

DATE SUBMITTED 8/26/2020  
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR  
 DATE ACTION REQUIRED 9/2/2020

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS JS

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

<p><b>SUBJECT:</b> DISCUSSION/ACTION: SERVICE AREA PLAN AND DEVELOPMENT IMPACT FEE PREPARATION SERVICES</p> <p style="margin-left: 40px;">1. AWARD CONTRACT TO HOWES/WEILER/LANDY PLANNING AND ENGINEERING SERVICE FOR PREPARATION OF THE SERVICE AREA PLAN AND DEVELOPMENT IMPACT FEE UPDATES.</p>	
<p><b>DEPARTMENT INVOLVED:</b> COMMUNITY DEVELOPMENT</p>	
<p><b>BACKGROUND/SUMMARY:</b></p> <p>Council directed Staff to pursue a Development Impact Fee and Service Area Plan Study Update. The City of Imperial adopted its current Development Impact Fee (DIF) schedule in 2010. The DIF Program ensures that future development projects pay their fair share of future public facilities. Facilities covered by the DIF program include administrative, fire, law enforcement, library, parks, and circulation (roadways). Fees under the DIF program are based on buildout projections and recommendations from the Service Area Plan (SAP). The SAP was updated during the year 2015 and the DIF Program must follow suit. Staff released an RFP for preparation services for the Service Area Plan and the Development Impact Fee Studies. The RFP was sent to known consultants and advertised on the City's website. Three (3) proposals were received:</p> <p>1. The Holt Group \$49,910                  2. Howes/Weiler/Landy \$48,120                  3. DTA \$75,000</p> <p>All proposals received have a vast knowledge of SAP and DIF preparation; however, Howes, Weiler, Landy Planning and Engineering Consulting Services the following proposals seems to be the most advantageous to the city (Please see "Attachment A"):</p>	
<p><b>FISCAL IMPACT:</b> \$48,120.00; The fees will be paid out of DIF and the General Fund accounts.</p>	<p>ADMIN SERVICES SIGN INITIALS <u>JS</u></p>
<p><b>STAFF RECOMMENDATION:</b> Recommends award contract to HWL (Howes/Weiler/Landy)</p>	<p>DEPT. INITIALS <u>OM</u></p>
<p><b>MANAGER'S RECOMMENDATION:</b> <u>approve</u></p>	<p>CITY MANAGER'S INITIALS <u>JS</u></p>
<p><b>MOTION:</b></p> <p>SECONDED: _____</p> <p>AYES: _____</p> <p>NAYES: _____</p> <p style="text-align: right;">APPROVED ( )      REJECTED ( )                  DISAPPROVE ( )      DEFERRED ( )</p>	

Attachment A: Scoring Summary Table



Community Development Department

Proposals for Service Area Plan and Development Impact Fees Update Scoring Summary Table	
Project Title:	Service Area Plan and Development Impact Fees Update
RFP No.:	P09-2020
Date:	August 26, 2020

Company	Total	Proposal Cost
The Holt Group	278	\$49,910.00
Howes Weiler Landy	285	\$48,120.00
DTA	272	\$75,000.00