



L A P I N E

O R E G O N

**City of La Pine  
Public Works Department  
REQUEST FOR PROPOSALS**

PROJECT: Transportation System Development Charges Methodology  
and creation of Capital Improvement Plan

PROPOSAL DUE DATE: March 17, 2020

**City of La Pine**  
Public Works Department  
Contact Person  
541-536-1432  
**Public Works Manager**  
**Jake Obrist**

## **PUBLIC NOTICE**

### **Request for Proposals for Professional Services to:**

### **Perform a Transportation System Development Charge (SDC) Study and develop a Capital Improvement Plan(CIP)**

#### **GENERAL INFORMATION**

The City of La Pine is the newest incorporated city in Oregon and is located in Central Oregon. The City has a current population of approximately 1,800 residents with over 20,000 residents outside the city limits. The City is requesting proposals from qualified consultants to analyze and provide methodology and rates for a transportation SDC. A system development charge is a one-time fee imposed on new development at the time of development. The charge is intended to recover a fair share of the cost of system capacity needed to serve growth. System development charges provide a means for “growth to pay for growth.”

With the development of a Transportation SDC, the City must develop a Capital Improvement Program to identify projects intended to maintain or improve the performance of the multimodal transportation system.

The City of La Pine operates and maintains approximately 12.5 miles (centerline miles) of city streets consisting of 8.4 miles of gravel road and 4.1 miles of paved road. Deschutes County maintains and operates approximately 21.0 miles of road within the La Pine city limits. Of the 21.0 miles, 19.5 miles (all paved) would be eligible for jurisdictional transfer.

For reference, relevant TSP exhibits are included as attachments “A”. This is not a comprehensive list and additional projects may be included.

## **PROJECT SCOPE**

Proposals shall include project understanding, detailed scope of work and project approach to address the following elements and others as required:

### A. System Development Charge (SDC) and Capital Improvement Plan (CIP)

- Conduct an analysis that incorporates current system assets, eligible capital projects, and system capacity estimates provided in the TSP update.
- Coordinate with the City to verify the appropriate defensible allocations for each capital project between existing needs and growth-related needs.
- The City will provide a list of potential projects for the CIP. Contractor to assist in developing and determining if these projects are capital eligible.
- Calculate the maximum allowable SDCs, including both an improvement fee and a reimbursement fee, as warranted per customer equivalent, and develop a schedule of fees.
- Develop SDC methodology to comply with the current Oregon Revised Statutes.
- Compare the proposed transportation SDCs to other municipalities in the county, region, and other comparable cities in Oregon.
- Provide a user-friendly electronic SDC methodology, in Microsoft Excel, which enables the City to re-calculate future SDCs.

### B. Project Meetings

- Prepare for and attend up to three (3) meetings with community stakeholders, citizens, and/or the City Council to solicit input, describe proposer's recommendations to help minimize meeting costs (staffing/travel etc..) including the firm's capabilities of using video conferencing and other available tech tools for optimizing potential virtual meetings
- Participate in at least two (2) public hearing meetings on the adoption of transportation SDC methodology and rate calculations.

### C. Documentation

- Prepare draft and final reports, ten (10) hard copies each and provide an electronic final report in MS Word format and PDF format, with spreadsheets in Excel format.
- Prepare public notice schedule and text for public notification(s) summarizing analyses and recommended changes. Notices will be distributed by the City.

## **PROJECT TIMELINE**

There will be no mandatory pre-proposal meeting. All questions shall be made in writing via email to Jake Obrist, Public Works Manager ([jobrist@lapineoregon.gov](mailto:jobrist@lapineoregon.gov)) by **2:00 p.m. (PST) March 17, 2020**. Faxed requests for information will not be accepted.

Consultants intending to submit a proposal must acquire the information online or at City Hall. Proposals must be received by the City of La Pine City Hall no later than **2:00 pm (PST), March 17, 2020. Proposals received after the deadline will not be considered.**

The City anticipates the following schedule for the project:

RFP Advertisement:	2-19-2020
Proposal Due Date:	3-17-2020
RFP Review completed:	3-25-2020
City of La Pine Council approval:	3-25-2020
Notice to proceed:	4-08-2020
Project Completion:	8-31-2020

The Proposal will be judged on the completeness and quality of content. Only those consultants who supply complete information as required in the Evaluation Criteria below will be considered for evaluation. City of La Pine reserves the right to reject any or all proposals. It is understood that all statements will become part of the public file on this matter, without obligation to the City of La Pine. The City of La Pine is not liable for any cost incurred by the consultant in the preparation or presentation of their proposal.

## **PROPOSAL EVALUATION CRITERIA**

The City will establish a committee of at least five individuals to review, score, and rank proposals according to the evaluation criteria set forth below. The City may appoint to the evaluation committee consultants, City council members, City employees, and/or employees of other public agencies with experience in public contracting.

	<b>ITEM</b>	<b>MAXIMUM PAGE ALLOWANCE</b>	<b>SCORE</b>
A	Introductory Letter	1	0
B	Project Team	3	35
C	Firm's Capabilities	1	15
D	Project Understanding and Approach (Scope)	4	40
E	Communication and Availability	1	5
F	Supportive information (references, resumes, licenses, etc.)	6	5

### **Criteria Explanation:**

**A. Introductory Letter:** A statement in the introductory letter shall specifically stipulate that all terms and conditions contained in the RFP are accepted by the consultant. The letter shall also name the person(s) authorized to represent the consultant in any negotiations and sign any contract which may result.

**B. Project Team:** This criterion relates to the project principal, the project manager, key staff and sub consultants. The basic issue is how well the team's qualifications and experience relate to this specific project.

**C. Firm Capabilities:** This criterion relates to the firm's capabilities and resources in relation to the project.

**D. Project Understanding and Approach:** This criterion relates to the basic or preliminary understanding of the project, and the methodology and course of action used to meet the goals and objectives of the project. The basic issue is whether the firm has a clear and concise understanding of the project (based on existing information) and the major issues to address and whether a project approach has been formulated. **City of La Pine not-to-exceed budget for this contract is \$50,000. The consultant will comment on the adequacy of this budget to achieve the desired results of the Project.**

E. Communication and Availability: This criterion relates to the consultant's accessibility, availability, and interaction with the City of La Pine's staff

F. Supportive Information: Supportive material may include graphs, charts, photographs, resumes, references, etc., and is totally discretionary, but, as outlined in the Evaluation Criteria, it will be scored.

## **AWARD OF CONTRACT AND SELECTION**

The proposals will require up to 7 calendar days for evaluation. The top ranked firms may, at the City's discretion, be required to make a presentation in support of their proposal to the evaluation committee. The interview will serve to assist the City in selecting the successful firm and will serve as a tool to refine scoring of the RFP to produce a final ranking. Contract negotiations will follow the selection of the top firm. An initial scope and fee proposal will be required to be submitted within 14 calendar days of notification. The consultant selection process will be carried out under Oregon Revised Statutes, Chapter 279C.110.

If a contract is awarded, the City will award the contract to the consultant whose proposal will best serve City's interests. Target date for completion is **August 31, 2020**. Consultants responding to this Request for Proposals (this "RFP") do so at their own expense; City is not responsible for any costs and/or expenses associated with the preparation and/or submission of any proposal. City reserves the right to enter into one or more contracts concerning the project scope described in this RFP.

If a contract is awarded, City and the selected consultant will enter into a professional services agreement. The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to City. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

Notwithstanding anything contained in this RFP to the contrary, if in City's best interest, City reserves the right to (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such proposals, and/or (e) reject any or all Proposals for any reason and/or without indicating reasons for rejection. Further, City reserves the right to (y) seek clarification(s) from each proposer and/or require supplemental information for any proposer, and/or (z) negotiate with alternate proposers, if initial contract negotiations are unsuccessful.