

# CITY COUNCIL

## AGENDA BILL # AB22-0025



City of Algona  
200 Washington Blvd.  
Algona, WA 98001

ITEM INFORMATION			
SUBJECT:  Impact Fees – Request for Proposals (RFP)	Agenda Date: June 13th, 2022		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept		X
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline:	Planning Commission		
	Civil Service Committee		
Staff Contact: James Schrimpsheer, Acting City Administrator; Eric Jensen, The Blueline Group			
Attachments: Draft RFP			
<p>SUMMARY STATEMENT:</p> <p>Eric Jensen with Blueline has prepared a draft Request for Proposals (RFP) surrounding Impact Fees and will go over it with Council.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION:			
RECORD OF COUNCIL ACTION			
Meeting Date:	Action:	Vote:	



## CITY OF ALGONA

### REQUESTS FOR PROPOSALS

#### **Transportation Impact Fee Rate and Implementation Study**

The City of Algona desires to procure consulting services for development of a transportation impact fee (TIF) program. The City is soliciting a Request for Proposal from consulting firms with experience in impact fee program development, traffic engineering, transportation planning, civil engineering, and traffic modeling. The outcome will be a rate study with supporting technical documentation to support adoption by the City of a fee structure as well as a Transportation Capital Facilities Plan (CFP) update to support development of a traffic impact fee.

**Date of RFP Issuance: Month XX, 2022**

**Due Date: Month XX, 2022**

#### **SCOPE OF WORK**

The following general scope is to be used in the development of a transportation impact fee (TIF) for the City of Algona.

- **Policy Framework.** In this step, the consultant will work with City staff to develop a set of recommendations on key TIF policy issues, such as multi-modal TIF approaches, fee basis (average daily v. peak-hour trips), and project allocation methods. These recommendations will provide guidance for the technical analysis.
- **Capital Facilities Plan (CFP) Update.** In this step, the consultant will provide a CFP update to support development of a traffic impact fee. The update will include future traffic volume counts and future system needs and recommendations.
- **Technical Analysis.** The technical analysis includes using the information developed for the CFP to allocate and compile growth-related project costs to the TIF basis, confirm customer base and growth assumptions, and calculate the TIF. The charge calculation will reflect the agreed-upon policy recommendations.
- **Documentation.** In this step, the consultant will write the CFP update and the TIF methodology report describing the recommended policies and resulting charges -- and draft the adopting ordinance.
- **Outreach.** This step includes meetings with the City Council and/or other outreach.

It is the City's intent to select a consultant based on the qualifications and abilities of the firm/team, key project individuals, and approach to solutions for the project components. Consultants may be individual firms or teams as appropriate to meet the specific needs of the project. Consultants are solely responsible for all costs incurred in the development of the response to this request or any other presentations whether in response to this request or to any subsequent requirements of the consultant selection and contract negotiation process.

## **RFP SUBMITTAL AND GENERAL GUIDELINES**

RFP submittal packages shall be received by the City of Algona no later than 4:00 P.M. on **XXXday, Month XX, 2022** either via hardcopy to:

City of Algona  
Attention: Jessica Griess, Clerk/Treasurer  
200 Washington Boulevard  
Algona WA 98001

Or via electronic submittal. Submittals shall be sent in PDF format via e-mail to: [jessicag@Algonawa.gov](mailto:jessicag@Algonawa.gov)

All inquiries regarding this RFP shall be directed to Jessica Griess, Clerk/Treasurer, via telephone at (253) 833-2897, or, preferably, via email at [jessicag@Algonawa.gov](mailto:jessicag@Algonawa.gov)

The City reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities.
- to reject any or all responses.
- to issue subsequent requests.

This RFP does not commit the City to enter into a contract or proceed with the procurement of the project. The City assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFP. All such costs shall be borne by each company submitting an RFP.

## **EVALUATION CRITERIA**

The RFPs will be evaluated and ranked based on the criteria listed below. The City reserves the right to give each criterion such weight as it deems appropriate.

- **Project Approach** – Based on your understanding of the project, explain how your team will develop a project-specific approach that will provide the best outcomes for the County.
- **Project Team and Experience** – Identify project manager and team members, explaining their roles, responsibilities, and expertise, and any sub-consultants. Provide three (3) examples of similar projects that demonstrate your team's experience with Transportation Impact Rate Studies and traffic modeling using TransCAD.

- **Project Management Approach** – Describe your project management approach, with an emphasis on your quality control and quality assurance measures and protocol.

**Proposals and the interview will be scored as follows:**

1. **Project Approach 0-35 points**
2. **Project Team and Experience 0-30 points**
3. **Project Management 0-35 points**

**Maximum Points Available 100 points**