



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO PREPARE IMPACT FEE NEXUS STUDY

The City of Fort Bragg is seeking proposals from qualified professional consulting services interested in contracting with the City of Fort Bragg to conduct an analysis of the existing Development Impact fees and recommend updates to fees to reflect the true incremental cost of new development on City infrastructure in accordance with AB 602.

AGENCY DESCRIPTION

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,500. Fort Bragg is a general law City, with a five-member City Council and operates under the Council-Manager form of government. The Council appoints the City Manager, who appoints other City Officials and is charged with overseeing the City's daily operations.

The City provides a wide range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, water service, community development, financial management and administrative services. Special Districts and Joint Powers Authorities (JPAs) under the jurisdiction of the City provide emergency services, fire protection, wastewater treatment, and redevelopment services throughout the City. The City employs approximately 60 regular full-time employees. During the busy tourist season, the City traditionally hires temporary employees for parking enforcement and maintenance of city streets and parks.

PROJECT BACKGROUND

The City reviews and update the City's Fees, consistent with the goal to ensure that fees for City services are sufficient to fully recover the cost of providing those services. The Fort Bragg City Council recommended via resolution (2412-2000) that water, sewer, and drainage capacity fees be increased annually using Engineering News Record-20 City Construction Cost Index to adjust impact fees. In September of 2021, the California Legislature passed Assembly Bill (AB) 602 and the Governor signed it into law. AB 602 creates some new requirements for impact fees that went into effect July 1, 2022. Accordingly, staff is not proposing any increases to the current impact fees this year and instead seeking proposals from qualified consultants to perform a nexus study to evaluate these fees and provide updated fee amounts consistent with the legislation.

In order to impose development impact fees on new development, a city must distinguish between existing levels of service and the impact of new development on the resources required to maintain that level of service. (Government Code §§ 66000(b), 66001(a)). A key factor in an impact fee "nexus study" is establishing existing levels of service as a baseline for determining increased or expanded levels of service that are attributable to impacts of new development.

GOALS AND OBJECTIVES

As part of the Capital Improvement fee study, we would like to update existing Development Impact Fees for sewer, water and drainage to reflect the true incremental cost of new development on City infrastructure. In addition, the City would like the consultant to analyze and recommend other fees for

parks (as per the Quimby Act), citywide roadways, bicycle paths, bridges and signalization improvements, and public facilities such as fire and police stations.

SCOPE OF WORK

- Review of existing studies to get an understanding of the City's facilities and infrastructure;
- Interviews of key City staff to understand current fees;
- A benchmark analysis of development fees of similar California cities;
- An analysis of how developers, property owners, and fee payers derive benefit from a maintained and updated development impact fee program;
- An analysis of the proposed fees, including documenting the nexus findings around those recommended fees; and
- Attendance at up to three meetings with the public/City Council including a workshop on development fees and a presentation of recommendations and findings;

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the complete proposal, and cost bid so that it is received by the City no later than **2:00 p.m. on October 20, 2022** to:
City of Fort Bragg
Attention: June Lemos, MMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
jlemos@fortbragg.com
2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience, including list of all agencies your firm has completed similar projects for in the last five years.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title, and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.

- F. Study Design and Approach Work Plan
A detailed work plan and schedule is required for this project. Consultant Work Plan must include, but not be limited to the following:
1. The City's responsibilities
 2. Consultant responsibilities
 3. Project milestones
 4. Target dates
 5. Critical decision points
 6. Project evaluation
 7. Other resources needs
 8. Any assumptions or constraints identified by the consultant
- G. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and other fees. The proposal must contain a detailed line item budget showing the total cost of proposed services for each component listed in Item E (Scope of Work) by phase and a total for the project.
- Fee schedules and other proposed costs included with the submitted Proposal shall remain effective for 90 days beyond the submitted date. Proposals without the required cost information will not be considered.
- H. Work Schedule
Provide a time schedule for completion of work.
- I. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, their agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The consultant shall bear all costs associated with the required insurance.
- J. Consultant Agreement
The City's standard Professional Services Agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Experience of the firm.
- Schedule for completion of work.
- Cost of services.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process. Proposals will be reviewed and evaluated by the City staff and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified respondents or to cancel, in part or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	September 13, 2022
Deadline for Written Questions	October 6, 2022
Proposals Due	October 20, 2022 (2:00 p.m.)
Interviews	TBD
Selection	November 14, 2022

QUESTIONS

Questions should be directed to:

Chantell O'Neal
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
707-961-2823 ext. 133
Email: coneal@fortbragg.com

ATTACHMENTS

Exhibit A – City’s Standard Professional Services Agreement