



## REQUEST FOR PROPOSALS

### Comprehensive Impact Fee & Development Fee Update

This RFP was amended on December 5, 2024, to correct the page limit under “Proposal Requirements” and to add background documents under “Attachment A.”

**RELEASE DATE:** November 22, 2024

**DUE DATE:** December 17, 2024, at 2:00 PM PT

#### INTRODUCTION

The goal of the City’s impact fee program is to create mechanisms to charge and collect fees to ensure that development bears its proportionate share of the capital facility and improvement costs necessitated by development. The City of Sammamish (“City”) is requesting proposals from qualified firms to perform a comprehensive impact fee and development fee update including analysis, review, and recommendation based upon the preliminary scope of services contained in this Request for Proposal (“RFP”). This project also includes the development of an indirect cost allocation model, which will help inform the development fee update.

The intent is to select one firm to perform the tasks associated with this RFP, but a firm may propose a team approach for completing the comprehensive impact fee update with one firm being named the primary consultant responsible for contracting and overall scope performance. The City reserves the right to award the individual impact fee updates (i.e., transportation, parks) to one or more firms depending on the expertise demonstrated and capacity of proposals. The City highly encourages women and minority owned firms to submit proposals in response to this RFP.

All information related to this RFP is available on the City’s website at [www.sammamish.us/business/bidding/](http://www.sammamish.us/business/bidding/)

#### DELIVERY INSTRUCTIONS

Proposals may be emailed to [msugg@sammamish.us](mailto:msugg@sammamish.us).

**The deadline to submit proposals is December 17, 2024, at 2:00 PM PT.  
Proposals received by the City after the deadline will not be considered.**

## BACKGROUND

The City of Sammamish incorporated on August 31, 1999 and operates as a noncharter optional code city with a Council–Manager form of government. The City Council is comprised of seven members, elected at large by the voters of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Councilmember selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the City. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

The City serves a population of approximately 68,000 and provides a full range of municipal services including:

- Police protection (contracted with the King County Sheriff)
- Fire protection (contracted with Eastside Fire & Rescue)
- Parks and Recreation
- Public Works
- Community Development
- General Administrative Services

Municipal court, jail, prosecutor, public defender, and related services are all contracted. Water and sewer utilities are provided by two special purpose districts within City limits.

## SCOPE OF WORK

Please see **Attachment A** for the preliminary scope of work.

## PROPOSAL REQUIREMENTS

Proposals shall address the following information:

1. **Executive Summary:** Summarize your proposal and include your firm’s contact information.
2. **Qualifications:** Describe the qualifications of the proposed project manager and key team members who will work on this project, along with resumes.
3. **Experience:** Please provide examples of recent fee studies and indirect cost allocation models developed by your firm, preferably in cities of similar size as Sammamish and located in Washington state.
4. **Approach:** Describe your approach to completing the scope of work, including a proposed schedule.
5. **References:** Include contact information for at least three municipal government clients who can verify your firm’s ability to provide the scope of services requested.
6. **Pricing:** Provide information on your firm’s proposed fee schedule.
7. **Contract Acknowledgement:** Please acknowledge that you have read and are able to meet the provisions contained in the [City’s professional services contract](#), including the insurance provisions. Please include any

requested deviations as part of your proposal. Deviations not listed in your proposal will not be considered.

The Proposal shall not exceed 12 pages. The front cover, back cover, and resumes may be in addition to the ~~1220~~-page limit. All costs for developing proposals in response to this RFP are the obligation of the consultant and are not chargeable to the City.

## SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall qualifications of personnel assigned to the work.	15
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFP requirements.	25
Background and experience.	30
Cost.	30
Minority and Women’s Business Enterprise.	3
<b>Total</b>	<b>103</b>

Proposals will be narrowed to a short list that may be asked to participate in interviews. Upon selection of a firm, the fee and contract will be negotiated. The negotiated contract will require approval by the City Council.

## SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	November 22, 2024
Questions due*	December 6, 2024, at 5:00PM PT
<b>Deadline for submission of proposals</b>	<b>December 17, at 2:00PM PT</b>
Proposal evaluation complete	January 3, 2025
City interviews short-listed vendors**	Week of January 6, 2025
City Council Contract Approval	January 21, 2025
Contract Start Date	January 22, 2025

\* See note under “Contact” section.

\*\*The City reserves the right to select a firm from submitted proposals alone.

## TERMS AND CONDITIONS

### Contract

Upon selection of a consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. [Please click here to read the](#)

[Agreement](#). No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City. Please submit any requested deviations with your proposal.

#### **Discretion and Liability Waiver**

The City reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

#### **Title VI Non-Discrimination Assurances**

The City of Sammamish, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by calling 425-295-0500.

#### **Diversity, Equity, Inclusion and Belonging**

To support the City's Diversity, Equity, Inclusion, and Belonging ("DEIB") efforts, additional points will be awarded in Request for Proposals scoring for Minority and Women's Business Enterprises ("MWBE"). To receive an additional 3 points, the business or organization must be registered as a Minority or Women's Business Enterprise with Washington State before the RFP due date.

#### **RFP Amendments**

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. Any changes to the schedule or amendments to the RFP will be posted on the City's website.

#### **Ownership of Documents**

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the property of the City.

## **CONTACT**

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City.

**Contact:** Mike Sugg, Supervising Management Analyst, City Manager's Office

**Address:** 801 228<sup>th</sup> Ave SE, Sammamish, WA 98075

**Email:** [MSugg@Sammamish.us](mailto:MSugg@Sammamish.us)

*Questions regarding this RFP must be received by the date listed in the "Schedule" section of this RFP. Answers to questions received by this date will be posted on the City's website under the "Bidding" webpage at <https://www.sammamish.us/business/bidding/>.*

## **ATTACHMENTS**

A. Preliminary Scope of Work

**ATTACHMENT A:  
PRELIMINARY SCOPE OF WORK**

*Note: This preliminary scope of work is presented as a reference. The selected consultant will work with the City to develop the final scope of work.*

**Phase 1: Impact Fee Update**

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The consultant shall prepare draft materials on the items in Phase 1 no later than May 15, 2025, with adoption by City Council on or before June 17, 2025.

**1. Align Impact Fee Schedules with Senate Bill 5258**

- a. Update the transportation impact fee and parks impact fee schedules to ensure compliance with new rules mandated by [Washington State Senate Bill 5258](#), which requires schedules “reflect the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units.”
- b. Three school districts serve Sammamish and they are responsible for ensuring compliance with Senate Bill 5258 for school impact fees. The consultant shall review the school districts’ work to inform the categories to be used for the City’s transportation and parks impact fees.

**2. Update Parks Impact Fee Study**

- a. Evaluate the existing parks impact fee methodology and the latest parks projects, costs, and data to develop an updated parks impact fee study aligned with the new impact fee schedule.
- b. Estimate potential revenue from the updated impact fees by year over the next six years.

**3. Update Transportation Impact Fee Study**

- a. Evaluate the existing transportation impact fee methodology and the latest transportation projects, costs, and data to complete a transportation impact fee study aligned with the new impact fee schedule.
- b. Estimate potential revenue from the updated impact fees by year over the next six years.
- c. Evaluate and provide recommendations for utilization of impact fees collected to date.

**4. Revise Sammamish Development Code**

- a. Identify specific changes to the Sammamish Development Code necessary to implement the new fee schedule methodology and rates for the parks, transportation, and school impact fees.
- b. Analyze and make recommendations on affordable housing exemptions for the impact fees.

**5. Administration**

The consultant shall:

- a. Meet with City staff to review and evaluate current data and methodology.
- b. Hold regular check-in meetings with staff during the project.
- c. Present and participate in discussions about the updated impact fee and revenue forecast at up to three public meetings.

**6. Deliverables will include:**

- a. Data tables with raw data, calculations, sources, and links

- b. Fee schedules
- c. Revenue forecasts
- d. Draft and final Impact fee study report outlining calculations and methodology, including spreadsheets and other documents as appendices
- e. Presentations in PowerPoint format
- f. Any items specific to the particular impact fee included above

## **Phase 2: Indirect Cost Allocation Model & Development Fee Update**

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### **1. Develop an Indirect Cost Allocation Model**

- a. Create a comprehensive indirect cost allocation model for the City that will include an allocation to the development fee schedule model to ensure the City is following RCW 82.02.020, which requires fees must be reasonable and directly relatable to the service being provided.
- b. Evaluate the current services provided, the level of service associated with those services, review of fees currently collected, and full cost (direct and indirect) of providing services related to development permit-related activities as well as enterprise fund activities.

### **2. Update Development Fees**

- a. Using the newly developed indirect cost allocation model, update the City's development fee schedule model.

### **3. Administration**

The consultant shall:

- a. Meet with City staff to review and evaluate current data and methodology.
- b. Hold regular check-in meetings with staff during the project
- c. Present and participate in discussions at up to three public meetings.

### **4. Deliverables will include:**

- a. Data tables with raw data, calculations, sources, and links
- b. Development fee schedule
- c. Report outlining calculations and methodology, including spreadsheets and other document as appendices
- d. Presentation in PowerPoint format

## **Phase 3: Fire Permit and Inspection Fees**

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**The consultant will review the Fire Marshall's Office function and the associated cost to develop a defensible fee schedule that is equitable and uniform between two or three partner cities.**

### **1. Understand how Eastside Fire & Rescue's (EF&R) Fire Marshall's Office staff provide services related to fire permits and inspections for three cities**

- a. Meet with City staff and EF&R staff to review and evaluate the existing permit and inspection process and define the current level of service.
- b. Understand how the existing fee structure is tied to the services performed.
- c. Identify when City objectives warrant subsidizing services (e.g., affordable housing).

## 2. Develop a Fee Schedule

- a. Data tables with raw data sources, calculations, sources, and links
- b. Fire permit inspection fee schedule
- c. Report outlining calculations and methodology, including spreadsheets and other documents as appendices.

### Background Documents

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- [2014 Transportation Impact Fee Study](#)
- [2015 Parks Impact Fee Study](#)
- [2024 Sammamish Development Fee Schedule](#)
- [Impact Fee Comparison](#)