



CITY OF KENMORE, WASHINGTON
PARK IMPACT FEE RATE STUDY
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 18-C1943

Date Issued: October 4, 2018
Proposals Due: October 25, 2018 4:00 PM Pacific Daylight Time

The City of Kenmore is seeking a qualified professional service provider to prepare a Park Impact Fee Rate Study.

Background

In 2019 The City will be updating the adopted (2013) Parks, Recreation and Open Space (PROS) Plan and related parks element and capital facilities element of the Comprehensive Plan. The PROS Plan and Comprehensive Plan will include an updated 6-year and 20-year capital facilities improvement project list. A new Park Impact Fee Rate Study is needed to align with the updated capital facility improvement plans identified in the PROS plan and Comprehensive Plan. In 2001, the City adopted a Park Impact Fee Rate Study. This study has not been updated since adoption. Impact Fee regulations are codified in the Kenmore Municipal Code Chapter 20.47 and the City impact fee rates are established by resolution and included in the annual fee schedule.

The project scope is anticipated to include: an assessment of options/methodology for approaching the impact fee study; Supplemental data collection as needed; Preparing an impact fee rate calculation model and analysis report; Providing a comparison of rates for other Washington jurisdictions; Public outreach and support; and review and recommendations of associated PROS plan, comprehensive plan or other policy amendments. The goal is Council adoption of a new Park Impact Fee rate study by November 2019.

Proposal Format and Requirements

Letter of interest: Introduce the team and demonstrate the team's understanding of the nature of the proposal.

Personnel/Team: Include brief resumes listing qualifications of key personnel who would be assigned to this project. Describe the roles of team members in the project including the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss the team’s experience and provide information on comparable projects including client information. Highlight, the team’s responsibility and challenges presented by the project. Discuss experience with various forms of stakeholder involvement, public outreach and work with elected officials.

Approach to Project: Describe the team’s approach in terms of key tasks and timeline to complete the project. Also highlight any assumptions or issues that could affect project completion.

Client References: Please provide three references and contact information for three comparable projects.

Submittal Information and Proposal Schedule

Preliminary Schedule

Milestone	Scheduled Date
RFQ Issued	October 4
Proposal submittal deadline	October 25
Select and Interview Finalist	November 6, 13-15
Selection	November 20
Contract scope development	November 21 to December 31
Execute contract	January 2019

Note: The City reserves the right to modify the schedule as circumstances may warrant.

Proposal Quantities, Due Date, Time, Location

Proposals are due in the office of the City Clerk no later than **Thursday, October 25, 2018 at 4:00 PM** Pacific Daylight Time. Proposals are to be marked and referenced on email subject line as **City of Kenmore Park Impact Fee Rate Study**. Proposals submitted after the deadline date and time will not be accepted.

For email submittals, proposers should request confirmation from the City Clerk that the proposal has been received.

Submittal address:

Kelly Chelin, City Clerk
City of Kenmore
18120 68th Avenue NE
Kenmore, WA 98028

kchelin@kenmorewa.gov

Communications with the City of Kenmore

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Kelly Chelin, City Clerk at kchelin@kenmorewa.gov. Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to the City Clerk.

The RFQ and supporting documents are available for review on the City's website <http://kenmorewa.gov>, or at Kenmore City Hall during regular business hours.

Evaluation process

Review Process

A team of reviewers will rate proposals. The review team will recommend finalists for interviews and those finalists will be notified by November 6. The review team will interview finalists between November 13-15 and select a firm by November 20. (This schedule is preliminary)

Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing park impact fee rate studies.
- Key personnel and knowledge of regional park impact fees as well as successful and practical local strategies.
- Approach to project and its relevance to Kenmore's needs as articulated in the RFQ.
- Capability to meet schedule and budget constraints.
- Past performance and references.
- Success in working with public sector clients, including effective public involvement.

The City reaffirms its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Publication

Daily Journal of Commerce
Seattle Times

Terms and Conditions

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.

10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.