant who provided these services in the past?

**Answer:** Fees are developed by LADBS staff based in part on code requirements, knowledge of the work to be done, and the cost associated with the staff that is expected to do the work. New or revised fees are reviewed by the Chief Administrative Office, City Attorney's Office, Chief Legislative Office, and presented to various City Council Committees (as appropriate) in an open meeting and then voted finally on by the full City Council and approved or vetoed by the Mayor.

**Question:** My firm is about to commence work on a fee study for another City department. Does my company have to perform the Good Faith Effort process again since the scope of work is similar?

**Answer:** Yes. The Good Faith Effort must be performed for LADBS' specific scope of work and not for another City department's scope of work.

**Question:** When and where can we advertise?

**Answer:** Please refer to Attachment 4 - Advertisement.

**Question:** Does it have to be a local paper?

**Answer:** There are no limitations or requirements as to the location.

**Question:** Does the verbiage in the advertisement have to be specific?

**Answer:** No. Deliverable must consist of a final report and related software. However, instructions on what to include in the advertisement should be followed (Refer to Attachment 4, Indicator 4 – Advertisement). Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.

**Question:** Are there requirements for the MBE? If so, is there a list?

**Answer:** Yes. The certification agencies are listed in Attachment 4 (Page 3) of the RFP.

**Question:** Where can I get a list of questions?

**Answer:** All questions and responses will be posted on <http://lacity.org/ladbs/>.

**Question:** Do you want the software for the Automatic Fee Calculator?

**Answer:** Refer to Section 4 - Scope of Work, Task 4.4 - Automatic Fee Calculator. Deliverables must consist of a final report and related software.

**Question:** Could we get a copy of the budget allocated to each Bureau?

**Answer:** Budget information will be provided to the successful proposer.