

REQUEST FOR PROPOSALS
EVALUATION AND UPDATE OF EXISTING IMPACT FEE STRUCTURE
AND
CREATION OF CAPITAL IMPROVEMENTS PLAN



**519 N. Goose Creek Blvd.
Goose Creek, South Carolina 29445**

**Jake Broom
City Administrator
jbroom@cityofgoosecreek.com**

**Issue Date: April 7, 2017
Due Date: May 5, 2017**

GENERAL INFORMATION

Pursuant to this Request for Proposals (RFP), the City of Goose Creek, South Carolina (“the City”) is currently soliciting proposals from qualified firms to evaluate and update the City’s current Impact Fee structure and create a Capital Improvements Plan in order to comply with South Carolina state law.

Interested firms are invited to submit proposals for consideration in accordance with this RFP to the City Administrator. Original signed proposals, an electronic copy in Adobe Acrobat PDF format (via e-mail to jbroom@cityofgoosecreek.com), and seven (7) hard copies of the proposal documents must be received prior to **5:00 P.M. Eastern Standard Time (EST) on Friday, May 5, 2017** at the following address:

Jake Broom
City Administrator
City of Goose Creek
519 N. Goose Creek Blvd.
Goose Creek, S.C. 29445

The City will not accept proposals received after the specified time and date.

All requests for information or clarification regarding this proposal shall be made in writing and submitted to Jake Broom, City Administrator at jbroom@cityofgoosecreek.com no later than **May 1, 2017 at 5:00 p.m. Inquiries, clarifications or requests for interpretations will not be responded to if received after this date and time.**

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

All costs of preparation of proposals will be borne by the proposer.

This RFP does not constitute an offer of employment or contract for services.

The City reserves the option to reject any or all proposals, wholly or in part, received by reason of this RFP, to terminate the procurement process at any time, to waive any irregularities or omissions in any proposal, to award in whole or in part to one or more proposers, or to take any other such actions that may be deemed in the best interest of the City.

The City reserves the option to retain all proposals, whether selected or rejected.

All proposals will be reviewed and evaluated by the City Administrator and selection will be made by the Mayor and City Council. The City Administrator and/or the City Council may deem it necessary to interview proposers as part of the evaluation and selection process.

DESCRIPTION OF THE CITY

The City of Goose Creek (estimated population 41,000) is in Berkeley County, South Carolina approximately 15 miles northwest of Charleston. The City employees approximately 300 employees and has an annual budget of just over \$42 million.

PROJECT HISTORY

The City implemented Development Impact Fees in 1988. The fees have not been increased since implementation, and therefore are exempt from the conditions set forth in the South Carolina Development Impact Fee Act of 1999 - Title 6, Article 9 of the South Carolina Code of Laws.

City staff believes the current, grandfathered fees are not sufficient to keep up with the capital needs being created by the City's recent growth. The City is seeking a firm to create a Capital Improvements Plan (working with City staff), create an Impact Fee structure related to the Capital Improvements Plan, and write an Impact Fee ordinance which complies with South Carolina statute.

PROJECT SCHEDULE

The following Project Schedule is **tentative** and subject to change by the City, in its sole discretion, at any time during the procurement process.

- **April 7, 2017** – RFP issued
- **May 1, 2017** – Deadline for questions from proposers regarding RFP
- **May 5, 2017 (5:00 p.m.)** – Responses Due
- **May 23, 2017** – City Administrator discusses recommendation with Mayor & City Council during workshop
- **June 13, 2017** – Mayor and City Council vote to hire firm
- **Late June, 2017** – Contract signed, project begins

The project timeline is negotiable, but the City believes a 6-month project timeline is reasonable.

ADDENDA TO RFP

During the period provided for preparation of proposal documents, the City may issue Addenda answering questions, clarifying or modifying this RFP. Such Addenda will be numbered consecutively and shall be posted on the City's website at www.cityofgoosecreek.com and issued via e-mail to any firms in receipt of the RFP package directly from the City Administrator.

COMMUNICATIONS PROTOCOL

All questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the project requirements must be directed via e-mail to jbroom@cityofgoosecreek.com

The City Administrator is the sole point of contact for the City in this RFP procurement process. All communications between the proposer and the City shall be subject to distribution to all proposers. Responses to questions or requests for information will be provided to all proposers.

PROPOSER EXPENSES

The City accepts no liability for the costs and expenses incurred by the Proposers in

responding to this RFP, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the proposers.

PROJECT SCOPE

The primary purpose of the project is to review and update the City's existing Development Impact Fee structure and create a new Impact Fee Ordinance and Capital Improvements Plan tied to three fee categories: Parks and Recreation, Fire Protection and Municipal Facilities and Equipment. The project must include all elements and requirements set forth in South Carolina state law.

DATA COLLECTION AND REVIEW

The firm shall work with designated staff to collect and review all available data and update any existing data as necessary to perform the Impact Fee study, and recommend an economically and legally supportable set of impact fees related to parks and recreation, fire protection and municipal facilities and equipment.

FEE CALCULATION AND ANALYSIS

Fees shall be calculated to provide for the identified infrastructure needs to support the anticipated growth in the City over a 20-year period. The fee analysis shall take into account existing fees, if any, and be compared to surrounding and comparable cities or counties to ensure reasonableness, consistency and feasibility. This comparison may be expanded beyond those cities or counties which may be considered "surrounding" in order to determine reasonableness, consistency and feasibility.

DRAFT IMPACT FEE STUDY

The firm shall prepare and provide a report that documents the fee study results, including, but not limited to, a description of the overall methodology, findings, supporting justification, recommended fees and the calculations that provide the legal nexus between fee implementation and infrastructure improvements, as set forth in South Carolina law.

The report will identify any legal consideration for the recommended impact fee schedule including the minimum requirements for a legally defensible impact fee system. The recommendations should be allocated between residential and commercial customer base, if appropriate.

PRESENTATION OF MATERIALS

Upon completion of the various reports, the firm shall be prepared to present the study, including all elements and recommendations as directed by the City.

PROPOSAL REQUIREMENTS AND SUBMITTAL

The following should be submitted for a proposing firm to be considered:

- An original printed copy (so marked) and seven (7) additional copies

- Title page showing the contact person's name, address, e-mail address and telephone number and the date of the proposal
- The proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for a minimum of ninety (90) days.
- A list of references including clients for similar projects the proposer has completed, particularly those in the state of South Carolina (if any)
- A list of the staff assigned to the project including their work history, educational background and any similar projects they have completed
- A clear cost proposal covering the project from start to finish including an affordable housing study, the research necessary to calculate fees, the development of a capital improvements plan (with the input of City staff) and the authoring of an impact fee ordinance which conforms with all applicable laws

OTHER SUPPORTING DOCUMENTATION

The firm may submit any additional supporting information which it deems relevant or important to its proposal under this section. Additional supporting information is limited to 20 pages.

PROPOSAL EVALUATION

The City Administrator will review, evaluate, and make recommendations regarding the proposals according to the criteria set forth in this RFP. The City Administrator, at his sole discretion, shall have the right to seek written clarifications and/or additional information from proposers, verify information submitted and check project references.

Upon receiving the City Administrator's recommendation, the Mayor and City Council shall make the final selection and may direct staff to negotiate a contractual services agreement with the selected proposer.