



# REQUEST FOR PROPOSAL

City of Dawsonville Impact Fee Study

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## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Table of Contents	1
Background	2
Scope of Work	3
Instructions	4
Contact	5
Schedule	6
Fees	7
Technical and Fee Proposals	8
Assurances	11
Legal and Character Qualifications	12
Affidavit	13

## **REQUEST FOR PROPOSAL: CITY OF DAWSONVILLE IMPACT FEE STUDY**

The City of Dawsonville, Georgia will receive sealed proposals from qualified firms for services in the City Manager's Office, 415 Highway 53 East, Suite 100, Dawsonville, Georgia 30534 until **June 3, 2022 at 2:00 p.m.** The City is seeking the services of a firm, partnership, joint venture or team to produce an impact fee study and to set fees for an impact fee program in 2022 for the City of Dawsonville, Georgia.

Any questions and/or misunderstandings that may arise from this proposal should be submitted, in writing, and forwarded to the Dawsonville City Manager at [citymanager@dawsonville-ga.gov](mailto:citymanager@dawsonville-ga.gov). Answers to such questions that materially change the conditions and specifications of this request for proposal will be posted to the City of Dawsonville's website as an addendum.

The City of Dawsonville anticipates making a single award for this impact fee study program. Such an award, if any, is projected to be accomplished within sixty (60) days from the proposal deadline. A qualifications-based selection process will be used. Evaluation of proposals will be based on the following criteria in order of importance:

1. Proposed price to complete the project: 25 Points
2. Capacity to complete the project based upon education, training and experience: 25 Points
3. Capacity to complete the project in a timely manner based upon staffing, training and experience: 20 Points
4. Evaluation of references from other local governments for which similar projects have been completed: 20 Points
5. Understanding of the project and proper completion of RFP materials: 10 Points

Responses to this Request for Proposals (RFP) shall include technical and fee proposals along with all other information requested in this RFP. The fees shall be the full cost to the City of Dawsonville and shall in all instances be broken down based upon the tasks to be completed.

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The City of Dawsonville reserves the right to reject all proposals submitted. All proposals are public records to the extent required by the Georgia Open Records Act. The City of Dawsonville reserves the right to accept or reject any or all proposals, to waive formalities, and to negotiate changes in the price, scope of work or services to be provided pursuant to law.

## **SCOPE OF WORK**

The City of Dawsonville is currently accepting proposals for an Impact Fee Study. The study would establish an impact fee program including fees for the City to use beginning in 2022.

### **DELIVERABLES:**

- 1) A qualified consultant shall deliver an impact fee study that is consistent with the Georgia Development Impact Fee Act of 1990.
- 2) Analysis of services to be covered by an impact fee program for:
  - a. Parks, Recreation, and Open Space; and
  - b. Roads Streets and Bridges; and
  - c. Any other services which the consultant believes qualify for impact fee consideration.
- 3) A proposed schedule of maximum impact fees for the items listed in deliverable No. 2, including analysis of project costs, adjustments, credits and program administrative costs for each.
- 4) Analysis of reductions including appeals, reduced fees, and exemptions.
- 5) Guidance on program administration including:
  - d. Guidance on establishing a five-to-ten-member advisory committee for the impact fee program; and
  - e. Guidance on staffing to administer the program; and
  - f. Costs to administer the program.
- 6) Guidance on creating and adopting a Capital Improvements Element (CIE) within the Comprehensive Plan including:
  - g. Preparation; and
  - h. Steps for creating the CIE; and
  - i. Steps for adopting the CIE: and
  - j. A description of required updates of the CIE.
- 7) A written assessment of how an impact fee program in Dawsonville could assist in meeting financial needs either directly or indirectly for the City's future development goals

## **INSTRUCTIONS**

1. Intent: It is intended that these Instructions and the Schedules and Specifications shall define and describe the complete services to be provided.
2. Examination: Firms are advised to examine all documents and current descriptions of the services in order to become fully informed as to their conditions. This includes conformity with specific standards and the character, quality and quantity of the services provided. Failure to examine these areas will not relieve the consultant of its obligation to furnish all products and services necessary to carry out the provisions of the contract.
3. Selection of Consultant: The contract will be awarded to the firm or team that in the City's opinion is the most responsive and responsible according to the criteria provided in this RFP.
4. Responsiveness: The City will consider the degree to which each firm has submitted a complete proposal without irregularities, exclusions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.
5. Submission of Proposals: It is the firm's responsibility to have its sealed proposal at the City Manager's Office by the deadline for submission. Proposals received after the deadline will remain unopened and will not be considered. The following address should be used on the outside of the envelope containing the proposals:  
  
Office of the City Manager  
City of Dawsonville  
415 Hwy 53 East  
Dawsonville, Georgia 30534  
  
Request for Proposals  
Impact Fee Study
6. Proposals: An original copy of the proposal shall be submitted in paper format with one flash drive containing digital copies of the proposal in Microsoft Word and PDF file formats. Proposals should be limited to no more than 10 single sided pages or 5 double sided pages and should be bound in an 8<sup>1</sup>/<sub>2</sub>" x 11" format.

## **CONTACT**

Should a consultant have any questions, please contact Bob Bolz, City Manager, at [citymanager@dawsonville-ga.gov](mailto:citymanager@dawsonville-ga.gov).

## **REQUEST FOR PROPOSAL SCHEDULE**

- Evaluation Period
  - Questions may be submitted to the City Manager, Bob Bolz at [citymanager@dawsonville-ga.gov](mailto:citymanager@dawsonville-ga.gov) until **5:00 p.m. on the 27<sup>th</sup> day of May, 2022.**
  - Responses to questions will be posted on the City's website and will be sent via email to all firms that have contacted the City and expressed an interest in this RFP and in receiving notices regarding this RFP.
- Submission Deadline: **June 3, 2022 at 2:00 p.m.**
- Anticipated Award Date: **June 20, 2022 at the City Council Meeting**

## **FEES**

Firms will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in the scope of work. The City anticipates ordering all tasks; however, it reserves the right to modify the tasks described.

Proposed fees should be listed by phase and task as well as a total for all phases and tasks. The City of Dawsonville reserves the right to request a specific breakdown of item costs within each task. Costs shall be inclusive, with printing, copying, postage, deliveries, travel and all other categories included. Proposed costs should be itemized to show the number of hours of direct labor for each task.



## **TECHNICAL AND FEE PROPOSALS**

### **INTRODUCTION**

Overview: Firms shall provide detailed information so as to demonstrate its understanding of the services requested.

Documents: Proposals should be limited to no more than 10 single sided pages or 5 double sided pages and should be in an 8<sup>1/2</sup>" x 11" format. An original copy of the proposal shall be submitted. Fewer copies of extensive materials covering the firm's work are acceptable. Please also submit proposals in Microsoft Word and PDF file formats on a flash drive. Proposals shall include the forms provided in the RFP.

Submission: The firm shall package and seal its proposal so that it will not be damaged in mailing or shipping. All proposals and supporting documents will be submitted in accordance with the "Instructions" Section.

### **QUALIFICATIONS**

Firms responding to this RFP must have been engaged urban and regional planning, fiscal impact, or management services for at least five years.

References: Firms shall provide references from similar assignments from other local governments within the past ten years.

Insurance: Firms shall carry a minimum of Two Million Dollars (\$2,000,000) professional liability policy to protect the City in case of negligent errors, acts or/and omissions of the firm.

### **TECHNICAL APPROACH**

Methodology: Explain the methodology you propose to successfully perform the services outlined in the scope of works.

Schedule: Include in your proposal a project schedule indicating key milestones related to the firm's methodology.

### **FIRM EXPERIENCE**

Projects: In this section, the firm shall provide a detailed description of similar assignments, on behalf of local governments or similar clients.

- Client name
- Contact person
- Telephone and fax numbers, email address
- Brief description of the projects, their costs and services provided on each.
- Describe in detail whether project was/was not completed on time, within budget, and adopted by the client.
- Copy or working web link to plan

Company Capabilities: The firm shall provide a description of its limitations relative to facilities, staff personnel, on-going projects/contracts, etc. Specifically, what priority it intends to place on this project and how it intends to “staff up” if necessary, should it be chosen as the consultant.

Company Primary Business: Provide the firm’s primary business interest and/or operations including organization and affiliations.

Company Information: Provide the following:

- List firm name, address, telephone number, fax number, and email address.
- Name of firm’s primary contact person(s) and telephone number(s).
- List firm’s total number of employees, by discipline.
- List year firm was established.
- List amount of professional liability (errors & omissions) insurance carried.

## PERSONNEL EXPERIENCE

### Project Team Information

Organizational Chart: Show an organizational chart for this project.

Personnel: Include resumes of proposed personnel showing education, qualifications, and experience.

## FEE PROPOSAL

Reasonableness: Fee Proposals will be evaluated for completeness and reasonableness as it relates to the technical proposal.

Best Value: The Fee Proposal is important. However, it will not be the determining factor in the selection process. It is not the intent of the City to limit innovative solutions by budget constraints, but rather to determine which proposal has the potential of providing the best value for the services required.

Financial Report: The Fee Proposal shall include the firm’s last annual report or financial statement that will demonstrate its financial stability and ability to undertake this project.

## SUPPLEMENTAL INFORMATION

Provide a statement explaining any exceptions taken to this RFP. In every case, the City will assume compliance unless a specific exception is taken.

## EVALUATION FACTORS

The City will evaluate the proposals based on the matters identified earlier in the RFP based on the weighting as indicated. It is the intent of the City to choose the firm whose proposal provides the best value to the City. The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the City's opinion, such rejection is in the best interests of the City.

Evaluation Method: An evaluation team will review each proposal. Its review and evaluation will be based on the factors described, *supra*:

Oral Presentations and Interviews: Following the evaluation of the proposals, the Evaluation Team may request a limited number of firms to make oral presentations and/or be interviewed. If a determination is made that presentations are necessary, the presentations will take place in the City of Dawsonville at a mutually acceptable date and time.

Negotiations: Following any presentations, the finalists shall be re-evaluated. The City may negotiate with the firm or firms whose proposals are determined to be most advantageous to the City. The City reserves the right to reject all offers and end the process without executing a contract.

Agreement: If the negotiation produces mutual agreement, an agreement shall be completed and forwarded to the firm for execution.

The City reserves the right to accept a proposal, as submitted, and enter directly into a contractual agreement with that selected firm. Accordingly, it is imperative that all submittals contain both the best technical and fee proposals in their initial submission.

Reservations: Submittal of a proposal indicates acceptance of the conditions contained in this request. The City of Dawsonville reserves the right to retain all proposals submitted. All proposals are public record to the extent required by the Georgia Open Records Act.

The City of Dawsonville reserves the right to accept or reject any or all proposals. The City of Dawsonville reserves the right to waive informalities and negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

**ASSURANCES (must be made in any proposal)**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Firms or teams are expected to represent the diversity of the community. Such diversity should be reflected in such aspects as ownership, professional personnel, consultants and staff. Evidence of such diversity should be part of the submittal.

The firm will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and firm-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are nondiscriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

Statement of Assurance. The firm herein assures the City that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with the Americans with Disabilities Act.

**LEGAL AND CHARACTER QUALIFICATIONS (must be responded to in any proposal)**

Claims and Lawsuits. Is your firm involved in any pending claims or lawsuits? If so, please describe.

**AFFIDAVIT (must be included with all proposals)**

This proposal is submitted to the City of Dawsonville, Georgia (the City) by the undersigned who is an authorized officer of the firm and said firm is licensed to do business in Georgia. Further, the undersigned is authorized to make these assurances and certifies their validity. The firm recognizes that all assurances and representations herein are binding on the firm and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the agreement.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the firm.

The firm understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any request for information within a reasonable time may result in the rejection of the firm's proposal with no re-submittal rights.

The firm understands that the City, after considering the legal, financial, technical, and character qualifications of the firm, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The firm understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. It understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any agreement issued will be on the basis of the firm's service and financial plans and arrangements are feasible and adequate to fulfill the conditions set forth in this project and the firm's response.

Company Name: \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax/email: \_\_\_\_\_