



Box Elder County - Request for Proposals

**Community Development Fee Schedule Update**

Issue Date: December 1, 2023

Submission Deadline: December 31, 2023

Box Elder County Community Development Department

Attention: Marcus Wager – Room 35

01 South Main St. Brigham City, Utah 84770

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## I. BACKGROUND

Box Elder County (hereinafter referred to as the “County”) is seeking proposals for Independent Contractor Services from individuals and firms (“Consultant”) to prepare a comprehensive update to the Box Elder County Community Development Fee Schedule.

The focus of this project is to review and update the fee schedule for all the community development applications.

## II. PROPOSED PROJECT

Box Elder County, acting through its Office of Community Development, is requesting proposals from qualified consultants with expertise in County fees to assist County staff in the preparation of a comprehensive update to the County’s Community Development Fee Schedule. The Consultant shall have a proven ability to assess the County’s current conditions and demonstrate knowledge of current State and Federal regulations as it applies to the completion of a County fee schedule update.

## III. TERM OF AGREEMENT

The comprehensive update of the Community Development Fee Schedule shall be approved by Box Elder County no later than three (3) months from contract execution. This timeframe may be extended for a short period of time through written documentation agreeable to both parties.

## IV. SCOPE – REQUIREMENTS

The Independent Contractor Services sought in this RFP are intended for Consultant to take charge of the comprehensive update to the Community Development Fee Schedule for Box Elder County. County staff can assist as quality control and support.

The project consists of reviewing and proposing revisions (if needed) to the Community Development Fee Schedule and underlying ordinances. The project will include, without limitation, the following:

- Current Fee Schedule: analyze, against applicable legal requirements, all aspects of the Community Development Fee Schedule structure (<https://www.boxeldercounty.org/planning/page/applications>).
- Provide Comparable Fee Schedules: use existing data and/or perform a survey of the current fee schedules charged by comparable counties in Utah. Tabulate such results and provide such information to the County for comparison purposes.
- Analyze current County administrative costs associated with all applications.
- Revised Fee Schedule: propose a revised fee schedule in the same or similar format as the current Community Development Fee Schedule, bearing in mind the County’s intent to comply with all statutory requirements and its desire to recover its administrative costs.
- Deliverable: produce one (1) digital copy of the completed report document.

## V. QUALIFICATIONS

The respondent must illustrate that it has the necessary experience, ability, and resources to provide the services specified herein in a satisfactory manner.

The following lists the minimum qualification requirements of the respondent(s):

- Three (3) references from former clients.
- At least five (5) years of experience evaluating fee schedules.

## VI. PROPOSAL FORMAT

Each submittal should contain no more than 10-double-sided, 8½ x 11 pages (not counting dividers, exhibits, and any relevant appendices). Respondents are encouraged to submit clear and concise responses to the RFP. All submittals must follow the format described below:

### A. *Part 1: Cover Letter/Executive Summary (up to 5 points)*

The Cover Letter and Executive Summary shall include:

1. Proof of business organization registered to operate in Utah, including the date established, Tax Identification Number, number of employees, and brief history of the firm.
2. Contact information (legal name of business, point of contact name, address, telephone number, and email address).
3. The names of key members of the consultant team.
4. A summary of the consultant's fee schedule, experience, and qualifications.
5. Signature of authorized representative.

### B. *Part 2: Experience and Qualifications of Consultant/Team (up to 10 points)*

Provide detail relating to the experience and qualifications of the members of the consultant team by including the following information:

1. Brief resumes demonstrating the training, experience, and qualifications of key personnel who will be assigned to this project.
2. Experience of proposed consultant team working together as a team on similar scope and type of projects.
3. The ability of the consultant team to produce a compact, user-friendly document.
4. Fee schedule update experience.
5. Understanding of the legal requirements, use and intent, and organization structure of the requested fee study.
6. A statement of conflict (if any) that proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationship that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, please indicate as such.
7. Any other information that would assist the review team in understanding the consultant team's capacity to efficiently and effectively complete the project.

### C. *Part 3: Understanding of Project Scope (up to 10 points)*

Each respondent shall demonstrate its capacity to deliver comprehensive, professional

fee study documents. Respondents should outline methodology and logistic strategies intended to meet the goals outlined in the project scope. References to previously completed fee study documents (including links to digital examples) are recommended.

*D. Part 4: Proposed Budget and Detailed Work Plan (up to 10 points)*

Consultant shall provide a total base fee for the project. Each responding consultant shall include an acknowledgement that it can effectively complete this project within the budget proposed. Each respondent should provide a proposed work plan for development and implementation of the fee study documents as described in the scope of work. Each respondent should clearly explain in this section the methods and process it will use to ensure the project is within budget and that the County will be getting the best value within the proposed budgeted amount. Information in this section shall include anticipated tasks undertaken during the course of the project, including anticipated administrative and logistical costs. In addition, an hourly fee schedule shall be submitted for each team member and any sub-consultants.

Proposed fee structure/budget (can be specified as rate per hour of assistance in general, rate per hour for specific assistance type, monthly retainer, or other structure).

*E. Part 6: Delivery Schedule and Timeline (up to 10 points)*

Discuss in this section the steps the consultant team proposes to use to deliver the project on time. Clearly outline the delivery schedule and timeline of each component of the project. Specific dates should be used assuming an award to this RFP and an executed agreement in January 2024. Consultant shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Completion of this assessment in a timely fashion will be a factor in scoring this section. Indicate in the proposed schedule, the necessary involvement and various decision points required of the County.

*F. Part 7: Reference Review (up to 10 points)*

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:

1. Name of the project/study
2. Location of the project/study
3. Name, title, and contact information for the client
4. Project budget
5. Project timeline and date of completion of the project

VII. TIMELINE

EVENT	DATE
RELEASE RFP	December 1, 2023
PROPOSALS DUE	December 31, 2023, at 4:00 pm
EVALUATION OF SUBMISSIONS	January 2, 2024 – January 5, 2024
REFERENCE CHECKS IF NEEDED	January 2, 2024 – January 5, 2024
CONTRACT AWARDED – EXECUTED	January 8, 2024

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VIII. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The County will review and evaluate each qualification and proposal submission. The County reserves the right to obtain clarification or request additional information. Proposals will be evaluated and ranked according to the following criteria:

Criteria	Points
Cover Letter/Executive Summary	1 – 5
Experience and Qualifications	1 – 10
Understanding of Project Scope	1 – 10
Proposed Budget & Detailed Work Plan	1 – 10
Delivery Schedule and Timeline	1 – 10
Reference Review	1 – 10
TOTAL	55 points

After evaluation of submissions and reference checks (if needed), the selected consultant will be notified. After a mutually acceptable agreement between the County and the selected consultant has been negotiated, the consultant will be given a Notice to Proceed with the project, and consultant shall proceed as required.

The consultant awarded the contract is required to maintain adequate insurance including general liability, professional liability, worker’s compensation, and any other insurance, as required by state law and deemed necessary by the County Attorney’s Office. As applicable, such coverage shall contain additional insured endorsements with waivers of subrogation. Applicants shall submit insurance certificates demonstrating the aforementioned minimum coverage with the proposal.

If the County and selected company cannot agree on a satisfactory agreement, the County reserves the right to terminate negotiations. The County may then negotiate an agreement with another consultant, or the County may submit another RFP.

The County reserves the right to reject all proposals. In addition, the County will not reimburse costs associated with the preparation or presentation of the proposals. The County also reserves the right to negotiate a modified proposal with a potential consultant.

IX. RIGHTS TO PROPOSALS

All proposals, upon submission to Box Elder County, shall become the County’s property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and Box Elder County. The County accepts no fiscal responsibility for costs incurred by any consultant in responding to this RFP. Box Elder County has the following prerogatives regarding proposals submitted:

- To accept or reject any or all proposals.
- To award all or part of the project at the County's discretion.
- To adopt any or all parts of a proposal.
- To utilize any or all ideas from proposals submitted to request additional information for the purposes of clarification.
- To request additional information for the purposes of clarification.
- To correct any arithmetic errors in any or all proposals submitted.
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP.
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award.
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature.

#### X. DISCLOSURE OF CONTENTS

Upon award of contract, all proposals accepted by the County shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal that are identified by the consultant as business or trade secrets and plainly marked as "trade secret," "confidential," or "proprietary." Each element of a proposal that the consultant desires not to be considered a public record must be clearly marked. Any blanket statement (i.e. regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the County in any way whatsoever. If disclosure is required under the Utah Government Records Access Management Act (GRAMA) or otherwise by law (despite the consultant's request for confidentiality), the County shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

#### XI. SUBMISSION OF PROPOSALS

Interested firms or individuals are requested to submit one (1) electronic copy, in PDF format, submitted by email of their proposal to Marcus Wager [mwager@boxeldercounty.org](mailto:mwager@boxeldercounty.org). Proposals must be received to Box Elder County by 4:00 pm on December 31, 2024.

#### XII. PROPOSAL COORDINATOR

The County's coordinator for this project will be Marcus Wager in the Community Development Department. Questions concerning the scope and specifications of services should be directed to:

Marcus Wager  
 Box Elder County Planner  
 01 South Main St.  
 Brigham City, UT, 84302  
 435-734-3308  
[mwager@boxeldercounty.org](mailto:mwager@boxeldercounty.org)

\*Note that email is the preferred method of communication.