



City of Apache Junction

Development Services Department



Council Memo

RFP for Development Fee Study

DATE: November 5, 2018

TO: Mayor and City Council

THROUGH: Bryant Powell, City Manager
Matt Busby, Assistant City Manager

FROM: Larry Kirch, Director of Development Services

SUBJECT: Staff recommended consultant to prepare updated Development Fee Study: Land Use Assumptions, Infrastructure Improvements Plan and amendments to the ordinance that implements the development fee program, Volume II, Chapter 7 Development Fees.

Background:

The city is required to update the Development Fee Study every five years. The study includes land use assumptions and the infrastructure improvement plan. The city implements the development fees through the city code found in Volume II, Chapter 7. The last fee study was completed in May of 2014 so it is time to update the study.

RFP Process:

In order to get competitive proposals, city development services staff, with the assistance of the city attorney, public works procurement staff and the city clerk's office posted a Request for Proposals (RFP) on October 6, 2018 on the city's procurement portal. Proposals were received until 3:00 p.m. October 22, 2018. The city received five proposals. The city's RFP document followed the city's template and included the city's standard Professional Services Agreement.

A staff proposal review team consisting of the Assistant to the City Manager, Parks and Recreation Director, Public Works Director and city Planner reviewed the proposals and scored and ranked them following the criteria outlined in the city's RFP. Proposals were primarily scored based on the criteria outlined in the RFP which is known as a quality-based selection. While cost was a factor it was not the primary factor for selecting a preferred consultant team.

The five firms that submitted RFPs consisted of:

- Duncan Associates
- TischlerBise
- Willdan Financial Services
- EPS
- Raftelis Financial Consultants

The firms submitted the following fixed fee costs:

• Duncan Associates	\$69,200.00
• TischlerBise	\$68,600.00
• Willdan Financial Svcs	\$84,342.00
• EPS	\$85,000.00
• Raftelis Financial Cons	\$83,680.00

Staff Recommendation:

While all the firms had strengths in terms of experience, staffing, and process, the group felt that one firm provided the best proposal overall. Based on an evaluation of the five proposals and point score, staff recommends the firm of TischlerBise to work with the city on the Development Fee Study.

Staff recommends approval of the professional services agreement and the submitted proposal including the scope of services with TischlerBise for a lump sum not to exceed \$68,600.00