



City of
Evans, Colorado

Impact Fee Study

REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Evans, Colorado is seeking a qualified consultant to conduct an impact fee study.

RFQ SCHEDULE

Submittal Deadline:	September 5, 2014 @ 5:00pm MST
Interviews for Selected Vendors:	Week of September 8, 2014
City Council Approval of Contract:	September 16, 2014

Qualifications shall be submitted no later than 5:00 pm on the above date and addressed to:

Impact Fee Study
Attention: Sheryl Trent
City of Evans
1100 37th Street
Evans, Colorado 80620

CONTACT INFORMATION

All questions regarding this solicitation should be directed to the City representative listed below. Do not attempt to contact other City staff members regarding your submittal or any related proposal submittal.

Sheryl Trent, Economic Development Director
970.475.1112
strent@evanscolorado.gov

The City of Evans, Colorado reserves the right to reject any or all proposals or portions thereof, to accept a proposal or portion thereof, and to waive any informality.

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I. PROJECT BACKGROUND AND DESCRIPTION

The City of Evans, Colorado is soliciting qualifications for a consultant to conduct and impact fee review and recommend new impact fees for the City. The selected consultant will need to provide a recommendation and information to be included in a fee ordinance adopted by the City annually.

HISTORY OF EVANS

Known as the "Queen City of the Platte" when incorporated in 1869, Evans was the County Seat of Weld County for many years. From a population of around 400 in a true Wild West town, Evans has grown to nearly 19,000 residents living in an urban area with a rural feel. For a long time Evans was the only town in the area to allow liquor and gambling, which made it the center of activity in the area!

Today, Evans is a community where our residents have a wide choice of housing, great schools, all the shopping and amenities of a large town, and a great quality of life. With over 300 days of sunshine each year and a full four seasons, many people relocate to Evans to experience the best of northern Colorado.

Residents enjoy over 300 acres of parks and open space (including a dog park), several hiking and biking trails along the river and within the town, easy access to the Denver International Airport, and quick drives south to Denver or west to the Rocky Mountains. A local airport has flights around the country leaving daily, the access to I-25, US 85 and US 34 are only minutes away, and the conveniently located Union Pacific Railroad offers opportunities for shipping and receiving materials. Evans is a wonderful place to raise a family, start a business, and buy a home.

BACKGROUND

The City of Evans, Colorado, seeks professional consulting services to conduct a comprehensive Impact Fee Study. Specifically, the City desires an analysis and recommendation of the appropriate methodologies for the City's current Impact Fee categories of Transportation, Fire/Rescue, Parks, Trails, Water, Sewer, and Drainage. Additionally, a Police impact fee is contemplated as part of this analysis. The Impact Fee program must meet applicable case law and State (SB 15) requirements for impact fees. Inherent in the overall analysis is an evaluation of the City's current impact fees with attention to the methodologies employed and any recommendations for alternative methodologies and approaches. The Impact Fee Study should recommend proportional impact fees for each infrastructure category by type of land use to support the City's policy goals for land use planning, infrastructure planning and funding, and economic development.

Identified Issues that may need to be addressed include:

Consider a progressive residential impact fee schedule based on size of unit or number of bedrooms. The City currently has a "one-fee-fits-all" single family residential fee schedule. In other words, a 1,200-square-foot unit pays the same impact fee amount as a 4,200-square-foot single family unit. In many communities, however, data indicate that entry-level and/or affordable homes often have smaller household sizes compared to larger, more expensive homes. This "one-fee-fits-all" structure for residential units may be constraining the City's ability to meet some of its policy objectives related to affordable housing and equity. This impact fee update will provide the opportunity to discuss trade-offs of a revised residential approach.

Craft impact fee methodologies to reflect City land use and economic development objectives.

Many communities forget that impact fees are actually a land use regulation. With this in mind, the City may want to consider alternative methods of calculating the impact fees that take into consideration the City's land use and economic development objectives (such as encouraging infill development). Tiered fees can have the effect of incentivizing development in areas with existing infrastructure capacity and discouraging more costly development on the fringe. Another element is exploring opportunities to include multi-modal credits within the methodology to credit development that diverts trips to alternative modes of transportation (e.g., transit, pedestrian and bicycle).

II. SUBMISSION REQUIREMENTS

Three (3) hard copies and one (1) flash drive of the proposal must be submitted by the deadline.

III. EVALUATION CRITERIA AND PROCEDURES

A. DISTRIBUTION AND OUTREACH

This RFQ will be distributed as needed and requested.

B. SELECTION TEAM

The City will rate prospective consultants (firms) for this work using only objective criteria based upon the information obtained from the submittals.

The consultants with the highest ranking based on experience and qualifications as described in the Proposal to provide the required services will be invited for interviews. The proposed project manager and personnel will be requested to represent the vendor at the interviews.

C. SELECTION CRITERIA

The evaluation will consist of a matrix of requirements, qualifications and experience. The following criteria will be used in evaluating the submittals received in response to this RFQ:

- Depth of Experience and Background of Consultant
- Technical Knowledge of Land Use Planning and Local Government Finance.
- Colorado Experience.
- Responsiveness.
- Project Approach (Scope of Work)
- Past performance and service on similar assignments/projects

D. SELECTION PROCEDURE

Consideration of a prospective consultant's proposal will be made only if the prospective consultant meets all the minimum requirements of this RFQ. The City reserves the right to adjust, increase, limit, suspend or rescind the rating based on subsequently learned information. The City reserves the right to award a contract to the vendor that present the best qualifications and which will best accomplish the desired results for the City.

Any consultant deemed not qualified, or consultant who's rating changes sufficiently to disqualify them, will be notified in writing. No consultant shall have the right to an appeal based upon an incomplete or late submission of the proposal.

Request for Supplemental Information: The City reserves the right to require, from any or all vendors, supplemental information that clarifies submitted materials.

Questions: All questions regarding this solicitation should be directed to the City representative listed in this RFQ. Do not attempt to contact other City staff members regarding your submittal or any related proposal submittal.

Incomplete Proposals: Incomplete and/or unsigned submissions will not be considered. However, if a submission is incomplete, and if it appears that the omission can be corrected promptly, the affected vendor may be contacted and offered the opportunity to complete the proposal and provide the required information within a prescribed period of time, which will not be extended. If a vendor does not respond within the time stated, the proposal will not be considered.

Rejection of Submitted RFQ: Proposals that are not current, accurate, and/or completed accurately in accordance with the prescribed format shall be considered non-responsive and eliminated from further consideration.

Selection Process Termination: The City reserves the right to terminate the selection process, at any time, without making an award to any or all consultants.

Disqualification: Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between vendor and the City;
- Evidence of vendor's inability to successfully complete the responsibilities and obligations of the proposal; and
- Vendor's default under any agreement, which results in termination of the agreement.