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January 30, 2019

Robert Johnson
City Manager
City of San Jacinto – City Manager’s Department
595 S. San Jacinto Avenue
San Jacinto, CA 92583

**RE: REVISED PHASE I PROPOSAL FOR THE POLICE SERVICES JOINT POWERS AUTHORITY
FEASIBILITY ASSESSMENT**

Dear Robert Johnson:

In response to your written request and follow-up phone calls, Citygate is pleased to submit this summary proposal to begin incremental assessment work on the envisioned multi-city police services Joint Powers Authority (JPA).

PROJECT METHODS

As requested, Citygate’s team will:

- ◆ Review the Matrix report with an emphasis on assessing if the Matrix study methodology and data uses appear feasible and to best practice expectations for field and headquarters operations.
- ◆ Obtain current workload data for the policing areas and compare them to the Matrix study assumptions that would have driven field and headquarters staffing needs.
- ◆ Peer review the Matrix study fiscal assumptions and results.
- ◆ Peer review the Matrix study start-up costs and determine if they include all feasible issues.
- ◆ Conduct a gap analysis of any noted deficiencies in the Matrix study results and recommendations.
- ◆ Prepare an executive-summary-level written report and PowerPoint briefing of the results of Citygate’s assessment and recommended next study and/or implementation steps for the partners to consider.

- ◆ On-site meetings will include:
 - One meeting with the JPA project administrative committee from each of the cities involved.
 - Up to six separate meetings for individual city council briefings.

Project Duration

This task will take approximately three months to complete. The assessment will take one month. The administrative committee briefing will occur in the second month. As and if needed, city council briefings can be completed in the second and third months.

PROJECT FEES

Our charges are based on actual time spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. Our travel, as needed for out-of-area consultants, is budgeted at Southwest Airline's full fares and average local hotel rates. If advanced planning allows, then lower fares will be used. In either event, the partners only pay the actual out-of-pocket expenses.

We will undertake this study for a not-to-exceed total cost based on our proposed project Work Plan and schedule as presented in the following table. Any additional work outside the Work Plan described in this proposal, as mutually agreed to in writing as a change order, will be billed at the hourly rate of the respective consultant(s), including any reimbursable expenses plus a five percent administrative fee.

Project Cost Summary

Consulting Fees of Project Team	Reimbursable Expenses	Administration (5% of Hourly Fees)	Total Citygate Project Amount
\$53,520	\$9,967	\$2,676	\$66,163

This cost proposal reflects our best effort to be responsive to the partner's needs for this project, as we understand them, at a reasonable cost. If our proposed scope of work and/or cost is not in alignment with the partners' needs or expectations, we are open to discussing modifications to our proposed scope of work and associated costs.

The price quoted is effective for 45 days from the date of receipt of this proposal and includes the written product deliverables as identified in our project Work Plan.

Standard Hourly Billing Rates

Classification	Rate	Consultant
Citygate President	\$225 per hour	David DeRoos
Public Safety Principal, JPA Feasibility Specialist, and Project Manager	\$250 per hour	Stewart Gary
Police Services Principal	\$210 per hour	Jim Davis
Police Services Senior Associate	\$195 per hour	Gary Elliot
City Management Specialist	\$195 per hour	Jane Chambers
Fiscal Specialist	\$195 per hour	Andy Green
Statistical, GIS, and Operational Analysis Associate	\$175 per hour	Eric Lind
Report Project Administrator	\$125 per hour	Chad Jackson
Administrative Support	\$95 per hour	Various

Billing Schedule

We will bill monthly for time, reimbursable expenses incurred at actual costs (travel), plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. Once we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment via ACH Transfer, if available.

We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to be used to offset our start-up costs. This advance would be credited to our last invoice.

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Citygate's team of specialists would be honored to be of service to the partners' police services JPA assessment. As President of the firm, I am authorized to execute a binding contract on behalf of Citygate Associates, LLC. Please feel free to contact me at our headquarters office, located in Folsom, California, at (916) 458-5100, extension 101, or via email at dderoos@citygateassociates.com if you wish further information.

Sincerely,



David C. DeRoos, MPA, CMC, President

cc: Project Team