



## **Request for Qualifications Development Impact Fee Study**

### **Introduction**

The City of Dacono is requesting qualifications from consultants for the purpose of conducting a Development 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 and impact fees to fund the City's Capital Improvement needs as it relates to growth and development.
3. Analyze and recommend an annual escalator to apply to all fees between impact fee studies to offset the cost of constructing infrastructure assets.
4. Provide impact fee rate comparisons with surrounding public entities.

### **Background**

The City of Dacono is a home-rule community located in southwest Weld County. The population was 4,175 at the 2010 census. As of July 2018, the estimated population of the City was 5,742 according to the Colorado Department of Local Affairs.

The City currently collects the following types of impact fees:

- Transportation
- Drainage
- City Hall and Facilities
- Regional Parks and Trails

Current impact fees can be found at [www.cityofdacono.com/876/impact-fees](http://www.cityofdacono.com/876/impact-fees)

The City has several planning documents that may be helpful in developing the impact fee study:

- Dacono Forward Comprehensive Plan, January 2017
- Potable Water Master Plan, February 2014
- Field Inventory, Regional Transportation and Drainage Impact Fees Analysis, November 2014, updated July 2019

## Study Elements and Scope

1. The consultant shall prepare a draft and final report containing background information, methodology, findings, and recommendations. The report should provide sufficient information and the necessary findings to determine the appropriate development impact fees based on the proposed infrastructure requirements to support the City's growth projections and the City's anticipated capital improvement projects. The consultant will work with City staff to determine other supporting infrastructure (equipment, vehicles, etc.) or other operational services that could appropriately be included in the development impact fee program. The report shall include calculations that demonstrate the legal nexus between the recommended fees and the impact created by new development. The consultant will also review and recommend updates to the City's enabling legislation (ordinances) establishing the development impact fees.
2. Meetings. The consultant shall include attendance at the following meetings, as a minimum, in their project scope. Should the consultant identify a meeting that they feel is necessary to achieve the results and is beyond the meetings described below, they shall describe them in their project scope. Unless otherwise determined by the City, consultant shall plan on meetings being held at the Dacono City Hall.
  - Kick-off meeting between consultant and City staff to review objectives of study, agree to methodology, exchange information, timing and schedule for all tasks, and to determine information to be provided by City staff.
  - Public meeting with stakeholders, including developers and engineers.
  - Review findings with City staff. Consultant to provide information supporting findings to date and proposed fees.
  - City Council meeting to present draft study report. Discuss methodology, findings, formal presentation, answer questions about finding, collect input for preparation of final report.
  - Public meeting to present draft study report. Meeting to share findings with stakeholders, including developers and engineers.
  - Final City Council meeting to follow up on first meeting and present final report.

*Consultant to facilitate meeting, provide exhibits and formal presentation, collect input and prepare meeting minutes capturing public input.*

## Format for Response

1. Submit two (2) hard copies and an electronic PDF of qualifications by the deadline.
2. Identify project team
3. Qualifications and similar experience
4. Outline project methodology and scope of work
5. Public engagement plan
6. Detail project deliverables
7. Timeline for completion
8. Provide references from at least three municipal agencies (preferably in Colorado) for whom you have provided similar services.

## Review and Award Schedule

The following is an outline of the anticipated schedule for qualification review and contract award:

|   |   |
|---|---|
| RFQ release                               | February 3, 2020  |
| RFQ submission deadline                   | February 28, 2020   |
| Selection of Finalists*                   | March 2020  |
| Selection of Consultant/Contract Approval | April 13, 2020  |
| Project Kick-off                          | It is the intent of the City that the Development Impact Fee Study will begin immediately upon execution of an approved agreement for services. |

\*The City may select a firm without interviews. At the discretion of the City, interviews may be arranged with the finalists to assist in making a final selection. Selection shall be based upon evaluation criteria, the committee's recommendations, and is subject to City Council approval. It is the City's intention to select one firm to perform all services.

## Evaluation Criteria

City staff will evaluate the RFQ submittals based on several factors. These factors are as follows:

- Experience and expertise
- Quality of the firm's professional personnel to be assigned to the engagement
- Project Approach and Methodology
- Demonstrates a clear understanding of scope of services
- Adequacy of project schedule
- References- References and recommendations of previous clients
- History and performance of firm/project team on similar projects.

## Questions

Please submit all questions to Jennifer Krieger, [jkrieger@cityofdacono.com](mailto:jkrieger@cityofdacono.com) or call 303-833-2317 ext. 127.