

4.0 COST STRUCTURE PROPOSAL

COST PROPOSAL:

The Proposed Firm Fixed Fees are to be provided in the manner described herein and submitted in a **separate sealed envelope ONLY. Do not include the cost proposal in the proposal copy or electronic proposal copy.**

This section shall include the cost for requested Work outlined in the Scope of Work. Proposed Firm Fixed Fees (Fees) shall be a firm fixed fee based on the Work to be provided. The Fees shall be all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the County unless there is a change in the Work or additional Work is authorized in writing by the County. Any additional Work must be billed at an hourly rate based on the company's proposed fee schedule.

Proposed Firm Fixed Fees shall include a proposed cost schedule for each anticipated phase of the project, including:

- labor (i.e., training, etc.);
- materials, supplies, software (i.e., mapping);
- travel; and
- any other costs and charges.

All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.



Signature of Authorized Agent

Paul Mitchell, Owner

Printed Name and Title of Authorized Agent

April 30, 2021

Date

Cost Proposal

The costs for this redistricting project include several fixed elements, with a total cost for our service. However, there are some costs that are elective, based on the will of the staff and Board of Supervisors.

Consultants and staff each have billable costs based on their experience and the value they bring to this project.

	Hourly Rate	On-Site Day Rate
Paul Mitchell	\$375	\$4,500
Tyler Vick	\$210	\$4,250
Charla Skaggs	\$220	\$4,250
Alex Brasch	\$145	\$3,500
Chris Chaffee	\$250	\$3,000
Sophia Garcia	\$185	\$2,220
Kimi Shigetani	\$185	\$2,220

The full budget for this redistricting proposal is based on the different needs within the redistricting process. The total cost reflects all elements, but acceptance of this proposal does not bind the county to each part of the cost proposal – elements that are not needed can be removed without impacting the pricing of the remaining elements.

For each section there is a consultant assigned as the principal leading this part of the effort. However, multiple staff will support, so there is not a one-to-one relationship to the hourly or on- site day rate of that consultant to the cost of completing each set of deliverables.

The cost for the services offered below is \$92,000. This price includes all services listed in the table below, with the exception of outreach services, legal services, and the online public mapping option.

Services offered in RFP	Description	Cost
Kickoff Meeting with County Staff	Redistricting Partner staff and County Staff to review timeline, public outreach dates and needs, community outreach and website requirements. Anticipated to be a remote meeting.	Included in proposal for not to exceed cost of \$92,000
Board Meetings	Five Board Meetings – Board training & three to four Board Meetings as required under Fair Maps Act (four if necessary for final vote). Anticipated to include remote presentations with some staff in person when appropriate.	Included in proposal for not to exceed cost of \$92,000
Public Meetings	Four Public Outreach meetings, includes training on mapping tools and basic premises of redistricting process. Anticipated to be a mix of remote and in person.	Four meetings included in proposal for not to exceed cost of \$92,000 Additional Remote Meeting Cost: \$1,500 each Additional In-Person Meeting Cost: \$3,500 each
RAC Training	Trainings for Redistricting Advisory Committee by subject matter experts.	Included in proposal for not to exceed cost of \$92,000
Monthly Project Meetings with County Staff	Meetings as needed with County Staff. Anticipated to be remote meetings.	Included in proposal for not to exceed cost of \$92,000
Project Options	Description	Cost
Outreach Services	Communications to assist the County with outreach, translations services, drafting of communications and other services as needed.	\$25,000
Online Mapping Tool Options	Description	Cost
DistrictR	Online tool for RAC, Board, staff and public. Includes training.	\$8,000
District Scenario Modeler	Online tool for RAC, Board, staff and public. Includes training.	\$3,000

Total Amount for Primary Scope of Work: \$92,000