



August 23, 2024

Via Mail

Kim Nutt, Housing Program Supervisor
 CITY OF MERCED
 678 W. 18th Street
 Merced, CA 95349

COST PROPOSAL — COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAMS

This letter presents our cost proposal to accompany RSG's response to the Request for Proposals released on August 2, 2024.

Fee Estimate

Con Plan: RSG estimates that the services will be on a time-and-materials basis with a not-to-exceed fee of \$79,950.

Update of Housing Division's Policies and Procedures: RSG estimates that the services will be on a time-and-materials basis with a not-to-exceed fee of \$14,115.

Additional services will be performed on a time-and-materials basis subject to notification to proceed. A breakdown of our cost estimate is provided in the following table. Note that RSG's budget assumes that we would meet with City staff at least once a month to discuss status, feedback, and pending questions.

**CITY OF MERCED
 FY 2025-2026 CONSOLIDATED PLAN**

| | Principal \$275 | Director \$275 | Sr. Associate \$200 | Associate \$185 | Analyst \$135 | Total |
|--|--------------------|-------------------|---------------------------|--------------------|------------------|-----------------|
| Community Outreach & Citizen Participation | | | | | | |
| Citizen Participation Plan | 1 | 2 | 1 | 5 | 0 | \$1,950 |
| Community Survey (multi-lingual, English, Spanish, Hmong) | 1 | 3 | 0 | 5 | 3 | \$2,430 |
| Stakeholder Engagement (2 stakeholder meetings - in person/hybrid TBD) | 1 | 3 | 16 | 16 | 5 | \$7,935 |
| Stakeholder Survey (multi-lingual, English, Spanish, Hmong) | 1 | 3 | 0 | 5 | 3 | \$2,430 |
| Community Workshops (3 In-person) | 2 | 5 | 24 | 24 | 10 | \$12,515 |
| Preparation of Consolidated Plan | | | | | | |
| City Council Meetings (2) | 3 | 6 | 16 | 16 | 10 | \$9,985 |
| 2 Additional Meetings (Housing Authority & Collaborative) | 3 | 6 | 16 | 16 | 2 | \$8,905 |
| Resource Binder | 1 | 1 | 1 | 3 | 6 | \$2,115 |
| Update of AFH | 2 | 8 | 8 | 15 | 0 | \$7,125 |
| Resource Binder (AFH) | 1 | 1 | 1 | 3 | 6 | \$2,115 |
| FY 2025-26 Annual Plan | | | | | | |
| Total | 23 | 63 | 98 | 140 | 80 | \$79,950 |
| | \$6,325 | \$17,325 | \$19,600 | \$25,800 | \$10,800 | \$79,950 |
| Updates to Housing Division Policies and Procedures | | | | | | |
| Review of current policies/procedures | 1 | 3 | 3 | 10 | 5 | \$4,225 |
| Coordination Meetings (4) | 0 | 4 | 4 | 4 | 0 | \$2,640 |
| Updated Policies/Procedures Document | 1 | 3 | 3 | 30 | 0 | \$7,250 |
| | 2 | 10 | 10 | 44 | 5 | \$14,115 |
| TOTAL | | | | | | \$94,065 |

Fee Schedule

Our firm's current fee schedule for 2024 can be found in the table below:

| | |
|-----------------------|---------------|
| Principal/Director | \$ 275 |
| Senior Associate | \$ 200 |
| Associate | \$ 185 |
| Senior Analyst | \$ 150 |
| Analyst | \$ 135 |
| Research Assistant | \$ 125 |
| Technician | \$ 100 |
| Clerical | \$ 60 |
| Reimbursable Expenses | Cost plus 10% |

RSG does not charge clients for travel or mileage (except direct costs related to field work/surveys), parking, standard telephone/fax expenses, general postage, or incidental copies. However, we do charge for messenger services and overnight shipping/express mail costs. We also charge for copies of reports, documents, notices, and support material more than five (5) copies. We bill reimbursable costs at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended and the hourly rate.

We appreciate the opportunity to submit this proposal to the City. If you have any questions, please do not hesitate to contact me at 714.316.2111 or tmatthews@rsgsolutions.com.

Sincerely,
RSG, Inc.


Tara Matthews, Principal