

Transportation and Infrastructure Fee Study Town of Farragut, TN

Request for Qualifications

Due: NLT 3pm Friday March 06, 2015



Town of Farragut, TN
Town Hall
11408 Municipal Center Drive
Farragut TN 37934
www.townoffarragut.org
gpalmer@townoffarragut.org

PREFACE

In accordance with Tennessee Code Annotated § 12-4-106, The Town of Farragut, Tennessee will receive proposals from qualified firms until **3pm Friday March 06 2015**.

Proposals will be evaluated and ranked solely based on qualifications. The Town allocated \$50,000 for this endeavor and desires to enter into a cost-fixed/lump-sum agreement for services. Therefore, cost will eventually be a factor in the contract negotiation process between the Town and selected firm but it should not preclude any qualified firm from submitting a proposal. "Qualified firm" for this particular project means an incorporated private entity whose principal business is to provide professional planning services or similar by contract, AND is accredited by, or the firm's principal planners are members of, the American Planning Association or some other relevant professional accrediting body (exceptions may be considered on a case by case basis).

Town-adopted documents can be found at www.townoffarragut.org/documents and relevant maps can be found at www.townoffarragut.org/maps.

I. INTRODUCTION

The Town of Farragut, herein referred to as "the Town", is soliciting proposals from experienced, innovative, and visionary consulting firms for professional services to conduct an analysis on existing and future traffic impact on our road system and to develop an infrastructure fee formula for the Town to use in order to maintain or improve the road system in accordance with our adopted road standards.

Farragut operates under a General Law Mayor-Aldermanic Charter. All Tennessee cities incorporated under the Mayor-Aldermanic Charter are authorized by State law to enact impact fee ordinances (SEE *Tennessee Code Annotated 6-2-201 (14) and (15)*). Therefore, It is the intent and purpose of this endeavor to establish the regulatory procedure for assessing and collecting fees from new development within the Town in order to assure the provision of adequate road improvements to serve such new development, by requiring the developer to pay the pro rata share of the costs of new road improvements or expansions reasonably attributable to such new development. The study and resulting formula will be used as a framework for adopting either a town-wide road improvement fee ordinance or specific corridor ordinances assessing fees based on the location and cost of improving the corridor-subject road. The consultant will be tasked with evaluating both approaches (Town-wide formula or corridor specific formula) and making a recommendation.

The selected firm will work in concert with key Town staff, along with input from the Municipal Planning Commission, Board of Mayor and Aldermen, town residents and development community. The planning process should include public meetings to gather input and present key concepts and policies prior to adoption.

II. OVERVIEW

The Town of Farragut, Tennessee encompasses approximately 16 square miles of land area in east Tennessee; more specifically west Knox County. The Town borders the City of Knoxville and is bisected on our eastern town boundary by I-40 just north of the I-40 and I-75 split. The Town has 3 on/off ramps onto I-40 and is approximately 20 minutes from Downtown Knoxville. This strategic location provides great access for our residents to regional amenities and opportunities for continued commercial growth.

Incorporated in 1980, the Town is a well-educated residential community with a population of 20,676 (Census 2010) and a median family income of \$108,490. The Town's housing stock varies from large older residential subdivisions with affordable family homes (\$175,000 - \$300,000) to newer residential subdivisions (\$400,000 - \$1,000,000+). The Farragut area has a deep Civil War history in which the Town wishes to preserve and capitalize upon for its own cultural benefit and to support economic development. The Town is fiscally stable with sales tax (local option and state-shared revenue) as its primary source of revenue. The Town does not impose a Town property tax. Law enforcement services are provided by Knox County Sheriff's Office, fire services are provided by Rural Metro (private subscription based company), and utility services are provided by quasi-governmental "utility districts" (First Utility District for water/sewer, Knoxville Utilities Board for gas, Lenoir City Utilities Board for electric). The Town's major services are Parks and Leisure, Public Works and community development related services. The Town desires to maintain this framework; however, it is concerned about sustaining high performance while tasked with increasing levels of service.

III. SCOPE IN GENERAL

Data Collection and Development. The consultant shall work with town departments to collect all available data and to develop additional data required to fully support a comprehensive study and subsequent improvement fee ordinance.

Fee Calculation and Analysis. The consultant shall determine the Town's improvement fees utilizing collected data, best practices, and experience. The analysis shall include pros/cons and a recommendation on adopting a Town-wide uniform road improvement fee or specific corridor road improvement fee.

Draft Improvement Fee Study. The consultant shall prepare and provide a report that documents 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 recommendations and new development.

Presentation of Materials. The consultant shall present information at briefing meetings with Town staff at critical points in the preparation process. In addition, upon completion of the Draft Improvement Fee Report, the consultant shall be prepared to present the study, including all above elements and recommendations, at public meetings which may include the development community.

Final Improvement Fee Study and Presentation. A final Improvement Fee Study and Draft Ordinance shall be provided and presented to the Town Board for consideration and adoption.

IV. DELIVERABLES

The consultant will be responsible for preparation of all documentation and preparation for presentation at all public meetings. It is anticipated that the consultant will provide the following services and work products:

1. Administrative draft document for staff review – one electronic copy
2. Draft document for public distribution/web posting – one electronic copy
3. Final draft document for staff review – one electronic copy
4. Final draft document for Town Board and public distribution/web posting – one electronic copy
5. Facilitation of at least 2 public workshops and 2 formal meetings (these may occur on the same night)
6. Display materials (slideshows, multimedia, free-standing, etc.) and copies of necessary documents for all presentations and public hearings.

V. STATEMENT OF QUALIFICATIONS AND SUBMITTAL REQUIREMENTS

Submittal Requirement:

Formal cover letter indicating: 1. The firm has read this entire request for qualifications document and understands its contents; 2. the firm's intent to offer services related to this request; and, 3. the firm's website, social media sites, and point of contact information (name, email address and phone number). *This letter must be signed by an authorized representative of the firm.*

Separate from the cover letter:

1. Statement or proof indicating the firm's legal ability to work in Tennessee.
2. Describe the firm's qualifications and professional accreditations (IE American Planning Association, AIA) with emphasis on work related to the preparation of impact fee studies and public facilitation in the planning process.
3. Describe the impact-fee-study-related work your firm has completed in the last 5 years.
4. If this is a joint venture with multiple firms, explain in detail the responsibilities of each firm
5. Identify the principal staff who will be assigned to this project and describe their, certifications/licenses/affiliations (APA, AICP, PE, ASLA) and specific roles and responsibilities as it relates to this project
 - o list recent projects (type of project and client community) which the proposed principal staff have worked and describe their responsibilities related to that project
6. Describe in detail the approach you will use for each of the following:
 - o Overall approach to the project;
 - o Draft work program / scope of work (refer to Section III in general);
 - o Est. project schedule by month and year (milestones);
 - o Project management/staffing;
 - o Provide a detailed narrative indicating how you will engage the public in this process;
 - o Include a statement that the firm(s) has (have) sufficient staff resources and the capability to perform the work provided within the specified period
7. Provide not less than three client-community references in which you list the project(s) completed for each community and provide the names, email addresses, and telephone numbers of primary points of contact for that community.

Once the Town selects the most qualified firm(s), the Town shall request cost estimates with the intent on negotiating a contract for services. If the most qualified firm's cost is not within or near the Town's funding capability and negotiations fail the Town **may** select to negotiate with the next most qualified firm until a contract for services is agreed upon between the Town and the firm.

Submission Method:

Please combine all proposal related files into one PDF and email the proposal to gpalmer@townoffarragut.org

You will receive a confirmation email after submittal. If you do not receive the confirmation email after submittal contact Gary Palmer at 865.356.2938

Hardcopy Proposals Will Not Be Accepted

Questions/Addendum to the RFQ:

Send all questions to gpalmer@townoffarragut.org

VI. SELECTION PROCESS

The preferred completion date for the plan would be approximately six consecutive calendar months from the date the contract is authorized by the Board of Mayor and Aldermen.

Once the submittal deadline has passed the Assistant Town Administrator's Office will review received submittals for completeness and consideration for advancement to the Selection Team. The Selection Team will thoroughly review responding firm's qualifications and rank those firms according to the evaluation criteria in Section VII of this document. The Selection Team will invite the top two to five consultants to participate in an interview with the Selection Team (by conference call if necessary). Subsequently, the Selection Team will review the corresponding cost estimate of the most qualified firm with the intent of recommending the most qualified firm (within budgetary resources) to the Board of Mayor and Aldermen for final review and contract consideration.

VII. EVALUATION CRITERIA (100 possible points)

1. Level of professional competence and a proven record of accomplishment in the preparation of improvement/impact fee studies or related work (25 pts)
2. Demonstration of innovation, vision, professional and technical expertise and experience of the principal personnel assigned to the project. (25 pts)
 - a. If a joint venture with multiple firms, add the records of accomplishment of team members' experience working together.
3. Reference testimonials and review of prior projects. (15 pts)
4. Public facilitation ability and experience working with the public in this type of forum. (25 pts)
5. Corporate history of the firm(s). (10 pts)

VIII. TENTATIVE PROJECT TIMEFRAME

Publish Request for Qualifications	January 2015
Statements of Qualifications due to the Town	3pm March 06 2015
Preliminary Review by Town	March 2015
Selection Committee Review	March 2015
Selection Committee Interview of Finalists	April 2015
Selection Committee Recommendation to Board	April-May 2015
Finalization of Contract with Selected Firm; Board Approval	May-June 2015
Informal kick-off meeting with the Town staff	June-July 2015
Public Forums/Workshops/Public Hearings	September 2015-January 2016
Final Draft and Board Consideration	December 2015 -January 2016

IX. DISCLAIMERS

NOTHING IN THIS DOCUMENT IS INTENDED TO BIND THE TOWN INTO ANY FORMAL AGREEMENT FOR SERVICES. ACCEPTANCE OF TERMS WILL ONLY BE DONE BY WRITTEN AGREEMENT AND UPON RECEIPT OF A MUTUALLY SIGNED CONTRACT FOR SERVICES BY THE AUTHORIZED REPRESENTATIVES

THE TOWN RESERVES THE RIGHT TO TERMINATE THIS PROCESS IN-PART OR WHOLLY AT ANYTIME PRIOR TO A FORMAL WRITTEN AGREEMENT BETWEEN THE TOWN AND SELECTED FIRM.

PROPOSING FIRMS WILL NOT BE REIMBURSED FOR ANY COST ASSOCIATED WITH THE PREPARATION OF THEIR PROPOSAL FOR THE PLAN. UPON SUBMITTAL, ALL DOCUMENTS WILL BECOME THE PROPERTY OF THE TOWN OF FARRAGUT, AND AS SUCH, SHALL BE PUBLIC INFORMATION.