



REQUEST FOR PROPOSALS

Project:

**Capital Facilities Plan,
Impact Fee Facilities Plan,
and Impact Fee Analyses**

Prepared For:

Tooele County

47 South Main
Tooele, Utah 84074

May 14, 2021

SECTION 1: PURPOSE OF THIS RFP

Tooele County (County) requests proposals for the creation of a capital facilities plan (CFP), an analysis and update of the County's Impact Fee Facilities Plan (IFFP), an analysis and update of the County's Impact Fee Analyses (IFAs) for Public Safety (completed in 2015), Transportation (completed in 2016), and Parks Recreation and Trails (completed in 2015), and the creation of other IFFPs and IFAs for any other areas identified in the CFP.

This RFP will assist the County in selecting an experienced consultant or team of consultants (Consultant) to complete the above tasks.

The IFFP and IFAs must satisfy the requirements of Utah Code Title 11, Chapter 36a, as well as other applicable federal and state laws. The County requires a thorough study and final report that evaluates County impact fees and associated facilities. The report must include the method of calculation, and documentation of all relevant data. This study will also include a review of all the County's facility master plans that have recently been conducted by various engineering firms.

Consultant will evaluate the following facilities: parks recreation & trails (to include Desert Peak Facility and Benson Grist Mill and associated buildings), transportation, 21 county owned buildings, Wendover airport buildings, public safety.

SECTION 2: GENERAL INFORMATION

2.1 PROPOSAL RESPONSE OUTLINE

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

Tab 1 LETTER OF TRANSMITTAL. The letter of transmittal should include an introduction of the Consultant, the name, address, telephone number and email of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP. Any other information not appropriately contained in the proposal itself should also be included.

Tab 2 EXECUTIVE SUMMARY. An executive summary will briefly describe the Consultant's approach and clearly indicate any options that need to be highlighted or alternatives being proposed. It should also indicate any major requirements that cannot be met by Consultant.

Tab 3 DETAILED DISCUSSION. This section should constitute the major portion of the proposal and must contain a specific response in outline form to each section in this RFP. Outline numbers should correspond, in order, to the section numbers contained in this RFP. Failure to provide written response to items indicated in this RFP will be interpreted by County as an inability by the Consultant to provide the requested service.

Detailed discussion should include the following:

- A. Consultant's understanding of project requirements
- B. Key personnel and sub-consultants who will be assigned to the project, including their qualifications

- C. Consultant's and sub-consultants' experience with similar projects, including references
- D. Suggested scope of services and project schedule

Tab 4 COST PROPOSAL. The Consultant must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. The cost proposal should include the method of determining compensation for the required services with a not-to-exceed cost estimate.

Tab 5 FINANCIAL REPORT. The Consultant should furnish a current financial report for the company's most recent fiscal year, audited, if available.

Tab 6 MISCELLANEOUS. Miscellaneous additional information and attachments including company literature and catalogs. The information should include the size of Consultant's firm as measured by number of personnel and number of clients.

2.2 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist Consultants in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested Consultants with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Consultants are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP.

2.3 ISSUING OFFICE AND RFP REFERENCE

The Tooele County Community Development Department Auditor is the issuing office for this RFP and all subsequent addenda relating to it. The reference for the transaction is 2021 TOOELE COUNTY CAPITAL FACILITIES PLAN, IMPACT FEE FACILITIES PLAN, AND IMPACT FEE ANALYSIS. This must be referenced on all proposals, correspondence, and documentation relating to the RFP.

2.4 SUBMISSION OF PROPOSAL

Consultants are requested to submit one (1) bound hardcopy and one (1) USB drive proposal in a sealed envelope, **and to include a cost proposal in a separate sealed envelope**. The proposal must be received no later than 4:00 p.m. MDT on June 15, 2021. Proposals must be addressed as follows:

**Capital Facilities Plan RFP 2021
c/o Tooele County Auditor
47 S. Main Street
Tooele, UT 84074**

Proposals may be either mailed or hand-delivered. If the proposal is sent by mail, Consultant shall be responsible for actual delivery of the proposal to the proper office before the deadline. Proposals received after the deadline will be late and ineligible for consideration. Following the

deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as required by law (see section 2.10).

2.5 INQUIRIES

Questions arising after the issuance of this RFP, that could have a significant impact on the responses to the RFP, shall be submitted in writing through the Utah Procurement Page. Questions and answers will be consolidated and provided to all consultants on record as receiving this RFP. All such questions should be received five working days prior to the proposal submission deadline.

2.6 CONSULTANT'S RESPONSIBILITY FOR PROPOSAL COSTS

County is not liable for any cost incurred by Consultant associated with the preparation of the RFP or the negotiation of a contract for services prior to the issuing of the contract.

2.7 EVALUATION OF PROPOSALS

County may award a contract based on initial proposals received without discussion of such proposals with Consultants. Accordingly, each initial proposal should be submitted with the most favorable price and service available. Specific proposal evaluation criteria and methods are included under Section 4 "Proposal Evaluations."

2.8 ORAL PRESENTATION

County may require an oral presentation by Consultant to supplement a written proposal. These presentations will be scheduled, if required, by the Community Development Director or Auditor after proposals are received and prior to the award of the contract.

2.9 AWARD OF THE CONTRACT

Upon completion of the evaluation process, County may negotiate with and award the contract to the Consultant whose proposal is determined to be most advantageous to the County. The contract must be executed by the parties prior to commencement of performance. The contract will incorporate the provisions of this RFP (including any addenda) and the general terms and conditions described in Section 5. By submitting a signed proposal as required by Section 2.14, Consultant is agreeing to the provisions of the contract described herein.

2.10 PROTECTED INFORMATION

Under the Utah Government Records Access and Management Act, ("GRAMA") certain information in the proposal submitted may be open for public inspection. If Consultant desires to have information contained in its proposal protected from such disclosure, the Consultant may request such treatment by providing a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality with the proposal. Pricing elements of any proposal will not be considered protected. All material contained in and/or submitted with the proposal becomes the property of County and may be returned only at County's option.

2.11 ADDENDUM TO RFP

If it becomes necessary to revise this RFP in whole or in part an addendum will be provided to all Consultants on record as having received this RFP.

2.12 REPRESENTATIVES AND NOTICES

During the RFP process (from the date of issue through the date of contract award or other final decision) the Utah Procurement Page is the sole source of official information regarding this RFP. All other communications, both spoken and written, which are received by any representative of the Consultant from other sources (such as employees in other departments) should be confirmed by the Consultant with the representative as being true and accurate prior to incorporating such information into their response. This refers to both formal and informal conversations and communications. Please remember that significant changes to the RFP will always be issued as a formal, written addendum.

2.13 AUTHORIZED REPRESENTATIVES

The proposal must contain the signature of a duly authorized officer or agent of the Consultant's firm empowered with the right to bind the Consultant for the amounts estimated and terms proposed. The Consultant must also provide evidence of the authority of the officer or agent to bind the Consultant. County shall have the option to change Consultant's contact person if it is in the best interest of County. Include this information within your "Letter of Transmittal", which will be tabbed section "A" of your proposal.

2.14 ANTI-COLLUSION

The submission of a proposal constitutes agreement that the Consultant has not divulged its proposal to, or colluded with, any other Consultant or party to a proposal what-so-ever.

2.15 RESTRICTIONS

All proposals must clearly set forth any restrictions or provisions deemed necessary by the Consultant to effectively service the proposed contract.

2.16 RIGHT TO REJECT

County reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of County.

SECTION 3 : SPECIFICATIONS

3.1 QUALIFICATIONS

Consultants shall provide the following information in their proposal:

- A. A list and brief description of projects similar in scope and size for which the Consultant has provided professional services; a discussion of whether the projects were completed on time and within budget; and the names of persons responsible for oversight of the project by the government to whom the services were delivered and those persons' telephone numbers.

- B. A proposed organizational chart to be used by the Consultant in the performance of the services described in the RFP.
- C. Names and qualifications (including professional training, licenses, experience, awards, etc.) of personnel to be assigned to this project; the time commitments of these personnel to other pending projects; the role of each in the referenced projects listed, and the proposed role of each in the performance of this project.

3.2 PROJECT SPECIFICATIONS- TOOELE COUNTY CAPITAL FACILITIES PLAN, IMPACT FEE FACILITIES PLAN AND IMPACT FEE ANALYSIS

3.2.1 PROJECT DESCRIPTION

County requests that Consultants submit sealed proposals for providing both an up-to-date Capital Facilities Plan (CFP), Impact Fee Facilities Plan (IFFP), and Impact Fee Analyses (IFA). The IFFP and IFA study must include the evaluation, verification, and application of the County's Capital Facilities Plan to be completed as part of this RFP. This RFP is part of a competitive procurement process, which helps to serve the best interest of the County and its residents. It also provides Consultants with a fair opportunity for their services to be considered.

The studies must use generally accepted methodologies to create a decision making tool in providing direction for an effective and up-to-date Impact Fee Facilities Plan (IFFP) and associated impact fee analyses (IFA).

Include travel and presentation time to recommend potential legislation and fee changes to the County Council and the County Manager.

3.2.2 GENERAL RESPONSIBILITIES

3.2.2.1 Items to be provided by the County:

- A. County ordinances related to impact fees, including the most recently approved Fee Schedule.
- B. Existing information from existing IFAs and IFFPs
- C. Applicable information from the following IFFPs: parks recreation & trails, transportation, and public safety.
- D. Other requested requirements by Consultant if available.

3.2.2.2 Services to be provided by the Consultant:

- A. Completed CFP
- B. Based on approval of the CFP, completed IFFP for each of the following: parks recreation & trails, roads, public safety, and any other facilities that may be impact fee eligible. The IFFPs shall:
 - Establish a service standard
 - Create an inventory of existing facilities
 - Determine method of financing existing facilities
 - Determine excess capacity
 - Determine additional facilities needed at present
 - Determine method of financing needed facilities

- C. Using the IFFP as a guide, calculate the impact fee schedule using the IFA; and review the County’s current code, waiver and exemption requirements, study criteria and standards, etc. The Impact Fee Analysis (IFA) shall:
 - Determine the proportionate share of costs directly attributable to new development
 - Calculate credits for future contributions
 - Calculate the maximum allowable impact fees
 - Provide comparative analysis of all legislation, fees, and practices to determine and propose the most current best practices and regional practices.
 - Ensure the resulting Impact Fee Facilities Plan and associated rate schedule and regulation ordinances are consistent with all applicable state and federal laws.
- D. Provide County with an IFFP that addresses the required six year planning window for the impact fee calculations and a 10-year planning window for capital facilities planning (with accompanying fee increase proposals)—based on current growth trends.
- E. Prepare specific goals, objectives and policies that will integrate the recommendation from the previous sections into a plan of action.
- F. Conduct periodic coordination meetings with County staff and designees to review progress and discuss issues.
- G. Present the completed plan for adoption to the appropriate County Departments, County Council and County Manager.
- H. Complete and turn over all reports, studies, plans by July 1, 2021.

SECTION 4: PROPOSAL EVALUATION

4.1 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate proposals are as follows:

1. 35%: Qualifications (experience, past performance, and reputation with Tooele County & others)
2. 25%: Availability and schedule to completion
3. 30%: Cost (not-to-exceed amount and hourly rates)
4. 10%: Organization and approach

NOTE: Costs should not be referenced in the main proposal but submitted in a separate sealed envelope.

4.2 EVALUATION PROCESS

All proposals in response to this RFP will be evaluated in a manner consistent with County and state procurement codes and applicable rules and policies.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. First, non-responsive proposals (those not conforming to RFP requirements) will be eliminated. Second, the remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each Consultant bears sole responsibility for the items included, or not included,

in the response submitted by that Consultant. County reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of the initial evaluation phase, selected proposals will be chosen for detailed review and evaluation, including oral presentations if required.

County reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

Exhibit A
Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND
SUBMITTED WITH BID

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid. The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a Tooele County officer or employee or former Tooele County officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele County officer or employee to breach any of the ethical standards set forth in the county conflict of interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer _____

Title _____

Organization _____

Address _____

STATE OF _____)
COUNTY OF _____) :SS

On this ____ day of _____, 2021, personally appeared before me, _____ who being by me duly sworn did say that he or she is the _____ of _____, and that the foregoing instrument was signed in behalf of said entity by proper authority, and he or she acknowledged to me that said entity executed the same.

NOTARY PUBLIC