

**REQUEST FOR QUALIFICATIONS
FOR IMPACT FEE STUDY REVIEW AND UPDATE
FOR THE CITY OF LIVINGSTON, MONTANA**

NOTICE TO FINANCIAL/ENGINEERING CONSULTING FIRMS: Notice is hereby given by the City of Livingston, Montana, that it will receive written statements of qualifications to prepare analysis and a written update to the City's Impact Fee Study for the six different impact fees currently collected, which include Water, Wastewater, Police, Fire/EMS, Transportation and Recreation.

Project Description: In 2006 the City of Livingston adopted its first impact study conducted by Morrison-Maierle, Inc. This study supported the imposition of impact fees covering the above listed categories. In 2012 the City engaged Stahly Engineering to update the City's impact fees using the original methodology but including more current capital budgets. In accordance with M.C.A. 7-6-1602, the City needs to review and update its impact fee study every five years. The report must include written analysis prescribed by State law for all six impacts fees that are currently imposed. The City anticipates that this study will provide recommendations for the City Commission to consider adjusting the amounts of the existing impact fees, as well as recommendations for possible new impact fees.

The information from both the 2006 study and the 2012 update will be made available to the consulting firm. The consultant will work with the Planning Director and the Finance Director to ensure that the plan can be updated or reviewed as needed by City staff in the future.

Information to be submitted by prospective firms in their statements of qualifications should include:

1. Firm Qualifications: This section should provide information establishing the firm as an organization which is experienced and competent in implementing, reviewing and/or updating impact fee studies. The firm must be familiar with all applicable Montana law as it relates to impact fees. This section should include a list of similar studies done by the firm.

The City also requests one copy of an impact fee study prepared by the firm for another community that is representative of the firm's work.

2. Key Personnel: This section shall include a list of the key personnel in the firm that would be assigned to the proposed project. Please include their backgrounds and their location. Also include a statement regarding any intention to sub-contract any portion of this study to other firms.
3. Proposed Plan of Study: Please submit a general outline of the proposed plan of study, including information concerning the firm's ability to meet the City's proposed deadline of June 30, 2019, given the firm's workload and time constraints. This section shall also include information on the firm's proposed methods to accomplish the required work.
4. Additional Information: Any additional information that is relevant for City officials to consider in reviewing and comparing the firm's statements of qualifications.

The submitted documents shall be limited to ten pages or less, excluding resumes and the single copy of a sample study described above.

Closing Date and Address: Five copies and one digital copy of written statements of qualifications clearly identified as “Impact Fee Study” shall be submitted to City of Livingston, 110 South B Street, Livingston, Montana 59047 on or before 4:00 PM local time on the 20th day of November, 2018.

Selection Process and Contract Negotiations: All qualification statements submitted will be evaluated by a selection committee assigned by the City Manager. The selection criteria/score sheet is attached to this document. One or more qualified candidates will be interviewed by the selection committee at which time additional information may be requested. The scope of services and project specifics will be discussed in more detail during the interview process. The City’s goal is to have a firm selected and a contract negotiated by December 7, 2018, so that the City Commission can consider awarding the project at the December 18th, 2018 Commission meeting. The project is expected to begin in January of 2019. The City’s Director of Building & Planning can be reached at (406) 222-4903 or jwoodhull@livingstonmontana.org regarding questions.

The City of Livingston reserves the right to select the firm and accept the proposal which the City Commission deems is in the best interest of the City. Issuance of this request for qualification does not commit the City of Livingston to award a contract and the City reserves the right to reject any and all proposals.

CONSULTANT SELECTION

Impact Fee Study 2018- 2019

Note: Score each question 1-10 points; highest score = best ranking

1. Contractor's demonstrated knowledge/understanding of the goals of this project. (25%)

Score _____ x .25 = _____

2. Responsiveness and quality of contractor's work plan. Does the work plan show that the contractor has the ability and will commit sufficient resources, to accomplish the required analyses, coordinate work with City staff, and produce a quality study document? (35%)

Score _____ x .35 = _____

3. Qualifications and availability of the key personnel and subcontractors identified in the work plan. Availability of adequate support staff and material resources. (20%)

Score _____ x .20 = _____

4. Contractor's record for fulfilling the requirements of similar projects to the satisfaction of the contracting entity, and for accomplishing such projects on schedule and within budget. (20%)

Score _____ x .20 = _____

TOTAL: (10 possible) _____