



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

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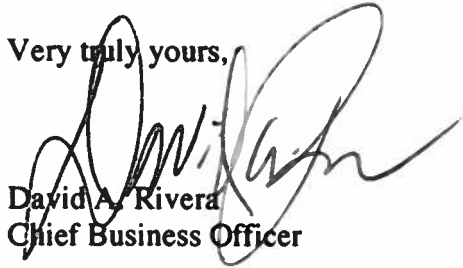
September 23, 2013

To Whom It May Concern:

Attached please find a Request for Proposal for a Developer Fee Justification Study for Covina-Valley Unified School District.

We look forward to receiving your proposal.

Very truly yours,



David A. Rivera
Chief Business Officer

DAR:vb

Attachment

**Covina-Valley Unified School District
Request for Proposal for Professional Services
Developer Fee Justification Study**

Covina-Valley Unified School District, a K-12 school district with an enrollment of 12,500 students at nineteen 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 the basis for justifying the adoption of 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.

Background Information:

The District last raised its developer impact fees rates in 2009. Rates currently are set at \$2.97 per square foot residential, 47 cents a square foot commercial.

The District's enrollment peaked in the 2005-06 school year at 15,308 and has declined each year since. The District's most recent study projects continued enrollment decline.

Form of Proposal:

The proposal for services should include:

- Statement of firm qualifications, including experience performing fee justification studies 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 October 18, 2013. Please send two hard copies and one electronic copy to the email listed below.

The Board of Education plans to award the contract at or before its November 18th meeting.

Additional Information:

If you have questions regarding this RFP, or if you need additional materials to complete your proposal, please contact David Rivera, Chief Business Officer, at 626-974-7600 x2120 or drivera@cvusd.k12.ca.us.