



City of Fruita

Parks, Health, Recreation, Open Space, and Trails (POST) Impact Fee Study Request for Proposals

Introduction & General Background

The City of Fruita is requesting proposals from qualified respondents to assist in the preparation of a Development Impact Fee Study. All proposals shall be submitted and received no later than 5:00 PM (MST) on Friday, November 5th, 2021.

Electronic proposals will be accepted through the Rocky Mountain E-Purchasing System (RMEPS). <https://www.bidnetdirect.com/colorado>. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

The City of Fruita is a growing community with a population of approximately 14,000 in Western Colorado. It is well known for its outdoor recreation opportunities and is surrounded by over a million acres of public lands providing endless opportunities for mountain biking, hiking, trail running, road cycling, river rafting, and more. Fruita is also home to the Colorado National Monument, two state parks, Imondi Wake Zone (the only full-service cable wakeboard park in the Rocky Mountain West), and many unique special events. Fruita has been voted as the “Top Adventure Town” in Elevation Outdoors Magazine “Best of the Rockies” several times, and more recently, was named the “Best Kid Friendly Outdoor Town.”

The Fruita Parks and Recreation Department recently completed a new Parks, Health, Recreation, Open Space, and Trails Master Plan (PHROST) in April 2021. The PHROST Master Plan is an update to the City’s Parks, Open Space, and Trails Master Plan, that was originally adopted in 2009.

The City currently has an adopted Public Parks, Open Spaces, and Trails Impact Fee/Dedication, but is looking to reevaluate the current fee structure, as recommended in the 2021 PHROST Master Plan.

The City of Fruita has a budget of \$20,000 for this project.

POST Impact Fee Study Goals

The City of Fruita is requesting proposals from qualified consultants for the purpose of conducting a POST Impact Fee Study. The goals of this project include, but may not be limited to:

1. Analyze and recommend methodologies to determine the assessment of impact fees, including current methodology and any recommended alternatives.
2. Analyze and recommend appropriate impact fees to fund the City's Capital Improvement needs as it relates to growth and development.
3. Analyze and recommend fee methodology to be updated annually to offset the cost of constructing infrastructure assets.
4. Provide POST impact fee rate comparisons with surrounding government entities.

Scope of Services/Deliverables

1. Initial meeting shall be required between consultant & City staff to review objectives of study, exchange information, establish timeline and determine information to be provided by City staff. The meeting may be virtual.
2. New POST impact fees shall be proposed. Impact fees shall be calculated to provide for parks, open space, and trails to support growth based on forecasts of new development over a 10-year period. An evaluation of local construction costs and appraised land values shall be completed and considered. The proposed fee structure shall include methodology that corresponds with future growth estimates. The methodology shall address, at minimum, land values and development costs and park and trail construction costs. In addition, the fees analysis shall compare surrounding and comparable cities to ensure reasonableness, consistency, and feasibility.
3. The consultant shall prepare a single compiled report for POST impact fees. The report shall include, at minimum:
 1. Background description of the overall methodology
 2. General fee study results
 3. Supporting justification
 4. Calculations & formulas that demonstrate the legal nexus between recommended fees and the impact created by new development.
 5. A strategy to implement the new POST Impact Fee Structure
4. A meeting to review findings with City staff shall be scheduled. The meeting may be virtual.
5. The consultant shall coordinate and conduct public outreach for the proposed impact fees. The consultant will prepare and implement a Public Engagement Plan for City approval. The consultant will prepare all outreach materials and presentations.

Contractor will coordinate with the City staff to communicate public outreach opportunities through city resources.

6. Contractor will conduct meetings with key elected officials. Contractor will make at least one presentation at a City Council study session and at least one presentation during a public hearing before the City Council. Contractor will take the lead role in all study session and hearings with elected and appointed officials, except as directed by the Project Manager. Contractor will create meeting notes from each meeting, summarizing responses and comments provided by elected and appointed officials.

City Oversight

Margaret Sell, City Clerk/Finance Director, will be responsible for management of the contract and Project for the City (“Project Manager”). The City will provide reasonable assistance to the consultant in the scheduling of meetings, interpretation of policy and procedural requirements, research relating to internal documents, coordination with outside agencies and City staff, but the City’s obligation will not limit Contractor’s obligations to perform the Services. The City will rely on the personnel, experience, and expertise of the consultant to ensure all necessary components of the scope of work are completed.

Required Submittals and Proposal

Interested companies or firms shall submit proposals that clearly demonstrate their ability to provide services as outlined above. Submittals shall be organized in the order listed below to facilitate fair and equitable evaluation of the responses.

1. An electronic copy of the proposal shall be submitted and include:
 - a. **Cover Letter** – Please include a letter of interest expressing the consultant’s interest in the project. Include a statement regarding the consultant’s time and ability to commit key personnel. The letter should also include the name, address, and phone number of the person who will be authorized to make presentation on behalf of the firm.
 - b. **Company Qualifications, Relevant Project Experience & References** – Please submit a brief summary of previous, similar work completed. The summary should include at least 3 specific examples of relevant experience related to impact fees in Colorado. The summary should also include date of project completion and deliverables achieved. In addition to a summary, please include a list of a minimum of 3 references with email, phone, and address.
 - c. **Staff Team and Organization** – Provide a brief overview of key personnel that will be included in the project. Include job title, timeline of employment with the firm and experience with similar projects in the submittal.

- d. **Scope of Services & Deliverables** – Please provide a proposed scope of services & deliverables based on the outline above. Include an estimated timeframe for the project to reflect the deadline of June 30th.
- e. **Cost of Services** – Please list itemized costs for sections listed in the Scope of Services/Deliverables section above. Indicate pricing differences between in-person vs virtual meetings.

Method of Evaluation, Limitation and Award

A committee will select a firm using a three-step process as explained below. The selection committee will be comprised of the City Staff.

First Step: Evaluation and Short List Selection

The evaluation committee will initially review and select submittals based on the following criteria:

1. Experience and qualifications of the firm
2. Ability to perform work within scheduled timeline
3. Cost or bid for the work to be performed
4. References

The committee shall rank the firms based on the information provided in the initial submittal and any follow-up information requested by the evaluation committee. A short list of no more than five firms will be created.

Second Step: Interviews / presentations from selected firms

Two or more firms on the shortlist will be invited for a personal interview and to make presentations to the selection committee. This allows both parties to have an extensive and open dialog about the project, resulting in a mutual understanding of the expectations and the type of work required.

Third Step: Retention

One firm will be selected and any revisions to the scope of work will be discussed along with cost modifications.

Limitation and Award

This Request for Proposals does not commit the City of Fruita to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Fruita reserves the right to cancel or change this Request for Proposal.

Questions and Addendums

RFP Questions:

Margaret Sell, Finance Director
msell@fruita.org

All questions, inquiries, comments, or communication pertaining to any formal solicitation (whether process, specifications, scope, etc.) must be directed (in writing) to msell@fruita.org. Direct communication with the City assigned Project Managers/Engineers is not appropriate for public procurement and may result in disqualification.

Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City. Sole authority to authorize addenda shall be vested in the City of Fruita Purchasing Representative. Addenda will be issued electronically through the Rocky Mountain E-Purchasing at www.bidnetdirect.com/colorado and on the City's website at Fruita.org. Offerors shall acknowledge receipt of all addenda in their proposal.

Proposed Timeline and Contract

Proposals Due by 5:00PM

November 5, 2021

Evaluation & Interviews (tentative)

November 11-22, 2021

Award (tentative)

November 25, 2021

Project shall be completed by June 30, 2022.

General Terms and Conditions

CONFIDENTIAL AND PROPRIETARY INFORMATION

If a contractor believes that parts of an offer are confidential, then the contractor must so specify. The contractor must include in bold letters the term "CONFIDENTIAL" on that part of the offer which the contractor believes to be confidential. The contractor must submit in writing specific detailed reasons, including any relevant legal authority, stating why the contractor believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is acceptable. Decisions regarding the confidentiality of information will be made when requests are made to make the information public. All offers and parts of offers, which are not marked as confidential, will automatically be considered public information after the contract is awarded. The successful offer may be considered public information even though parts are marked confidential.

WITHDRAWAL OR MODIFICATIONS OR OFFERS

Any contractor may modify or withdraw an offer in writing at any time prior to the deadline for a submission of an offer.

ACCEPTANCE

Any offer received and not withdrawn shall be considered an offer, which may be accepted by the City based on initial submission without discussions or negotiations. By submitting an offer in response to this solicitation, the contractor agrees that any offer it submits may be accepted by the City at any time within 90 calendar days from the date of submission deadline. The City reserves the right (a) to reject any or all offers, (b) to waive informalities and minor irregularities in offers received, and/or (c) to accept any portion of an offer if deemed in the best interest of the City. Failure of the contractor to provide in its offer any information requested in the RFP may result in rejection of the offer for non-responsiveness.

PROPOSAL PREPARATION COST

The cost of proposal preparation is not a reimbursable cost. Proposal preparation and presentation shall be at the contractor's sole expense and is the contractor's total and sole responsibility.

AWARD

The City intends to make an award using the evaluation criteria listed in this RFP to determine the best value, considering all factors and criteria in the proposals submitted. Best value means the expected outcome of an acquisition that, in the City's estimation, provides the greatest overall benefit in response to the requirements detailed in the RFP. The City reserves the right to reject any or all offers and to not make an award.

SUBSTANTIVE PROPOSALS

By responding to this RFP, the contractor certifies (a) that contractor's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that contractor has not directly or indirectly induced or solicited any other contractors to put in a false or sham proposal; (c) that contractor has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing an offer or proposal; (d) that contractor has not sought by collusion to obtain for themselves any advantage over any other contractors or over the City; and (e) that contractor has not violated or caused any person to violate, and shall not violate or cause any person to violate, the City's Code of Ethics contained in Chapter 2.70 of the City's Municipal Code.

NON-COLORADO ENTITIES

If contractor is a foreign entity, the contractor shall comply with C.R.S. section 7-90-801, "Authority to transact business or conduct activities required," and section 7-90- 802, "Consequences of transacting business or conducting activities without authority." Before or at the time that the contract is awarded to an entity organized or operating outside the State of Colorado, such entity shall obtain authorization to do business in the State of Colorado, designate a place of business herein, and appoint an agent for service of process. Such entity must furnish the City with a certificate from the Secretary of the State of Colorado to the effect that a certificate of authority to do business in the State of Colorado has been issued by that office and is still valid. The entity shall also provide a certified copy of the designation of place of business

and appointment of agent for service of process from the Colorado Secretary of State, or a letter from the Colorado Secretary of State that such designation of place of business and agent for service of process has been made