



SOUTH YUBA TRANSPORTATION IMPROVEMENT AUTHORITY

REQUEST FOR PROPOSAL:

Consulting Services for SYTIA Impact Fee Study

PROPOSAL DUE DATE:

***Wednesday, March 21, 2018,
4:00pm PDT***

I. INTRODUCTION / BACKGROUND

The South Yuba Transportation Improvement Authority (SYTIA) is seeking professional consulting services to conduct an impact fee study in order to establish SYTIA's first impact fee. SYTIA was formed in 2017 through a joint powers agreement between the County of Yuba and the City of Wheatland. The purpose of SYTIA is to:

“form an entity to consider, evaluate, construct, and make associated decisions regarding proposed transportation improvements located in the southern portion of the County and within the limits of the City and more specifically to address the needed alternate route to Highway 65 (commonly referred to as the Wheatland Bypass), as well as a new freeway interchange in the vicinity of South Beale Road and a new connector road between South Beale at Highway 65 and Plumas Lake Blvd at Highway 70. The Authority may undertake any activities necessary or desirable to achieve its primary purpose including but not limited to (a) the power to study, plan for, design, develop, acquire, and construct and repair improvements, (b) the acquisition and holding of title to land, by eminent domain proceedings or otherwise, as necessary for transportation system improvements; and (c) the provision of financing for improvements, maintenance of improvements, and related activities, including financing by means of the creation of one or more community facilities districts, assessment districts or other financing districts, the entering into of lease and/or installment sale obligations, the issuance of revenue or other notes, bond or evidence of indebtedness, and the imposition of appropriate impact or other fee obligations.”

While the transportation facilities described in the purpose of SYTIA have been generally described, including possible routes, in the County's and City's General Plans, neither entity had previously moved forward with any implementation, including collection of impact fees. Both the County and City recognized the importance of these future transportation facilities and the benefits of working jointly on them, which drove the formation of SYTIA.

SYTIA's plan is to have County and City staff work jointly with SYTIA to further refine the planned SYTIA transportation projects to a point where preliminary costs estimates can be developed. The goal being for the selected consultant to use these cost estimates to develop the Impact Fee Study. Once revenue from the impact fees begin, then SYTIA can proceed with further studies in order to further refine the projects thru a Project Study Report, which will be required by Caltrans to formalize how these projects will connect/interact with the State's highways. Completion of the Project Study Reports will further refine the cost estimates and possibly necessitate an update to the Impact Fee Study. Initial funding to develop the Impact Fee Study will be loaned to SYTIA from the County.

II. SCOPE OF WORK

SYTIA requests consultant services to create and complete a defensible Impact Fee Study and at a minimum include:

- **Data Collection and Development.** The consultant shall demonstrate how they will cost effectively gather data from SYTIA and work with staff to determine project costs and future development in the City and County.
- **Fee Calculation and Analysis.** Based on the data collected and developed, the consultant shall interactively work with staff to determine the most appropriate methodology and nexus (consistent with Government Code sections 66000) to proportionally divide the costs and establish the fees for all anticipated development types.
- **Draft / Final Impact Fee Study.** The consultant shall prepare and provide a report that documents the fee study results, including, but not limited to, a description of the overall methodology, findings, supporting justification (demonstrating consistency with Government Code sections 66000), and fee collection administrative procedures.

III. STATEMENT OF QUALIFICATIONS

All submissions shall include the following information at a minimum:

- A profile outlining history, experience, size, and affiliations. Please emphasize relevance to scope of work.
- References from a minimum of three recent customers/clients, preferably with similar needs in scope and size, including their contact information.
- The names and qualifications of key personnel to be assigned to this project.
- Clear description of fees for services to be provided.

IV. ADDITIONAL REQUIREMENTS

- Selection will be made by an Evaluation Team consisting of City and County staff. The Evaluation Team, at its sole discretion, may deem it necessary to schedule presentations and/or interview applicants and key personnel. SYTIA retains the right to interview applicants as part of the selection process.
- Furnish to SYTIA, **upon award of contract**, certificate of insurance naming SYTIA as an additional insured party in amounts requested by SYTIA and maintain such insurance during term of contract.

V. EVALUATION CRITERIA

SYTIA reserves the right to cancel this Request for Proposal for any reason without any liability or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. SYTIA makes no representation that any contract will be awarded to any respondent to this solicitation. SYTIA also reserves the right to reject any and all proposals at its sole discretion. The

contract, if awarded, will be awarded to the respondent whose proposal is considered the best value to SYTIA and will be determined based on price, responsiveness, completeness of services provided, responsibility, and evaluation criteria contained in Exhibit A:

- The lowest price is determined by the total cost to SYTIA.
- Responsiveness means a respondent who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- A responsible respondent shall mean a Company or Sole Proprietor who has the capability and authority, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.

Thus the result will not be determined based solely on price. Although price is a factor, the Evaluation Team will consider awarding the contract to the individual/firm that meets the best interest of SYTIA as interpreted by SYTIA.

VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- RFP Form
- Statement of Qualifications
- Detailed Scope of Work
- Proposed Schedule
- Description of Fees
- Key Employee Information
- References

VII. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- **Contract Term.** The term of the agreement resulting from this solicitation will be for one year, with extensions as needed to complete the scope of work. The contract is expected to start in May 2018.
- **Project Schedule.** Upon receipt of proposals, and suitable review, the Evaluation Team expects to make a selection within two weeks. Once selected, Company and SYTIA will complete contract and agree upon start date.

- **Contract Form.** The final contract will incorporate the appropriate terms and conditions from this solicitation.
- **References.** To receive consideration, proposals must clearly and specifically address how the requirements for each item will be met. Proposal must include a minimum of three references including contact information.
- **Submittal Instructions:** Before submitting a proposal, Contractors shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. **THREE** proposals must be submitted in a sealed envelope, clearly marked **“Consulting Services for SYTIA Impact Fee Study”** to:

Yuba County Community Development and Services Agency
 Attn: Kevin Mallen
 915 Eighth Street, Suite 123
 Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by the Evaluation Team.

- **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Wednesday, March 21, 2018 at 4:00pm**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.
- **Proposal Validity.** Proposals must be valid for a period of not less than ninety days after the solicitation closing date.

VIII. EXHIBITS

Exhibit A – Evaluation Criteria

Questions?

Please send via email (preferred) or by phone to Kevin Mallen (kmallen@co.yuba.ca.us or 749-5430) by 4:00pm PST on Wednesday, March 14, 2018.

**SOUTH YUBA TRANSPORTATION IMPROVEMENT AUTHORITY
REQUEST FOR PROPOSAL FORM**

(This form should be included with your Proposal)

The undersigned has carefully checked all figures in his/her proposal and understands SYTIA will not be responsible for any errors or omissions in preparing this proposal. The proposal shall remain valid for any and all services provided for a period of ninety days.

RFP NAME: Consulting Services for SYTIA Impact Fee Study

FIRM NAME: _____

CONTACT NAME: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FEDERAL ID NUMBER: _____

LICENSE NUMBER: _____

ADDENDUMS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

Exhibit A

PROPOSAL EVALUATION CRITERIA

Consultant/Firm Name: _____

Each proposal will be evaluated on the basis of the following criteria and assigned a numerical score. A minimum score of 50 is required for applicants to be placed on the list for further consideration.

Evaluation Criteria	Points
Firm Experience / Availability	
<ul style="list-style-type: none">• Consultant/Firm’s overall experience.• Consultant/Firm’s experience developing similar studies.• Consultant/Firm’s staffing availability to ensure timely project delivery. (up to 35 points)	
Project Management Experience	
<ul style="list-style-type: none">• Consultant management team’s experience with similar studies and ability to anticipate and overcome potential obstacles.• Consultant management team’s experience delivering projects on time and under budget. (up to 25 points)	
Cost Reasonableness	
<ul style="list-style-type: none">• Proposed cost versus services provided. (up to 15 points)	
75 Total Points Possible	Proposal Score

Notes: _____

