

September 3, 2019

City of Coalinga, Planning Department  
Sean Brewer, Community Services Director  
155 W. Durian  
Coalinga, CA 93210

Subject: Quote for Coalinga Citywide Needs Assessment Development

Dear Mr. Brewer:

Blais & Associates, Inc. (B&A) is pleased to provide the City of Coalinga with the following quote to develop a citywide Needs Assessment as presented in the Statement of Qualifications submitted to the City on August 15.

The Needs Assessment quote assumes the City's Lead Associate, Jill Mohler, will travel to the City and guide a series of on-site meetings with key staff and department heads as guided by City staff.

The quote is valid for 60 days to allow for the approval process.

If you need additional information please do not hesitate to call me at (949) 589-6338, or via e-mail at [nblais@blaisassoc.com](mailto:nblais@blaisassoc.com). Thank you for the opportunity to serve the City of Coalinga.

Sincerely,



President & CEO

Enclosure: Needs Assessment Quote

NB/db

## Needs Assessment Quote

Client Name	City of Coalinga (population ~17,000)
Client Contact	Sean Brewer, Community Services Director, Interim Public Works/Utilities Director
Additional Client Contact	

Activity Proposed	Needs Assessment for Grant Research and Writing: City of Coalinga
Date Prepared	3-Sep-19
Estimated Return on Investment	Ranges between 1:20 to 1:75. Coalinga's current ROI is about \$115:\$1.
Estimate Cost for Needs Assessment	\$6,725.00
Hourly Rate	\$105 per hour

Labor Activities	Hours	Total Cost
Prepare for on-site Needs Assessment Meeting to include preliminary research, developing agendas, handouts, and scheduling.	5	\$ 525.00
On-Site Needs Assessment Meeting (estimate up to five hours total x 1 staff). Hours include time for tour of specific sites within Coalinga.	10	\$ 1,050.00
Staff time to develop Needs Assessment document, which includes providing 80% draft and 100% final to client for review and feedback. See Notes and Assumptions below.	30	\$ 3,150.00
<i>SUBTOTAL</i>	45	\$ 4,725.00
<b>Total Labor Cost</b>	<b>\$ 4,725.00</b>	<b>\$ 4,725.00</b>
<b>Direct Costs (charged at cost, no mark-up)</b>		
Travel Charges for J. Mohler including Airfare, Meals and Incidentals, Hotel, and Rental Car. Charges will be itemized and actuals with no markup. Estimate is for quoting purposes.	\$ 2,000.00	\$ 2,000.00
<i>SUBTOTAL Direct Costs Per Application</i>	<i>\$ 2,000.00</i>	<i>\$ 2,000.00</i>
<b>Grand Total</b>	<b>\$ 6,725.00</b>	<b>\$ 6,725.00</b>

Work performed by B&A that is outside of the scope of this estimate will be billed at \$105 per hour.  
Please see "notes and assumptions."

### Notes and Assumptions

1) An on-site post Needs Assessment meeting can also be scheduled. If this is desired, please alert B&A and this estimate will be modified.

Please note that this quote is an estimate for services based on current conditions and understandings. Many factors often change during the development of a grant application that may or may not increase the amount of labor and materials necessary to perform the services successfully. If during the course of work, B&A believes the work is taking longer than originally estimated, B&A will immediately notify the contract point of contact and either mutually agree to a change order or discuss alternatives. Additionally, B&A only charges for actual work performed. The total cost to perform the tasks may be less than quoted herein.

Signature of Authorized Agent Approving Costs and Authorizing Notice to Proceed

Date

Printed Name of Authorized Agent