



February 2, 2015

Mr. Chris Switzer
 Purchasing Manager
 City of Peoria
 419 Fulton, Room 108
 Peoria, IL 61602

Dear Mr. Switzer:

The Matrix Consulting Group is pleased to present this addendum to our proposal previously submitted in response to RFP #50-14 to conduct a Review of Building Inspection and Code Enforcement functions for the City of Peoria. We understand that the City of Peoria desired additional detail on the pricing proposal and potential modifications to the scope of work outlined in the original RFP.

We understand that the City may wish to take a different approach to the evaluation and establishment of a new fee structure that is one component of this engagement. Our original proposal proposed an approach that would develop fees for Building Inspections and Code Enforcement that were designed to ensure full cost recovery and were based upon the actual time spent by staff conducting these services. If the City would prefer to take a less comprehensive approach to the fee development, and only conduct a review of the fees to comparable jurisdictions and develop fee recommendations based upon this comparative assessment, we would propose the following cost approach for this activity.

Fee Analysis and Fee Schedule Review				
Task		Senior Analyst	Project Analyst	Total Hours
1. Initial Documentation		2	2	4
2. Initiate Project – Goals & Objectives		2	0	2
3. Conduct Fee Comparison Survey		4	8	12
4. Fee Structure Development		8	10	18
5. Review and Revise Results		8	8	16
6. Prepare Final Report and Fee Schedule		6	6	12
TOTAL HOURS		30	34	64
Hourly Rate		\$150	\$100	
Professional Cost		\$4,500	\$3,400	\$7,900
Travel and Expenses				\$1,800
Total Cost				\$9,700

As shown, this approach would reduce the total cost of this task from the originally proposed \$16,000 to \$9,700. We would accomplish this by modifying the approach to fee review and development, reducing travel expenses (by eliminating the workshop sessions originally proposed, and cross-utilizing project team members that are also conducting the management / operational assessment.

We also understand that there was a desire for the operational assessment to include a review of innovative processes and procedures that could be utilized by the City of Peoria to enhance service provision within these areas and maximize existing staffing allocations. While much of this was anticipated within our work approach, it would be beneficial to clarify and expand the description as outlined below. We can accomplish these activities within the original proposed work plan and budget for the operational and staffing evaluation. We would propose that the following language be incorporated into our original work plan to include these tasks.

Task	Modify Initial Proposed Work Plan as follows:
2. Best Practices	Insert the following: "Identify innovative and alternative work practices and programs utilized by other community and assess their feasibility for implementation by the City of Peoria. The primary focus of this effort will be on identifying programs or work activities that would enhance the City's ability to increase services or effectiveness in the building inspections and code enforcement area with limited resources."
3. Process Evaluation	Insert the following: "Identify modifications to work processes, ordinances, and regulations that would enable a streamlining of work activities and/or enhancement of operational practices that first identify opportunities to fully utilize existing staffing allocations and resources."
4. Staffing Evaluation	Insert the following: "Conduct an assessment of the existing staffing allocations with a focus on identifying opportunities to maximize utilization of existing staffing resources and allocations including work prioritization, changes in service delivery approaches, and identification of achievable service delivery targets with existing resources. This assessment will be conducted prior the evaluation and determination of whether additional staffing resources are needed. Recommendations for staffing will be made with the understanding that the City is under fiscal constraints and clearly identify the service delivery impacts that additional recommended staff can provide. Staffing alternatives will include evaluation of alternative staffing approaches including the use of contractual services, seasonal and part-time staffing support, and other approaches that enhance staffing without full-time employees."

If there are any additional areas that you would like us to address in our proposal, either inclusions or exclusions, please let Alan Pennington know and we will address the scope immediately.

Richard Brady
President

Matrix Consulting Group