



City of McCall

Request for Proposal (RFP) Impact Fee Study

August 16, 2024

I. PROJECT DESCRIPTION & SCOPE OF SERVICES

The City of McCall is soliciting proposals from qualified firms or teams of firms with experience in preparing development impact fee studies for transportation, stormwater, parks & recreation and law enforcement, particularly for local jurisdictions in the state of Idaho. Services and deliverables must adhere to all applicable requirements of the Idaho Development Impact Fee Act (Idaho Code Title 67, Chapter 82). The awarded consultant will prepare an impact fee study, along with a proposed adoption ordinance to enable the collection of impact fees from new development where that is justified and necessary to maintain existing service levels.

In preparing the study, plans and ordinance, the awarded consultant will work with the designated Development Impact Fee Advisory Committee. The consultant will also seek input from the Community and Economic Development Department staff in regards to the issues and concerns related to administering a development impact fee program. The City Manager and Treasurer will assist in identifying other funding sources typically used or available for completion of improvements identified in the CIPs. The respective Department Directors and assigned staff will assist in identifying and estimating the costs of new infrastructure improvements that would be eligible under the development impact fee program.

The awarded consultant will consider adopted long range plans, such as the McCall Area Comprehensive Plan (2018), Transportation Master Plan (2018), and the Parks Recreation Open Space Master Plan (2023) and other associated planning documents.

II. BACKGROUND

The City of McCall conducted an impact fees study in 2012 created by BBC Research & Consulting in 2008. This report is available upon request.

III. BUDGET

The negotiated contract is expected to be structured as reimbursement of time and materials with a not to exceed amount, which should include travel expenses. The city expects the consultant team will travel at least once to McCall, Idaho and is willing to utilize video and tele-conferencing for project meetings and other presentations in order to minimize expenses.

IV. SCHEDULE

August 16, 2024 RFP issued
September 16, 2024 Proposals Due
September 16-20, 2024 Review of Proposals
September 23-27, 2024 Interviews Conducted and Top Firm Identified
October 10, 2024 City Council Acceptance of Recommended Firm

November 2024 Contract Negotiated and Executed

V. NOTICE OF INTENT

All interested parties are encouraged to submit a written “Notice of Intent to Submit Proposal –McCall Impact Fee Study”. Failure to submit written notice shall waive any obligation on behalf of the City of McCall to provide notice of any alterations in the RFP process and/or responses to questions concerning the RFP.

Interested parties can provide written notice by sending an e-mail to Michelle Groenevelt, Community and Economic Development Director, mgroenevelt@mccall.id.us, with the “Notice of Intent to Submit Proposal –McCall Impact Fee Study” in the subject line. The body of the e-mail shall contain the name of the interested party, a contact person to receive any information from the City concerning the RFP process and that person’s contact information.

VI. PROPOSALS

The proposal should be organized in sections containing the following information:

- 1. Cover letter.** Briefly summarize the firm’s qualifications most relevant to this project and identify the project team. Confirm the firm’s ability to meet the proposed project schedule. Provide contact information for the firm and project manager.
- 2. Description of Firm.** Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
- 3. Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including key personnel for any sub-consultants), showing professional qualifications and licenses, along with relevant related experience. Describe key personnel’s proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- 4. Relevant Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. Please list all public sector clients for whom you have performed similar work in the past three years.
- 5. Project Understanding.** Describe your firm’s understanding of the nature of this project and the opportunities and challenges that may be encountered.

6. Project Approach. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, or alternative approaches the City of McCall might wish to consider.

7. Project Schedule. Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

8. Fee Schedule. Provide a schedule of hourly rates, fees and other expenses that will be incorporated in the firm's contract along with an estimate of total cost.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix.

Digital proposals in PDF must be received no later than 5 pm(MST) on Monday, September 16, 2024. Files larger than 25MB should be uploaded to a file share platform and a link emailed prior to the deadline instead. Proposals received after the deadline will not be considered.

I VII. SELECTION PROCESS

Firms will be ranked on identified criteria and the City of McCall may choose to interview several of the top ranked firms. However, at its discretion, the City of McCall may dispense with interviews and select the firm it finds to be the most qualified to perform the work. Firms will be evaluated and Proposals scored as follows:

- (20pts) Qualifications of Firm & Project Team
- (25 pts) Relevant Project Experience
- (10 pts) Project Understanding
- (25pts) Approach and Schedule
- (20 pts) Fee Schedule

The Impact Fee Advisory Committee and City Staff will score Proposals and make recommendations to the City Council who will approve the ranking of firms.

The City of McCall will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the top-ranked firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

I VIII. ADDITIONAL INFORMATION

Questions regarding the project may be directed to Michelle Groenevelt, Community and Economic Development Director for the City of McCall at (208)634-5229 or mgroenevelt@mccall.id.us. The City will consider questions from firms as long as the questions are submitted. All interested parties that have provided notice to the City of their intent to submit a Statement of

Qualifications shall receive the City's answer to any timely submitted question. This RFP, important related material and any questions & answers will also be posted online at the City of McCall's website.

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all parties that have provided notice to the City of their intent to submit a Proposal.

The issuance of the RFP and the receipt and evaluation of Proposals does not obligate the City of McCall to award a contract. The City will not pay costs incurred in responding to this RFP. The City may in its discretion cancel this process at any time prior to the execution of a contract without liability.