



## COST PROPOSAL

**SAN MATEO LAFCO MUNICIPAL SERVICE REVIEW FOR:**

THE CITY OF EAST PALO ALTO  
EAST PALO ALTO SANITARY DISTRICT  
WEST BAY SANITARY DISTRICT

**SOLICITATION #LAFCo 2021-001**

PREPARED BY BERKSON ASSOCIATES  
IN ASSOCIATION WITH POLICY CONSULTING ASSOCIATES, LLC  
MARCH 12, 2021



**Table 1: Berkson Associates and PCA Budget Proposal**

**MSR FOR THE CITY OF EAST PALO ALTO, EAST PALO ALTO SANITARY DISTRICT, AND WEST BAY SANITARY DISTRICT**

Milestone	Total Cost	Berkson Associates	Subconsultant (PCA)		Travel and Print Costs
		Principal Hours	Principal Hours	Researcher Hrs	
<b>Task 1: Project Initiation</b>					
Initial Issues Review	\$2,490	6	6	3	\$0
Kickoff Meeting	\$2,020	4	6	3	\$0
<b>Task 2: Data Collection and Review</b>					
Coordination with Stakeholders	\$1,560	4	4	0	\$0
Website and document review	\$2,880	8	0	20	\$0
Develop Initial Request for Information (RFI)	\$2,230	6	4	4	\$0
Phone Interviews and RFI followup	\$2,960	6	10	0	\$0
Analysis and drafting of agency chapters	\$46,650	40	200	125	\$0
Drafting of determinations	\$3,740	8	12	0	\$0
<b>Task 3: Report Preparation</b>					
Review and analysis of financing options	\$8,290	30	8	0	\$0
Evaluation of governance options	\$6,420	12	20	10	\$0
Follow-up with agencies	\$2,640	6	6	6	\$0
Report revisions	\$2,640	6	6	6	\$0
<b>Task 4: Administrative Draft MSR</b>					
Coordination with LAFCO	\$1,560	4	4	0	\$0
Address agency corrections	\$5,480	8	20	10	\$0
Drafting of overview/comparative analysis	\$9,385	6	45	20	\$0
Finalize Admin draft MSR for LAFCO	\$5,880	12	12	12	\$600
<b>Task 5: Public Review Draft MSR</b>					
Address LAFCO comments in the MSR	\$4,980	8	20	0	\$0
Finalize public review draft MSR	\$4,500	10	10	0	\$600
Presentation at LAFCO meeting #1	\$4,400	10	10	0	\$500
<b>Task 6: Final MSR</b>					
Address public and Commission comments	\$4,510	6	20	0	\$0
Presentation at LAFCO meeting #2	\$1,900	2	6	0	\$500
Compile final version of the MSR	\$2,360	4	4	4	\$600
<b>Total Hours</b>	<b>862</b>	<b>206</b>	<b>433</b>	<b>223</b>	
<b>Billing Rate</b>		\$235	\$155	\$50	
<b>Total Cost</b>	<b>\$129,475</b>	<b>\$48,410</b>	<b>\$67,115</b>	<b>\$11,150</b>	<b>\$2,800</b>

Notes to budget proposal:

- (1) Budget and scope provide for two LAFCO hearings.
- (2) Allocation of hours by task is estimated; actual distribution by task will depend on project requirements.
- (3) Budget includes 3 unbound copies and 7 bound copies of Admin. Draft, Public Review Draft, and Final MSR.

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