



**Request for Proposals  
System Development Charge Update**

**Parks, Storm Water, Streets, Wastewater, Water**

**Proposals due:  
5:00 p.m.  
October 31, 2014**

**Send To:**

**Eileen Stein, City Administrator  
City of Mt. Angel  
P.O. Box 960  
Mt. Angel, OR 97362**

## **Request for Proposals System Development Charges**

The City of Mt. Angel invites all qualified individuals and firms to submit proposals for the development of system development charge methodology for parks, storm water, streets, wastewater, and water. The City anticipates contracting with one contractor for all system development charge methodologies, but requests an individual breakdown of costs per system.

### **Background**

The City of Mt. Angel's current SDC structure was authorized by Ordinance No. 579 in 1991 and minor modifications were made over time relating to notice and credits. The current methodology and rates were established via Resolution 783 in 1999 and have not been updated since. However, all of the city's infrastructure master plans have.

In February 2014, the City Council set out the following goals to strengthen the base of the city and ensure its ability to carry out its vision and mission. Included in these goals were:

- Goal #2: *Develop a set of comprehensive financial management policies*
- Goal #5: *Evaluate revenues, costs and options for improving City infrastructure*

To support these goals, the City Council adopted a set of Comprehensive Financial Management Policies in April, 2014. The financial management policies state that SDC's will be updated annually for inflation and the City Council is interested in an inflation-based adjustment on the current charges. The City Council also approved budget for a comprehensive SDC update in FY 14-15.

### **Statement of Work**

The following is a general description of the work the city believes is necessary. Consultants should recommend revisions, additions or subtractions to this work program based upon their experience with similar projects.

The City is seeking an experienced applicant that can work cooperatively with the city council, planning commission, city administrator, city staff, city contractors (engineer and planner), as well as the general public to accomplish the following tasks:

- Meet with the city council, members of the city staff and planning commission to gather background information and explain SDC issues.
- Obtain copies of existing facility master plans, capital improvement plans, system plans, budgets and other relevant and available data. The City has the following master plans:

- Parks Master Plan (2009)
  - Streets Master Plan (2003)
  - Storm Water Master Plan (2002)
  - Wastewater Master Plan (2014)
  - Water Master Plan (2010)
- Assist the city council in calculating the proportion of costs to be attributed to existing residents versus growth.
  - Prepare a report for review by the planning commission and adoption by the city council that includes the calculations to be utilized. The consultant will also attend the hearings at which the methodology and calculations are presented and adopted.
  - Draft an SDC ordinance and resolution that meets all of the current requirements as set up by state law and other applicable laws.
  - Prepare an SDC procedures guide for use by city staff in collecting the SDCs and administering the SDC ordinance and resolutions. The consultant will also provide training for city staff that will be involved in the collection of the SDCs and administration of the SDC ordinance and resolutions.
  - Provide notice to interested parties and the public as required by statute.

The selected consultant will be expected to provide full services associated with development of SDC methodology and the development of rational, common, defensible system development charges for parks, storm water, streets, wastewater, and water.

### **Questions/Clarification**

Questions concerning this RFP should be directed to Eileen Stein, City Administrator at (503) 845-9291 or [estein@ci.mt-angel.or.us](mailto:estein@ci.mt-angel.or.us).

### **Evaluation**

Proposals will be evaluated on the basis of the proposed work program, experience of the consultant, and cost of the services provided. A separate cost estimate for each of the five SDC categories is requested.

The City reserves the right to accept or reject any or all proposals or to postpone the consultant selection process for no more than 60 calendar days. The City may further reject any proposal not in compliance with all public proposal procedures and requirements, and may reject for good cause any or all proposals upon a finding of the City that it is in public interest to do so.

## **Submittals**

Submit three (3) proposals and any accompanying materials in a sealed envelope marked "System Development Charge Methodology-RFP." Submittals should include:

- One page cover letter
- Statement of SDC qualifications and experience
- Three references
- Proposed scope
- Budget showing hours by task and by personnel

Proposals should be submitted to Eileen Stein, City Administrator, City of Mt. Angel, P.O. Box 960, Mt. Angel, Oregon 97362.

**Proposals are due by 5:00 p.m. on October 31, 2014.**