

**COUNTY OF YUBA
REQUEST FOR PROPOSAL**

***Consulting Services for
Update of Countywide
Impact Fee Study***



PROPOSAL DUE DATE:

***Thursday, April 11, 2013,
5:00pm PDT***

I. INTRODUCTION / BACKGROUND

The County of Yuba is seeking professional consulting services to conduct a comprehensive update of the County's Countywide Impact Fee Study that created the County's Capital Facilities Fees. The County retained David Griffith & Associates in 1992 to establish countywide impact fees to provide revenue to cover the costs of expanding the County's public facilities including its buildings, parks, drainage, and roads to handle future development. In 2004, the County retained MAXIMUS to update the Countywide Impact Fee Study and currently still uses the 2004 Study's determined fee amounts (with no escalation). The County is only collecting 10% of the recommended amounts for non-residential development and 100% for residential development. The 2004 Study established Capital Facilities Fees for the following categories: General Government, Criminal Justice, Health and Human Services, Library, Sheriff – Law Enforcement, Parks, Drainage, and Roads. In 2012, Economic and Planning Systems (EPS) completed a Five Year Report of the Study.

In June of 2011 the County completed a multi-year update of all 7 elements of its General Plan. The General Plan update has clear goals and policies in regards to how and where the County will grow over the next 20 years, as well as expected levels of service. With this updated direction comes a need to update the County's capital improvement plans, including adding in the emerging information technology infrastructure that is vital to providing services in the 21st Century, as well as updating the Capital Facilities Fees collected to fund this future infrastructure.

While the County has established a clear vision for its future through the updated General Plan, it is in need of professional consulting services related to developing an updated Countywide Impact Fee Study to generate the needed revenue to construct the required facilities needed to support this vision. This needed assistance includes assembling quantities and values of current County facilities, as well as helping with developing a plan for future capital improvement projects, projected costs, and assembling current and future service levels by user group in order to equitably distribute costs through impact fees to cover the future improvements that are consistent with the Mitigation Fee Act (Government Code sections 66000).

II. SCOPE OF WORK

The County requests the services to create and complete a defensible update of the County's Countywide Impact Fees, be consistent with the County's goals and policies contained in the General Plan, and at a minimum include:

- **Data Collection and Development.** The consultant shall demonstrate how they will cost effectively gather data from the County and interactively work with County staff to determine the value/levels of service for existing facilities, existing service demands, projected service demands based on growth and levels of service projections included in the General Plan for the 2030 planning horizon, and projected capital improvement costs based on needed infrastructure to meet projected service demands. The service levels and facilities will be for all countywide services, which shall include General Government, Criminal Justice, Health and Human Services, Library,

Sheriff – Law Enforcement, Information Technology, and Public Works – Facilities, Equipment, Roads, Parks, and Drainage.

- **Fee Calculation and Analysis.** Based on the data collected and developed, the consultant shall interactively work with County 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 as the County's Capital Facilities Fees 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 a County Evaluation Team. The Evaluation Team, at its sole discretion, may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the proposers.
- Furnish to the County, **upon award of contract**, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

V. EVALUATION CRITERIA

The County 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. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County 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 the County 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 the County.
- 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 the County as interpreted by the County.

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 six months, with two three month extensions at the County's option. The contract is expected to start in May 2013.
- **Project Schedule.** Upon receipt of proposals, and suitable review, the Evaluation Team expects to make a selection within two weeks. Once selected, Company and County 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. The most current RFP Document, Amendments, and Notices are available on the County website: www.co.yuba.ca.us (Follow the link to “Online Services” on the left and click “Current Solicitations”) or by requesting a copy in person. **THREE** proposals must be submitted in a sealed envelope, clearly marked **“Consulting Services for Update of Countywide Impact Fee Study”** to:

Yuba County Community Development and Services Agency
 Attn: Sandy Williams
 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 **Thursday, April 11, 2013 at 5:00pm**. 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 Sandy Williams (slwilliams@co.yuba.ca.us or 749-5430) by 2:00pm PST on Thursday, April 4, 2013.

**COUNTY OF YUBA
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 the County of Yuba 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 Update of Countywide 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 Possible
Firm / Project Lead Experience	30
<ul style="list-style-type: none"> • Firm / Project lead years of experience with this subject. • Experience developing similar studies. 	
Yuba County Experience	20
<ul style="list-style-type: none"> • Experience developing impact fee studies in Yuba County or similar counties. 	
Project Management Experience	15
<ul style="list-style-type: none"> • Experience coordinating studies that cover multiple County Departments and various fees. • Experience delivering projects on time and under budget. 	
Cost Reasonableness	10
<ul style="list-style-type: none"> • Proposed cost versus services provided. 	

75 Total Points Possible	Proposal Score

Notes: _____

