



CITY OF SEATAC REQUEST FOR PROPOSALS Land Use Review and Construction Permit Fee Study

PURPOSE

The City of SeaTac (the “City”) is requesting proposals from qualified consultants to perform a comprehensive fee study of the land use review and construction permit fees. The work will consist of reviewing the current fee schedule, comparing fee revenues with actual costs to City of SeaTac. Updating fees based upon review time, processing time, and inspection times for each application type, and providing a final fee study with recommendations on fee updates.

BACKGROUND

A comprehensive fee study of land use review and construction permit fees at SeaTac has not been completed in recent history. RCW 82.02.020 allows the charge of reasonable fees for processing land use review and permit applications, inspecting, and reviewing plans, or preparing detailed statements required by code.

The City currently charges a flat rate for most land use review and construction permit fees. Some inspections and permit related work are charged an hourly fee. The City of SeaTac desires a comprehensive fee study that will provide a basis for adopting updated land use review and construction permit fees consistent with RCW 82.02. This comprehensive fee study should also provide the basis for monitoring the City of SeaTac’s actual land use review and permit related costs against the fees charged.

SCHEDULE

Work is to commence in June 2024. Work to be completed by December 2024 to allow for City Council adoption of an updated fee schedule in Q1 of 2025

Please provide a work schedule with your proposal to allow for adequate notification and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones. The actual work schedule shall be confirmed at the time of contract signing.

PROJECT SCOPE OF WORK

The candidate should have experience in providing Land Use and Construction fee analysis, particularly in the public sector. The scope of the fee study will include but is not limited to the following elements:

- **Revenue and expenditure evaluation**
 - Review and determine the full cost to the City of SeaTac to process:
 - Construction permit (e.g. building, trade, right-of-way, grading, etc) applications and reviews;
 - Construction permit inspections;
 - Land use decision (e.g. short plats, site plan reviews, SEPA, etc) reviews; and
 - All other related land use decision and permit activity.
 - Review and determine the revenue generated by construction permits, construction



permit inspections, and land use decisions.

- **Recommended Fee Schedule updates**

- Document policy development and implementation.
- Document the cost of service methodology, to include:
 - Public sector development plan review, inspection and permitting
 - Cost of service methodology
 - Update direct hours, indirect hours and overhead for permitting services
- Evaluate any recent Washington State legislative changes to land use decision fees, construction permit fees, and refunds.
- Partner with the City of SeaTac to determine an appropriate target level for cost recovery associated with land use decision and construction permit fees consistent with the limitations of RCW 82.02.020 and RCW 36.70A.
 - Develop tool/model and process for tracking development revenues/expenditures year over year
 - Credit Card Fee Policy Analysis
 - Technology Fee Update
- Recommend updates to land use decision and construction permit fees contained with the City of SeaTac's then-current fee schedule, to include:
 - Review/update all fees
 - Consolidation of fees
 - Deletion of fees
 - Development of new fees
- Recommend an approach to annually updating land use decision and construction permit fees that is consistent with applicable law and will generally be expected to result in continuing cost recovery.

BUDGET

The City Council has budgeted \$80,000 for this comprehensive fee study.

SUBMITTAL REQUIREMENTS

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

Applicants must submit a detailed proposal that includes the below criteria. The proposal should be limited to a maximum of 10 pages and utilize a 12-point Cambria font.

A complete response will include:

1. Executive Summary - Overview of your understanding of the project and professional qualifications and experience.
2. Work Samples – Provide at least two (2) work samples of documents you have produced that are similar to the documents your firm would provide under this contract.
3. Project Schedule – Include a proposed timeline for completion of each deliverable, as identified in the Scope of Work. It is anticipated that the term of the project is as needed for the stated



deliverables.

4. Pricing Methodology – Provide price estimate including number of hours, hourly rate, and total cost, as identified in the Project Scope of Work. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of expenses (such as: office supplies, lodging, meals, etc.)
5. Qualifications – Information about your relevant experience and expertise in conducting similar studies.
6. Business name – proposals must be made in the official name of the firm or individual under which business is conducted.
7. Business license – provide a statement to the effect that you understand and agree to obtain a City of SeaTac business license as a requirement of performing these services. If your place of business is not located within the city limits, but you or your agents will be coming into the city to conduct business, call on clients, or provide services, you will need a business license.
8. References – Include a list of references, with contact information, for at least three (3) current contracts, withing the last three (3) years. Municipal references are preferred. The City reserves the right to contact references without prior notification.

QUESTIONS

Questions or requests for clarification regarding this RFQ shall be directed to the Permit Center Manager, Becky Scheffer at bscheffer@seatacwa.gov. Questions must be received in writing no later than 5:00PM, Pacific Standard Time, **May 3, 2024**. Questions will be compiled, answered, and distributed via email to all responding consultants.

SELECTION CRITERIA

All submittals will be ranked on the total score for the following criteria:

- Project Understanding and Project Approach 30 Points
- Firm’s Experience on Similar Comprehensive Plan Updates 30 Points
- Individual Staff Experience 25 Points
- Team Availability..... 15 Points



SUBMISSION DETAILS

Responses must be received electronically via email to the Permit Center Manager, Becky Scheffer at bscheffer@seatacwa.gov no later than 5:00PM, Pacific Standard Time, **May 20, 2024**. No hard copy submittals will be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process may be directed to the Permit Center Manager, Becky Scheffer at bscheffer@seatacwa.gov.

Preparation Costs

The City of SeaTac shall not be responsible for any costs or fees related to response preparation, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

TIMELINE

- RFP IssuedApril 19, 2024
- Consultant Questions DueMay 3, 2024
- City Responses to Questions.....May 10, 2024
- Submittal Deadline.....May 20, 2024
- Award date.....May 27, 2024

Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject minor informalities. Submitted documents will become public records.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City’s fair labor practices and non-discrimination policies shall apply.

Accommodations for persons with disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Permit Center Manager, Becky Scheffer at bscheffer@seatacwa.gov or 206-973-4760.