

**CITY OF LOMPOC  
REQUEST FOR PROPOSALS**

**DEVELOPMENT IMPACT FEE UPDATE STUDY**

NOTICE IS HEREBY GIVEN that the CITY OF LOMPOC (hereinafter "CITY") is seeking proposals for a DEVELOPMENT IMPACT FEE UPDATE STUDY (hereinafter "Project"), and will receive proposals in the Purchasing Office, 1300 Laurel Street, Lompoc, California, 93436, up to the hour of 2:00 p.m., on February 17, 2012.

The services to be performed by the successful proposer are described in this Request for Proposal (hereinafter "RFP"). The general scope of services includes providing all professional services necessary to prepare an updated analysis of the City's existing and anticipated development impact fees, including all necessary supporting documentation, in accordance with the Mitigation Fee Act (California Government Code sections 66000, *et seq.*, also known as AB 1600).

The City has the following fees that were developed in 1991: Traffic Signals, Water, Wastewater, Police Station, and Refuse Collection Containers. Additional fees were developed in 2004 including: Park Acquisition, Park Development, Recreation Facilities, and Library Facilities. Development Impact Fees for Fire Equipment and Facilities were developed by the City prior to the 1991 fee study. In addition to Development Impact Fees, the City has Quimby Act fees, which were updated in December 2003.

Proposals shall be submitted and clearly marked as follows: "SEALED PROPOSAL FOR DEVELOPMENT IMPACT FEE UPDATE STUDY – DO NOT OPEN WITH REGULAR MAIL – ATTENTION PURCHASING MANAGER."

All responsive proposals shall be reviewed and evaluated by the CITY in order to determine which proposal best meets the CITY's needs for this Project by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the CITY shall evaluate proposals are set forth in the RFP.

The CITY reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.

January 12, 2012

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Brad Wilkie,  
**Management Services Director**



**REQUEST FOR PROPOSALS  
AND PRICE ESTIMATE  
RFP 26##  
AB1600 ANALYSIS  
FOR THE CITY OF LOMPOC'S  
DEVELOPMENT IMPACT FEE  
UPDATE STUDY**

**Submission Deadline: February 17, 2012 – 2 p.m.**

**CITY OF LOMPOC - REQUEST FOR PROPOSALS  
Development Impact Fee Update Study**

**REQUEST FOR PROPOSALS  
AND PRICE ESTIMATE  
RFP 26##  
AB1600 ANALYSIS  
FOR THE CITY OF LOMPOC'S  
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UPDATE STUDY**

**Introduction**

The City of Lompoc (City) is requesting proposal for qualified AB 1600 consultants to conduct a comprehensive update to the water and wastewater rate study. The study will include recommendation to update the City's Development Impact Fees (Fees). The intent of the process is to independently assess and evaluate the City's existing Fees and provide a fair and reasonable fee structure in compliance with AB 1600. The proposed Fee structure shall adequately fund each identified component for Development's share of the capital costs of necessary community assets. The City intends to award a contract to a consultant that has a history of successfully performing services on similar studies.

The study will be based on a comprehensive review of the City's infrastructure needs across a wide selection of City operations. Budget documents, capital improvement program (CIP), future planned growth, current legislation (including AB 1600) and other information deemed necessary will be available for inspection. The results of this study and the resulting proposed Fees will provide the foundation for AB 1600 Development Impact Fees for the next five (5) to ten (10) years.

**Background**

The City of Lompoc is a general law city of the State of California located in Santa Barbara County approximately 150 miles northwest of Los Angeles, and has a population of about 42,000 in approximately ten square miles. The City has provided municipal services to all customers within the city limits since its incorporation in 1888. Major services provided include:

- Public Safety (Fire and Police)
- General Government

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- Community Development
  - Planning
  - Economic Development
  - Redevelopment/CDBG
- Management Services
  - Finance
  - Purchasing
  - Information Services
- Parks and Recreation
- Public Works
  - Engineering
  - Building Inspection
  - Street Maintenance
  - Fleet and Facility Services
  - Transit
  - Airport
  - Solid Waste
  - Landfill
- Utility Services
  - Water
  - Sewer
  - Electric
  - Broadband

The City of Lompoc last contracted to have a Fee study update in 2004. In the following section you will find the various requirements for the RFP.

1. **DELIVERY OF PROPOSALS.** It is the Proposer's responsibility alone to ensure that the proposal is received by the CITY, addressed to the Purchasing and Materials Manager, City of Lompoc, 1300 Laurel Street, P.O. Box 8001, Lompoc, CA 93438-8001 prior to the hour and date for the opening of proposals specified in the Notice of Request for Proposals. Any proposals received by the Purchasing and Materials Manager after that hour and date shall be returned unopened.
2. **FORMAT OF PROPOSALS.** All proposals shall be typewritten or printed in ink clearly and legibly, in conformance with the Request For Proposals and submitted in a sealed envelope plainly marked on the outside: "**SEALED PROPOSAL FOR THE DEVELOPMENT IMPACT FEE UPDATE STUDY PROJECT – DO NOT OPEN WITH REGULAR MAIL – ATTENTION PURCHASING MANAGER.**"
3. **QUALITY OF PROPOSAL.** Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this RFP.

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**4. CONTENTS OF PROPOSAL.** The Proposer shall include in its proposal, at a minimum, the following information presented in a clear and concise format, in order to demonstrate the Proposer's competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" section of this RFP.

**4.1.** A list of the most recent projects for which the Proposer has performed similar services of similar size, scope, and complexity. This list should focus on studies performed by the Proposer in which there is an analysis of the nexus between new development and the need for new and/or expanded facilities. (See Government Code sections 66000, *et seq.*) This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

**4.2.** A list of the Proposer's principals, employees, agents, and subconsultants which the proposer anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses, and experience of each individual; the approximate number of hours each will devote to the Project; and the type of work to be performed by each individual. The CITY will retain under its agreement with the successful Proposer the right of approval of all persons performing under the agreement.

**4.3.** A detailed description of the methods by which the Proposer intends to perform the work set forth in the Scope of Services. The description shall include, at a minimum, the following items:

**4.3.1.** A performance and cost schedule for all services necessary to complete this Project. The proposal should specify the major components, the cost breakdown by major component or phase, and the expected time of completion for each component based on the scope of services outlined in the proposal.

**4.3.2.** A total proposed "Not to Exceed" costs of the services, including a Fee Schedule describing all charges and hourly rates for services.

**4.3.3.** Proposed terms for an agreement by which the work shall be performed. The CITY's proposed Professional Services Agreement is attached to this RFP. The Proposer should

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specifically indicate in its proposal any clauses in the CITY's proposed Agreement which are unacceptable to the Proposer.

- 4.4. A statement which discloses any past ongoing or potential conflicts of interest which the CONSULTANT may have as a result of performing the work for this Project.
- 4.5. A copy of an insurance certificate, or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) may be favorably considered.
- 4.6. The proposal must be signed by an authorized representative of the Proposer.

**5. INTERPRETATIONS OF THE REQUEST FOR PROPOSALS.** If the Proposer is in doubt as to the meaning of any part of the RFP, or finds discrepancies in or omissions from the RFP, the Proposer shall submit to the CITY a written request for an interpretation or clarification prior to the time for opening the proposals. All such requests should be sent to the CITY at the following address: Brad Wilkie, Management Services Director, 100 Civic Center Plaza, P.O. Box 8001, Lompoc, California 93438, (805) 875-8271 or via e-mail at b\_wilkie@ci.lompoc.ca.us. If Brad Wilkie, Management Services Director is out of the office when a phone inquiry is made, call Melinda Wall, Financial Services Manager at (805) 875-8274 or via e-mail at m\_wall@ci.lompoc.ca.us for assistance. The Proposer shall be responsible for the prompt delivery of the request. The CITY shall not be responsible for any explanation or interpretations of the RFP other than by written addendum delivered to each Proposer. No oral interpretations of any provision in the RFP shall be binding upon the CITY. Any questions or inquiries related to the RFP process should be directed to Ray Ambler, Purchasing and Materials Manager at (805) 875-8003 or via e-mail at r\_ambler@ci.lompoc.ca.us.

**6. REVIEW OF PROPOSALS.** After the proposals are received and opened by the CITY, the CITY shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The CITY shall also investigate qualifications of all Proposers to whom the award is contemplated, and the CITY may request clarifications of proposals directly from one or more Proposers. It is anticipated that this review period will last up to approximately thirty (30) days. In reviewing the proposals, the CITY may consider the following:

- 6.1. The experience and past performance of the Proposer and its agents, employees, and subconsultants in completing projects of a similar type,

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size, and complexity. The CITY may consider Proposer's timely and accurate completion of similar projects within budget.

- 6.2. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the Proposer.
- 6.3. Proposer's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this Request for Proposals.
- 6.4. Proposer's proposed language for the Professional Services Agreement.

7. **AWARD OF AGREEMENT.** Upon completion of the review period, the CITY shall notify those Proposers whose proposals will be considered for further evaluation and negotiation. All Proposers so notified shall be required to make presentations and negotiate in good faith in accordance with direction from the CITY. Any delay caused by Proposer's failure to respond to direction from the CITY may lead to a rejection of the Proposal.

- 7.1. If the CITY determines, after further evaluation and negotiation, to award the Agreement, a Professional Services Agreement shall be sent to the successful Proposer for the Proposer's signature. No proposal shall be binding upon the CITY until after the Agreement is signed by duly authorized representatives of both the CONSULTANT and the CITY.
- 7.2. The CITY reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the CITY, will be based upon a total review and analysis of each proposal and projected costs.

8. **SCOPE OF SERVICES.** The scope of services set forth in this RFP represents an outline of the services which the CITY anticipates the successful proposer to perform, and is presented for the primary purpose of allowing the CITY to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the CITY and the successful proposer. The CITY requests the proposer to suggest changes to the scope of services (as a part of the proposal) in order to achieve the CITY's stated Project Objectives.

- 8.1. **Project Objectives.** The CITY's primary objective for this Consultant Agreement is to obtain a development impact fee justification report for the CITY's Development Impact Fees for the entire build out area for the CITY, in accordance with the Mitigation Fee Act (California Government Code Sections 66000 et seq., also known as "AB 1600"). Prior to the

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commencement of the Consultant's services, the CITY shall provide certain basic assumptions to the Consultant regarding the amount of existing development, the amount of new development which is anticipated to create a demand for new and expanded facilities as well as existing CITY standards regarding the basis upon which new development creates a demand for new and expanded facilities. In general, these assumptions include but are not limited to population projections, land use designations, land area data, construction projections and other special fees already in place; i.e. specific plan fees.

- 8.2. Project Restrictions.** The City seeks a proposed schedule from the proposer to complete the tasks outlined in this RFP.
- 8.3. Background Information.** The following is a summary of the existing and anticipated future documents available to assist in the preparation of the Development Impact Fee Update Study Project. The focus of this RFP is an update to the CITY's Development Impact Fees.
- 8.3.1. Previously Adopted Fees.** The CITY has previously adopted the following development impact fees: Fire, Traffic Signals, Water, Wastewater, Police Station, Park Acquisition, Park Development, Recreation Facilities, Library Facilities and Refuse Collection Containers.
- 8.3.2. Reference Documents.** In addition to the Municipal Code sections, and resolutions relating to services and facilities, the successful proposer shall be responsible to review, analyze, and incorporate the substance of the following documents into the Development Impact Fee Update: (1) The CITY's General Plan dated 1997 including any amendments as may be approved by the CITY as of the date of contract for this study; (2) The Final Environmental Impact Report (including all relevant Appendices) for the City's 2030 General Plan; (3) 2011 Urban Water Management Plan (Water Master Plan); and other relevant documents. Copies of the relevant reference documents, including Code sections, specific plans, and resolutions are or will be available from the City Clerk, Public Works, Community Development, and Utility Departments.
- 8.4. Outline of Scope of Services.** Pursuant to Government Code sections 66000, *et seq.*, the Consultant shall provide sufficient information and analysis upon which the CITY may base the findings that there is a



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reasonable relationship (benefit and burden) between the type of development projects planned for the CITY and the need for new or expanded facilities. To accomplish this, the Consultant shall:

- 8.4.1.** Identify and clarify existing CITY standards (including reference to the General Plan, existing Master Plans, and interviews with City Staff) regarding the acceptable level of service for specific facilities.
- 8.4.2.** Describe assumptions, and bases for assumptions, regarding existing level of service in the CITY (compared to identified City standards), including a description of the existing facilities and the existing number of equivalent development units (EDUs) or residents served.
- 8.4.3.** For the purpose of determining the level of service, the Consultant shall identify assumptions, and bases for assumptions, regarding the specific facilities to be constructed and the number of EDUs to be served.
- 8.4.4.** Describe assumptions, and bases for assumptions, regarding the type of development projects planned for the City, and the impact the new development projects in the City would have upon the level of service for the existing facilities. This description would include a description of any varying impacts caused by residential development versus commercial and industrial development.
- 8.4.5.** Describe whether new development in the CITY will require additional facilities, and if so, include a description of the standards by which it was determined that additional facilities would be required, and a description of the additional facilities required.
- 8.4.6.** Describe the impact upon level of service for the new development in the CITY after the required additional facilities are constructed.
- 8.4.7.** Describe how the new development in the CITY would benefit from the additional facilities.
- 8.4.8.** Pursuant to Government Code section 66005(a), prepare the estimated cost of providing the additional facilities.

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**8.4.9.** Describe the basis, or bases, upon which the total estimated cost of providing the additional facilities would be allocated to each EDU in the CITY.

**8.5. Scope of Services - Findings.** The Consultant after completing preparation of sections 8.4.1 through 8.4.9 shall prepare findings which shall include the following:

**8.5.1.** Identify the purpose of the proposed new fee or fee adjustments.

**8.5.2.** Identify how the fee would be used.

**8.5.3.** Discuss the relationship between the fee's use and the type of development project on which the fee would be imposed.

**8.5.4.** Describe the relationship between the need for any additional facilities and the type of development project on which the fee would be imposed.

**8.5.5.** Describe the relationship between the amount of the proposed fee or proposed fee adjustments and the cost of the facilities (or portion of the facility) attributable to new development.

**8.6. Meetings and Deliverables.** In order to perform the tasks outlined, the Consultant shall attend a minimum, unless otherwise reduced by the City, of three meetings with City Staff and two meetings with City Staff and developers. After Consultant has obtained all required information from City Staff, the Consultant shall prepare a First Draft Report for the Development Impact Fee Update Project identifying all findings required by Section 66000 et. seq. of the Government Code, including a description of all facilities required for the City for review by City Staff and the development community. The Consultant shall attend a minimum of two City Council meetings for the express purpose of presenting the First Draft Report. After all meetings, and confirmation by staff to proceed, the Consultant shall issue a Final Report.