

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Jennifer Hennessy, Director of Finance

DATE: January 13, 2026

SUBJECT: Award Consultant Services Agreement to Willdan Financial Services for Full Cost Allocation Plan, Comprehensive User Fee Study and Development Impact Fee Study

PREPARED BY: Ward Komers, Assistant Director of Finance
Tina Rivera, Purchasing Administrator

RECOMMENDATION: That the City Council award a Consultant Services Agreement to Willdan Financial Services, in the amount of \$100,000 for Full Cost Allocation Plan, Comprehensive User Fee Study and Development Impact Fee Study.

BACKGROUND: On August 1, 2025, the City issued a Request for Proposals (RFP) for professional consulting services to prepare a Full Cost Allocation Plan (CAP), Comprehensive User Fee Study, and Development Impact Fee (DIF) Study. These studies will provide the City with a legally defensible basis for establishing user fees, allocating overhead costs, and updating development impact fees in compliance with Propositions 26 and 218 and the Mitigation Fee Act.

Five proposals were received by the October 1, 2025 deadline and evaluated by a panel of seven City staff members. Proposals were evaluated in accordance with the RFP criteria, including Responsiveness, Qualifications and Experience, Technical Approach and Timeline, Price, and Local Vendor Preference.

The evaluated proposal rankings and amounts were as follows:

1. Willdan Financial Services	\$100,000*
2. Matrix Consulting	\$100,000
3. Harris & Associates	\$146,207
4. DTA Public Finance	\$170,070
5. Dickey & Associates	\$261,756

*** Local Vendor Preference Applied.** Chapter 3.30 of the Temecula Municipal Code provides for a five percent (5%) Local Vendor Preference for professional services contracts evaluated on a best-value basis. Willdan Financial Services' original proposal amount was \$126,880. Willdan qualified as a Local Vendor based on the Local Vendor Certification and City of Temecula

business license submitted with its proposal. After application of the five percent (5%) Local Vendor Preference pursuant to Chapter 3.30 of the Temecula Municipal Code, Willdan's proposal ranked highest among all proposers. In accordance with Temecula Municipal Code §3.30.050(B), Willdan elected, in writing and within the required timeframe, to match the lowest proposed price of \$100,000 in order to remain eligible for award.

The proposed Consultant Services Agreement will be for a three-year term, with options to extend for up to two additional one-year periods, consistent with the RFP. The scope of work includes preparation of a Full Cost Allocation Plan, a Comprehensive User Fee Study covering City departments and services, and a Development Impact Fee Study compliant with the Mitigation Fee Act. The agreement includes delivery of Excel-based models, staff training, and support for public presentations and adoption.

FISCAL IMPACT: The total not-to-exceed cost of the agreement is \$100,000. Sufficient appropriations are available within existing budgeted funds. No additional budget appropriation is required.

ATTACHMENTS: Agreement and Proposal