



Request for Proposals

Building Permit Fee Study

City of Rollingwood, Texas

City of Rollingwood
403 Nixon Dr.
Rollingwood, TX 78746
Phone: (512)327-1838

RFP Release Date – Friday, November 8, 2019

RFP Due Date – Monday, December 2, 2019 at 5:00 p.m.

Overview

The City of Rollingwood invites qualified professional firms to submit proposals to provide a professional fee study of building, tree permit and tree canopy management fees.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and Westlake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five alderpersons elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

The original building fees for the City of Rollingwood were put in place in 1987 and some were updated in 2016. The City desires to retain the services of a professional permit application fee ratemaking consultant to prepare a study summarizing recommended building permit application review fees.

Scope of Work

In preparing a response to this Request for Proposals (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant.

1. Services to be performed by the Consultant
 - a. Meet with City Staff members to collect and review available information and review the methodology to be used in the development of the recommended rate structures for building fees.
 - b. Review historical costs associated with issuing building fees in comparison to the revenues brought in from fees for the last three years.
 - c. Review Texas Building Code fee structure guidance and at least three other comparable Texas municipality fee structures that were updated in the last 5 years.
 - d. Provide an analysis of current staffing levels and current operations and forecast for future needs as well as provide recommendations for improving processes.
 - e. Recommend a fee structure that will generate the level of revenue needs and capture the staff and consultant costs to process permits, with an equitable distribution of those costs.
 - f. After staff review, prepare a final permit application fee report summarizing the recommended system.
 - g. Assist in the preparation of the documents to enact the proposed fees.

2. Timeline Requirements
 - a. The Consultant shall begin work by Monday, January 6, 2019 with a completion date of no later than Monday, April 6, 2019.
3. Reporting and Communication
 - a. The Consultant will meet periodically during the on-site field work process with the City Administrator, Finance Director, and Development Services Manager discuss issues, concerns, preliminary findings and recommendations.
 - b. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.
 - c. Prior to issuing their final report, the consultant will meet with the City Administrator, Finance Director, and Development Services Manager to review the draft report and recommendations to be presented to the City Council.
4. Other Considerations
 - a. All working papers, reports, and records relating to the work performed under the Professional Services Agreement will be property of the City of Rollingwood and will be delivered upon completion.
 - b. The consultant will be required to attend at least two City Council meetings to present the fee study and answer any questions either body may have regarding the study or recommendations.

Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. **Project Approach:** a general description of the consultant's approach to permit application fee studies and a detailed task plan that addresses the scope of services.
3. **Innovative Techniques or Methodology** - A discussion of any innovative techniques or methodology that the consultant will use in this study that have a proven history of providing responsive and cost effective results on similar studies.
4. **Scope of Work and Schedule:** Discuss each task outlined in the "Scope of Work" section above with a cost estimate and cost proposal for the project including a breakdown of costs by each task requested in service to be performed. Include a scope of work and schedule of completion.
5. **Qualifications:** Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.

- c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
6. References: Identify at least two (2) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.
 7. Additional Data: This section will be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

Proposal Submittal

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your proposal to:

City of Rollingwood
Attn: City Secretary
403 Nixon Drive
Rollingwood, TX 78746

Proposals received after the due date, Monday, December 2, 2019 at 5:00 p.m., will not be considered.

Questions regarding this proposal may be directed to Ashley Wayman, City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: awayman@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each proposal and select a consultant at the December 18, 2019 City Council Meeting. The following evaluation criteria and their respective weights will be used in selecting a consultant:

Evaluation Criteria	Points
Consultant experience in the establishment of public sector building permit application fees to meet the defined scope of work	20
Qualifications of the Project Team	20
Project approach, methodology and satisfactory schedule for completion	30
Knowledge of local issues in the City of Rollingwood and the surrounding region	10
References: Two (2) required	10
Cost of proposal	10
Total Possible Points	100

Please note that the ability of the Consultant to complete the overall project according to all the stated selection criteria will be considered. The lowest cost proposal will not necessarily be selected.

The City of Rollingwood reserves the right to reject any and all proposals and to waive any informality in proposals received.

Insurance Requirements:

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant’s regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.