



## **REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSULTING/ENGINEERING SERVICES**

### **SALEM CITY IMPACT FEE STUDY AND CAPITAL FACILITIES PLAN UPDATES February 16, 2010**

Salem City is requesting proposals from qualified professional consulting/engineering firms to provide services as described herein. The Scope of Work shall include updating the following existing Capital Facilities Plans and Impact Fee Studies:

1. Pressurized Irrigation
2. Electrical
3. Public Safety
4. Parks & Recreation

The successful firm(s) will be required to attend the necessary City Council and Planning and Zoning meetings to present their findings. Capital Facilities Plan will address the required 6 year planning window for the impact fee calculations and a 20-year planning window for Capital Facilities Planning. All work must be completed in accordance with Utah State Code requirements governing impact fees.

The Proposal shall include:

- 1) Individual/Firm name and contact information, location of office(s);
- 2) Description of the firm's general background and qualifications;
- 3) List of individuals that will perform the work and their qualifications;
- 4) A summary of similar projects performed by the firm;
- 5) References from at least three clients on previous similar projects;
- 6) Capacity of the firm to begin work immediately and complete the work (95% draft report submitted to City) within 3 months;
- 7) Proposed Scope of Work shall include at least:
  - Update existing population projection data
  - Updated the existing capital facilities plans
  - Calculate fair and reasonable impact fees in accordance with state regulations
  - Attending necessary city council, planning & zoning, and city staff coordination meetings
  - Preparation of Final Report
- 8) Lump sum fee based on proposed scope;
- 9) Any other relevant information.

Interested firms may propose to perform any one, any combination, or all of the studies addressed in this RFP. Pricing shall be based individually for each of the four (4) studies. Discounts for award of all four (4) studies will be considered. There is no page limitation. However, please only submit information deemed necessary and beneficial to Salem City for the purpose of determining the best firm for the proposed work. Additional and or excessive information is not encouraged.

It is the intent of the City to hire one or multiple firms to perform the work. The City may directly select the successful firm(s) based upon the submitted proposals only, or may shortlist firms and invite them to meet in interviews with a Selection Board. If the scope of work is determined adequate by the City, the proposed fee will be used. If the proposed scope of work must be revised in order to meet the needs of the City, arriving at a final fee will occur after discussing the City's expectations for the project as well as all detailed requirements affecting a mutually agreed upon revised scope of work, and lump sum fee. Should fee negotiations fail, then the City may initiate negotiations with the next ranked firm. Selection will be based on qualifications and overall value to the City. The "low bidder" may not present the best overall value to the City and therefore may not be selected. Salem City reserves the right to reject any or all bidders.

This request for proposals does not obligate Salem City to award any contract or to pay any costs incurred in the preparation of the proposals. All questions shall be directed in writing by email to Salem City at the address shown below.

Firms interested in providing these services must submit ten (10) copies of their proposal to Salem City at the Salem City Offices by 11:00 a.m. on Friday, March 19, 2010. Proposals should be in a sealed envelope and sent or hand delivered to:

Salem City Office  
Impact Fee Updates  
Attn: Bruce R. Ward, P.E.  
Salem City Public Works Director  
30 W 100 South  
PO Box 901  
Salem, UT 84653  
(801) 423-2770 ext 207  
brucew@salemcity.org