

**ADVERTISEMENT**

**TOWN OF BERLIN  
REQUEST FOR PROPOSALS**

**RFP # 2025-07**

**Development Impact and General Fees Review and Update**

**Due Date: Friday, September 12, 2025**

**Time: 3:00 P.M. EDT**

The Town of Berlin is seeking Proposals for Consulting Services to review and update the Development Impact and General Fees of the Town. Qualified firms are encouraged to visit the Town of Berlin website at [www.berlinmd.gov/government/request-for-proposals/](http://www.berlinmd.gov/government/request-for-proposals/) for the official RFP.

Sealed proposals will be accepted until 3:00 PM on Friday, September 12, 2025. EEO.

**TOWN OF BERLIN  
REQUEST FOR PROPOSALS**

Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for:

**RFP # 2025-07**

**Development Impact and General Fees Review and Update**

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

**Date: Friday, September 12, 2025**

**Time: 3:00 P.M. EDT**

**Deliver submittals to:**

Mary Bohlen, Town Administrator

Town of Berlin

10 William St.

Berlin, MD. 21811

Attn: RFP # 2025-07

The Town of Berlin is seeking Proposals for consulting services for the review and update of the Development Impact Fees and General Fees of the Town.

**GENERAL INFORMATION**

**NOTICE:** Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for consulting services to review and update the Town's Development Impact and General Fees by filing with the Town at the above date/time and at the above location.

**ABOUT BERLIN:** Berlin is a small town of about 5,000 residents on Maryland's Eastern Shore, governed by a Strong Mayor system and operating on a July–June fiscal year. The Town provides services including police, public works, parks, utilities (water, wastewater, electric, stormwater), economic development, planning, code enforcement, contracted engineering, and general administration. It is supported by various boards and commissions, such as the Planning Commission, Historic District Commission, and Board of Appeals.

Originally part of the 1677 Burley Plantation, Berlin developed along what is now Main Street—once a Native American path and later the Philadelphia Post Road. Incorporated in 1868, Berlin has preserved its historic charm through community-led restoration and development efforts.

Today, Berlin features tree-lined streets, a Victorian town center, historic homes, and a museum, attracting both residents and tourists. Located less than ten miles from Ocean City and Assateague Island and within a short drive from several major cities, Berlin serves as both a destination and a popular day trip location.

**PURPOSE/BACKGROUND:** The Town of Berlin, Maryland (the “Town”) is seeking qualified consulting services to conduct a review and update of its Development Impact Fees and General Fees, as well as the development of a written policy regarding expenditure of collected Development Impact Fees.

The objective of this engagement is to support the Town’s move toward a transparent, fair, and defensible cost-recovery model that more accurately reflects the actual costs associated with service delivery. The selected consultant will evaluate the current fee structures, benchmark them against best practices and peer communities, and provide recommendations that ensure the fee schedule is equitable, financially sustainable, and legally defensible.

Deliverables will include a detailed analysis of the existing fee structure, stakeholder engagement as needed, and a final report with recommendations for adjustments to the current fee schedule, along with implementation guidance.

The successful proposer will provide these services to the Town as described further throughout this document.

**PROJECT DESCRIPTION:** The purpose of this RFP is to identify and select a qualified consultant with demonstrated expertise in analyzing and developing Development Impact Fees and General Fee Schedules. The selected consultant must utilize sound analytical practices and provide recommendations that align with the specific needs and goals of the Town of Berlin. This project will not encompass all fees currently charged by the Town; specifically, it will exclude fees and rates related to public utility usage, real property or commercial taxes, and certain other unrelated fee categories.

Development Impact Fees are intended to shift the financial burden of infrastructure improvements from existing taxpayers to new development, ensuring that growth pays for itself. For the purpose of this RFP, “General Fees” refers to those fees as listed on the [General Fee Schedule](#), which can be found on the Town’s Website. Such fees are applied exclusively to individuals or entities utilizing specified municipal services or subject to certain licenses or permits and are designed to ensure that the cost burden is equitably distributed, minimizing reliance on general taxpayer subsidies for services not used by the broader population.

The Town has not undertaken a Development Impact Fee Study since at least 2005 and it is indeterminate what methods were used to set the codified fee as [defined in the Town Code, Article III, Division 2](#) “Development Impact Fees” currently in place. Because this fee is codified at this time (see §100-98), an amendment to the Code will have to be made by Ordinance to make an adjustment; such document and action will not be part of this RFP project.

To current staff knowledge a comprehensive study of other fees currently in place and to be included in this project has not been conducted. Where determination could be made it appeared that the general fee schedule had not been reviewed and updated since at least 2013. With a few exceptions where the existing fee was felt to be adequate or otherwise not appropriate for update, all fees were updated in 2023 (effective January 1, 2024) by an inflationary factor, a minor addition was made in March 2025, and an updated schedule through FY 2030 (effective annually on July 1) was adopted by Resolution in June, 2025. Though the most recent update included annual increases until FY30, the

Mayor and Council is not precluded from further adjustments at any time following the results of this RFP or for any other reason.

An RFP Review Committee, consisting of Town of Berlin staff and elected officials will review submittals with the goal of recommending award of the project, as well as reviewing deliverables and other relevant matters throughout implementation and through completion.

### **GENERAL SCOPE OF SERVICES**

The Town of Berlin seeks proposals to complete the project consisting of two areas of study as indicated below. It is the intent of the Town of Berlin to award both parts as one project; the division indicated below is intended to provide the Town the ability to award one or the other part should budgetary constraints necessitate. The Development Impact Fee Review and policy development is the priority project.

- A. Development Impact Fees Review, Determination, and Recommendation, to include a Cost Allocation Plan and Expenditure Policy.
- B. General Fee Schedule Review, Determination, and Recommendation.

The contract may be awarded for one or both parts above.

The consultant will ensure that all project documents are both accurate and appropriate for the Town's current needs, and work with Town staff on strategies to maximize cost recovery. General steps for both part A. and B. above would include:

1. Work with staff to gain an understanding of the Town's practices and operations and to define the purpose, uses, and goals of each Study or Plan.
2. Conduct a comprehensive review of the Town's existing fees. For a list of Town fees, see the attached "Exhibit A" Planning and General Fee Schedule, which is also available on the Town's website at: <https://media.berlinmd.gov/wp-content/uploads/2019/03/11172528/Fee-Revisions-Approved-FY26-FY30.pdf>. Identify the general cost of providing the services identified on the Planning and General Fee Schedule and, in a manner that is consistent with all applicable laws, statutes, rules, regulations, and acceptable practices governing the collection of fees, rates and charges by public entities.
3. Compare service costs with existing recovery levels. This should include any service areas where the Town is currently charging for services as well as areas where the Town should charge in consideration of the Town's practices, or the practices of similar or neighboring municipalities. Include (as allowed by statutes/laws/rules/regulations) practices for deferral and/or forgiveness of fees and/or substitution of public services/facilities in lieu of fees for privately funded and Town projects with public benefit. Include a comparison of current Town practices and similar practices of similar or neighboring municipalities.
4. Recommend appropriate fees and charges based on analysis together with the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic. Consider the cost of pre-application and post application meetings to mitigate project problems, assist project proponents to prepare the application, review by third-party consultants of the Town which are

reasonably considered to be part of the application and review process, emergency response cost recovery such as inspection costs after fires and/or acts of god and how those costs can be recovered, either on a permit specific basis or as an overall percentage applied to permit fees.

5. Prepare a report that identifies each service and the direct cost, the indirect cost, and the overhead cost for each service (by description if not specific dollar amount).
6. Prepare a report that identifies items such as: the present scope performed under the fee; the proposed scope performed under the recommended fee (if different); present fees; recommended fees; percentage change; cost recovery percentage; revenue impact; and fee comparison with other Worcester County towns or other Maryland towns that are comparable to Berlin.
7. Provide a model or recommendations for ongoing future adjustments to these fees for the Town's current and future needs.
8. Provide recommendations for elimination or modification of existing fees and/or for creation and implementation of new fees to further capture appropriate revenues.
9. Report on other matters that come to attention in the course of the evaluation that, in the professional opinion of the consultant, the Town should consider.
10. Present the study to the RFP committee and staff and make necessary adjustments as requested.
11. If the consultant feels that additional tasks, which are not reasonably included in the above, are warranted, they must be clearly identified in the consultant's proposal.

**DESIRED OUTCOME:** A report or reports that will establish General Fees and allocate percentages/rates that support the cost recovery of services; and a Development Impact Fee study that assists in mitigating the cost of Town-wide impacts on public improvements, public services, and community amenities.

1. Develop and present a draft report(s), for committee review, to include:
  - a. Descriptions of methodology in calculating recommended fees, including calculations of cost recovery, comparison to similar organizations, or which result in recommendations of increase or decrease in specific, existing fees;
  - b. Recommendations for implementation of new or expanded items or categories.
  - c. Phased implementation of fees if recommended.
  - d. Any other relevant information to be provided to justify fees both to the public and to the elected officials.
  - e. Recommendations for future, ongoing review and adjustment to the fee schedule, to include formula recommendations – i.e., percentages, or dollar-amount adjustments - and timelines for recommended adjustment - i.e., annually, every other year, every five years, etc. – by specific fees or across-the-board adjustments.
2. Upon review and approval of the draft report at committee level, present the information related to this study to the Mayor and Council at a regularly scheduled Meeting for final approval and adoption by that body.

3. Provide the Town with an excel spreadsheet formatted to be easily updated as fee adjustments are incorporated in future reviews.
4. Provide the Town with an electronic copy ( PDF format) of the final study, including related schedules and cost documentation in a format that can be uploaded to the Town website as well as printed as needed.
5. The consultant will be expected to be available to the Town should it become necessary to defend the Town's Development Impact or other fees included in the report as a result of any legal or other challenge, to include the calculation of and right to impose such fee.

**PROJECT SCHEDULE:** The Town anticipates this project to occur in late 2025/early 2026. The timeline below is the anticipated project schedule but is subject to change based on discussion/negotiation with the successful firm and/or other factors which may arise. "Project Concludes" is defined as presentation to the Mayor and Council, and subsequent approval of the report and recommendation(s). Unless otherwise indicated, deadlines are 4:00 PM EDT/EST on the date specified.

Request for Proposals Release Date: Monday, July 28, 2025

Deadline for Written Questions: Friday, August 15, 2025

Posted Responses to Written Questions: Friday, August 22, 2025

Proposal Submission Deadline: 3:00 PM, Friday, September 12, 2025

Committee Review and Interviews: September/October, 2025

Recommendation to Mayor and Council for Award of Contract: October/November, 2025

Project Commences: December, 2025

Draft Report/Recommendation Presented to Committee; Mayor and Council: January/February, 2026

Project Concludes: March, 2026

**PROJECT DELIVERABLES:** The consultant will be required to deliver a variety of products at various stages of the project. Examples of deliverables can include, but may not limited to:

- Tools provided by the vendor to assist in the gathering of information and data required to conduct their work, i.e., questionnaires or worksheets to be completed by staff in cooperation with the vendor.
- Draft Report for review by the RFP committee with the intent of finalizing for presentation to and approval by the Mayor and Council.
- Electronic (PDF) version of the final report in a format suitable for publication to the Town's website and to be printed as needed. Such report shall include all elements as described elsewhere in this RFP or as agreed upon.
- A formatted excel spreadsheet to facilitate future updates to the fee schedule(s).

**RFP RESPONSE SUBMITTAL REQUIREMENTS:** Proposals should provide a straightforward, concise description of the submitter's firm, qualifications, proposed solution, and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Proposals should be organized consistently with the outline provided below. Submitters must follow formats and address all portions of the RFO providing all information requested. Failure to do so may result in rejection of the proposal and/or no further consideration of the firm for this project.

Responses to this RFP must include, at a minimum, the following information:

- **Title page/Transmittal Letter:** Provide the subject and reference number (RFP #) of the project; the firm's name, address, telephone, and website. The Transmittal Letter should include a statement of interest regarding the firm's interest in and understanding of the project. The letter should include a statement that the firm has read and understands the RFP and agrees to the conditions, requirements, and terms stated in the RFP.
- **Statement of qualifications:** Provide information on the firm's size, location, available resources, and a brief description of past experience relevant to the project. Information should demonstrate the firm's and any sub-consultants' qualifications, and those of the staff to be assigned to the project. Firms should demonstrate experience as the lead firm on at least three (3) similar projects, preferably within the past five (5) years and within the State of Maryland.
- **Project team:** Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as education, professional registrations, areas of expertise, and years of service in their respective fields. The following information should be included:
  - Identify key individuals, companies, and organizational structure of the team.
  - Identify roles and responsibilities of all proposal team members and their backup as well as their experience in the specifically assigned functions.
  - List the proposer's experience with other successful plans; include roles and responsibilities for these projects' team members, in addition to providing contact information for references for these other plans.
- **Methodology and approach:** Provide a description of the method and approach the firm intends to utilize to complete the Project. Discuss and clearly explain the methodology proposed to satisfactorily achieve the required services for the Project. The respondent must document a clear understanding of the RFP's entire scope of work and Project intent including data requirements, all aspects of technical analysis, projects, advanced technology, and software.
- **Project timeline:** Using the timeline previously indicated in this RFP as a guide, provide a proposed schedule from the start to the completion of the Project. The schedule should include:
  - A description of phasing as needed.
  - Key tasks, milestones, and approximate completion dates.
  - A general description of information or data needed from the Town to facilitate completion of the project.

- **References:** Provide a list of municipal clients for which the firm was the lead agency in providing services similar to the ones described in the RFP. Provide contact information (name, position, address, telephone number, and email) of persons that the Town may contact to verify work completed and performance. Maryland clients are preferred but not required.

All proposals, including supporting documentation, are confidential (see “Proprietary Proposal Material” section below) until a recommendation is made to the Mayor and Council. All costs incurred in the preparation of this proposal are the responsibility of the proposer. All proposals shall be considered firm offers for a period of 90 days following the due date. Once submitted, proposals may not be changed without the written consent of the Town.

The submission should be in PDF format (preferred), or hard copy. The submission can be delivered via email, including via link to a file transfer site. Please see “DEADLINES AND IMPORTANT DATES” section for relevant information regarding submission.

### **Interpretations, Modifications and Addenda**

All questions regarding the RFP should be directed in writing via email and all questions and responses will be shared with all known interested parties, as well as via a Q&A document published as further described in the “DEADLINES AND IMPORTANT DATES” section.

### **Proposal Evaluation and Selection Process**

Interview selection will be made following a review and ranking of proposals received. The Town reserves the right to interview and receive a formal presentation from only those submitters whose proposals best match the evaluation criteria and as selected by the review committee. The Town intends to select proposers for interviews within four weeks after receipt of proposals, however, scheduling of interviews may take up to six weeks.

The proposals may be evaluated based on several factors, including:

- Past performance on similar projects;
- Understanding of Project scope;
- Approach in completing the objectives of the Project;
- Relevant experience, and availability of key personnel, and relevant experience;
- Knowledge of and experience in creating Comprehensive Plans;
- Ability to bring unique ideas and perspectives to the Project;
- Firm’s stated ability to meet schedules; and
- The appropriateness and extensiveness of the firm’s experience with the public engagement process.

Upon selection of the final proposal, the Town will negotiate final business and performance terms with the selected firm. The commencement of negotiations does not commit the Town to accept any or all of the terms of the proposal, and negotiations may be terminated by the Town at any time, in which case the Town reserves the right to enter into negotiations with other proposers. These negotiations may result in minor or material changes to the proposal, including both the business terms and the project. Successful negotiations will result in an award recommendation. Agreements



addressing business terms and performance benchmarks will be entered into between the parties. The agreement shall include requirements for insurance, bond, indemnification, and non-discrimination.

The Town reserves the right to reject, in whole or in part, any or all proposals. If deemed appropriate to achieve the goals for the Project, the Town reserves the right to make no selection and re-issue an RFP. The terms and conditions of any development agreement resulting from the RFP process are subject to approval by the Mayor and Council.

- A complete Cost Proposal/Work Estimate including thorough illustration of significant classifications of items and their associated costs, including a schedule of hourly rates.
  - Cost Proposal should be reflective of the **Scope of Services** above, providing as much breakdown and detail as necessary to adequately demonstrate and justify the proposal.
  - Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.
- The completed Bid Worksheet and Signature page as included in this RFP.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
  - Scheduling of work to include a general idea of progression through the project.
  - Any other information the submitter feels is relevant for consideration.

• **PROPRIETARY PROPOSAL MATERIAL:** As a government entity, the Town of Berlin is subject to respond to requests for documents under the Freedom of Information Act. All information contained in the proposal is confidential until recommendation to the Mayor and Council; after that time, materials are subject to FOIA, with the exception of material reasonably identified as proprietary. Any proprietary information revealed in the proposal should, therefore, be clearly identified as such and will be protected as allowed under the law.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

• **QUALIFICATIONS:** These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience.
- Experience working with municipal or private entities on similar projects.
- Appropriate licensure in the State of Maryland and within the relevant industry(ies) as applicable.

• **EVALUATION CRITERIA:** The Comprehensive Plan Review Committee will consist of qualified staff of the Town as well as Elected and Appointed Offices, and others as determined by the Town of Berlin.

The Committee will evaluate the submittals and rank them in the order of the most responsive submittal. Proposals will be evaluated in accordance with the weighted criteria listed below:

Criteria	Maximum Points
1. Methodology and Approach	25
2. Qualifications and Experience	25
3. Cost	25
4. References and Past Performance	20
5. Project Timeline and Proposed Schedule	5
<b>Total Points</b>	<b>100</b>

The Town may select a limited number of consultants for in-person interviews before a selection committee.

**DEADLINES AND IMPORTANT DATES:** Additional information regarding deadlines and other date/time relevant information is located throughout this document and immediately below the following table. All dates/times indicated herein are Eastern Time (EDT/EST); submittals must be received by the dates/times indicated to be eligible for consideration. Submittals beyond the dates/times indicated will not be considered.

Task	Date
RFP Release	Monday, July 28, 2025
Written Questions Due	Friday, August 15, 2025, 4:00 PM
Q&A to be posted	Friday, August 22, 2025, by 4:00 PM
Proposal Submittals Due	Friday, September 12, 2025, 3:00 PM
Review by Committee	September/October, 2025
Follow-Up Interviews	September/October, 2025
Selection of Successful Submitter and Recommendation of Award to Mayor and Council	October/November, 2025

**Friday, August 15, 2025 by 4:00 PM - Deadline to submit questions:** Questions from potential Bidders are due via email to each of the following email addresses:

[mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

[kdaub@berlinmd.gov](mailto:kdaub@berlinmd.gov)

[info@berlinmd.gov](mailto:info@berlinmd.gov)

Please note: The Town reserves the right to review and evaluate submitted questions to determine if they are relevant to the RFP process or of a nature considered beyond that process; an example would be a question more suited to the negotiation of contract by the successful submitter. Determination of such is at the sole discretion of the Town.

Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

**Friday, August 22, 2025 by 4:00 PM - Posting of responses:** Responses to questions from potential Bidders will be posted at the link below by the deadline. It is the responsibility of potential Bidders to visit the website for this information.

<https://berlinmd.gov/government/request-for-proposals/>

**Friday, September 12, 2025 by 3:00 PM - Due Date for Proposals:**

If digital/electronic (preferred): Must be submitted in PDF format by the deadline and sent to each of the following email addresses:

[mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

[kdaub@berlinmd.gov](mailto:kdaub@berlinmd.gov)

[info@berlinmd.gov](mailto:info@berlinmd.gov)

Digital/electronic submittals must contain the Subject: "Deadline Submission for RFP # 2025 – 07: Development Impact and General Fees Review."

If hardcopy: An original and four (4) copies of the proposal must be received by the deadline. Proposals must be in a sealed envelope and addressed to: Town of Berlin, Attn: Mary Bohlen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFP # 2025 – 07: Development Impact and General Fees Review". Proposals received after that date and time will not be considered.

Regardless of submittal format it is the responsibility of the submitter to ensure delivery by the date(s)/time(s) indicated.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications.

Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Town of Berlin's equal opportunity requirements.

#### **Review and award of Contract and Minimum Considerations**

- **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The Town further reserves the right to accept or reject all or any part or combination of parts of the successful firm's proposal. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be reviewed and approved by both parties. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.
- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and

omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant.

- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, the firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Bidder: \_\_\_\_\_

**BID WORKSHEET**

This project will be considered in two parts:	
A. Development Impact Fees Review, Determination, and Recommendation, to include a draft policy of expenditures of said fees.	
B. General Fee Schedule Review, Determination, and Recommendation.	
TOTAL IF PARTS A AND B AWARDED	

**SIGNATURES**

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached response to the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Tax/EIN: \_\_\_\_\_

DBA: \_\_\_\_\_  
(if different than Firm Name above)

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_