

AMADOR FIRE PROTECTION DISTRICT

810 Court Street, Jackson California 95642-2132 (209) 223-6391



REQUEST FOR PROPOSALS

Development Impact Fee Study

The Amador Fire Protection District (AFPD) invites qualified consultants to submit their proposals to provide the district with a Development Impact Fee Study and propose Development Impact Fees for the district.

All qualifications must be received before 2:00 p.m. (as determined by www.time.gov) on February 12th, 2021, addressed to the Amador Fire Protection District, Attention Patrick Chew, Deputy Fire Marshal, 810 Court Street, Jackson, CA 95642-2132. Proposals can be sent via email to Deputy Fire Marshal Chew at pchew@amadorgov.org. Proposals received after that date and time will not be considered.

Introduction:

The Amador Fire Protection District is seeking Statements of Qualifications from firms or individuals interested in providing development impact fee consulting services for new development projects within the district. The District will maintain a list of pre-screened, qualified consulting firms or persons, which may be selected by applicants when their project requires the preparation of a development impact fee report.

All work prepared by the consultant or person will be performed for, and at the direction of the Fire Chief or his designated staff member.

Purpose

The purpose of this RFP is to find and select a qualified vendor to create a Development Impact Fee Study and propose a Development Impact Fees for the Amador Fire Protection District. The District's impact fee program must comply with the Mitigation Fee Act (California Government Code Section 66000 et seq., also known as Assembly Bill 1600). The District is now seeking the services from a qualified firm or individual to update our impact fees.

Background Information About Amador County

Amador County, is a county in the Sierra Nevada and is located approximately 45 miles southeast of Sacramento within the California's Gold Country, known as "The Heart of the Mother Lode". There is also a substantial viticulture industry in the county. The population is 38,429 according to 2019 United States Census Bureau. The Amador County land mass is approximately 595 square miles.

Amador County ranges in elevation from approximately 250 feet in the western portion of the county to over 9,000 feet in the eastern portion of the county, the tallest point being Thunder Mountain. The County is bordered on the north by the Cosumnes River and El Dorado County and on the south by the Mokelumne River and Calaveras County, on the west by Sacramento and San Joaquin Counties, and the east by Alpine County.

General Information about AFPD & Development Impact Fees

Amador Fire Protection District has seven fire stations with four stations being staffed full time with a minimum of two personnel per Engine Company. AFPD has 35 paid fulltime staff members with two administration staffers. On average, we have 20 volunteers. AFPD is responsible for 491 of the 595 land mass square miles, which is 82% of the entire county. Our budget for the fiscal year 2020/2021 is \$4,099,892.

AFPD was formed in 1990 as a fire protection district and collected \$250 per new home for development impact fees through the County's permitting process. For new commercial businesses, there is a formula based on square footage and hazard classification. AFPD have not increased these amounts since it conception nor

AMADOR FIRE PROTECTION DISTRICT

810 Court Street, Jackson California 95642-2132 (209) 223-6391



has this agency conducted a Nexus study.

Findings and Fees

Provide sufficient information and the necessary findings to help the District determine the development impact fees based on the proposed development to support the District's in maintaining services necessary to operate as a fire department. The consultant will work with District's staff to determine other supporting infrastructure (i.e., equipment, vehicles, etc.) or other operational services that could rightfully be included in the fee program to ensure the costs of such supporting infrastructure are paid for by development.

The consultant shall include attendance at the following meetings, as a minimum, in their proposal. Should the consultant identify a meeting that they feel is necessary to achieve the results and is beyond the meetings described below, they shall describe them in their proposal. Unless otherwise determined by the District, consultant shall plan on meetings being held either by online zoom, at a fire station or headquarters located in the City the Jackson.

A kick-off meeting between consultant and District's staff to review objectives of study, agree to methodology, exchange information, timing and schedule for all tasks, and to determine information to be provided by the District's staff.

Review findings with District staff. Consultant to provide information supporting findings to date and proposed fees.

The selected firm or individual shall present their findings at one of our scheduled Board of Directors meetings. The selected party shall discuss methodology, findings, formal presentation, answer questions about finding, and collect input for preparation of the final report. The consultant or individual shall consider the following optional meetings in their proposal, with a separate fee schedule, if necessary, for these additional meetings.

The consultant shall recommend best practices to help ensure better collections

Evaluation Criteria

The District staff will evaluate the RFP submittals based on several factors. These factors are as follows:

- Experience & Expertise
- Quality of the firm's professional personnel to be assigned to the engagement
- Methodology
- Demonstrates a clear understanding of scope of services
- Adequacy of project schedule
- References
- Proposed cost for services

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The District reserves the right to retain all proposals submitted. The District reserves the right to accept or reject any or all proposals, to waive informalities, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

Contact

Should a consultant have any questions, please contact Patrick Chew, Deputy Fire Marshal, at Cell 209-304-2250, Office 209-223-6391, or pchew@amadorgov.org