

Department of Planning and Development



REQUEST FOR PROPOSALS

CREATION OF A CAPITAL IMPROVEMENT PLAN AND DEVELOPMENT OF AN IMPACT FEE

100 Georgia Avenue
North Augusta, SC 29841
Thomas L Paradise, Director
Planning & Development Department
tparadise@northaugustasc.gov
Issue Date: October 27, 2023
Due Date: December 1, 2023

GENERAL INFORMATION

Pursuant to this Request for Proposals (RFP), the City of North Augusta, South Carolina (“the City”) is currently soliciting proposals from qualified firms to create an Impact Fee structure and a Capital Improvements Plan in order to comply with South Carolina state law.

Interested firms are invited to submit proposals for consideration in accordance with this RFP to the Planning Director. Original signed proposals, an electronic copy in Adobe Acrobat PDF format on thumb drive, and ten (10) hard copies of the proposal documents must be received prior to 4:00 P.M. Eastern Standard Time (EST) on Friday, December 1, 2023 at the following address:

Thomas L Paradise, Director
Planning & Development Department
100 Georgia Avenue
North Augusta, SC 29841

The City will not accept proposals received after the specified time and date. All requests for information or clarification regarding this proposal shall be made in writing and submitted to Thomas L. Paradise, Planning Director at tparadise@northaugustasc.gov no later than November 15, 2023 at 4:00 p.m. Inquiries, clarifications or requests for interpretations will not be responded to if received after this date and time.

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

All costs of preparation of proposals will be borne by the proposer. This RFP does not constitute an offer of employment or contract for services. The City reserves the option to reject any or all proposals, wholly or in part, received by reason of this RFP, to terminate the procurement process at any time, to waive any irregularities or omissions in any proposal, to award in whole or in part to one or more proposers, or to take any other such actions that may be deemed in the best interest of the City.

The City reserves the option to retain all proposals, whether selected or rejected. All proposals will be reviewed and evaluated by a selection committee of and approval will be by made by the Mayor and City Council. The Selection Committee may deem it necessary to interview proposers as part of the evaluation and selection process.

DESCRIPTION OF THE CITY

The City of North Augusta is located in western Aiken County, South Carolina along Interstate 20 to the north and the Savannah River to the west. The City had a total population of 24,709 per the 2020 U.S. Census; an increase of over 10% since the 2010 census. It is anticipated that North Augusta will continue this rate of growth over the next decade with numerous planned residential

and commercial developments on the horizon. North Augusta is located within the Central Savannah River Area (CSRA), a trade region of approximately 800,000 residents spanning fourteen counties in the states of South Carolina and Georgia.

PROJECT HISTORY

The City currently does not charge Impact Fees and Council is reviewing this option. The Project will develop a Capital Improvement Plan with an associated Impact Fee Plan to fund the Capital Improvement Plan. The Impact Fees must comply with the South Carolina Development Impact Fee Act of 1999 - Title 6, Article 9 of the South Carolina Code of Laws.

The City is seeking a firm to create a Capital Improvements Plan (working with City staff), create an Impact Fee structure related to the Capital Improvements Plan, and write an Impact Fee ordinance which complies with South Carolina statute.

PROJECT SCHEDULE

The following Project Schedule is tentative and subject to change by the City, in its sole discretion, at any time during the procurement process.

- October 27, 2023 – RFP issued
 - November 15, 2023 @ 4 PM – Deadline for questions from proposers regarding RFP
 - December 1, 2023 @ 4 PM – Responses Due
 - December, 2023 – Evaluation Committee Review
- Late January 2023 – City Council approved firm, contract signed, project begins
The project timeline is negotiable, but the City believes a 6-month project timeline is reasonable.

ADDENDA TO RFP

During the period provided for preparation of proposal documents, the City may issue Addenda answering questions, clarifying or modifying this RFP. Such Addenda will be numbered consecutively and shall be posted on the City's website at www.northaugustasc.gov and issued via e-mail to any firms in receipt of the RFP package directly from the Planning Director

COMMUNICATIONS PROTOCOL

All questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the project requirements must be directed via e-mail to tparadise@northaugustasc.gov. The Planning Director is the sole point of contact for the City in this RFP procurement process.

All communications between the proposer and the City shall be subject to distribution to all proposers. Responses to questions or requests for information will be provided to all proposers.

PROPOSER EXPENSES

The City accepts no liability for the costs and expenses incurred by the Proposers in responding to this RFP, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the proposers.

PROJECT SCOPE

The primary purpose of this project is to locate a firm to create a Capital Improvements Plan (working with City staff), create an Impact Fee structure related to the Capital Improvements Plan, and write an Impact Fee ordinance which complies with South Carolina statute.

DATA COLLECTION AND REVIEW

The firm shall work with designated staff to collect and review all available data and update any existing data as necessary to perform the Impact Fee study, and recommend an economically and legally supportable set of impact fees related to utility infrastructure (water, waste water, storm water) and transportation improvement.

FEE CALCULATION AND ANALYSIS

Fees shall be calculated to provide for the identified infrastructure needs to support the anticipated growth in the City over a 20-year period. The fee analysis shall take into account existing fees, if any, and be compared to surrounding and comparable cities or counties to ensure reasonableness, consistency and feasibility. This comparison may be expanded beyond those cities or counties which may be considered "surrounding" in order to determine reasonableness, consistency and feasibility.

DRAFT IMPACT FEE STUDY

The firm shall prepare and provide a report that documents the fee study results, including, but not limited to, a description of the overall methodology, findings, supporting justification, recommended fees and the calculations that provide the legal nexus between fee implementation and infrastructure improvements, as set forth in South Carolina law. The report will identify any legal consideration for the recommended impact fee schedule including the minimum requirements for a legally defensible impact fee system. The recommendations should be allocated between residential and commercial customer base, if appropriate.

PRESENTATION OF MATERIALS

Upon completion of the various reports, the firm shall be prepared to present the study, including all elements and recommendations as directed by the City.

PROPOSAL REQUIREMENTS AND SUBMITTAL

The following should be submitted for a proposing firm to be considered:

- An original printed copy (so marked) and ten (10) additional copies
- Title page showing the contact person's name, address, e-mail address and telephone number and the date of the proposal
- The proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for a minimum of ninety (90) days.
- A list of references including clients for similar projects the proposer has completed, particularly those in the state of South Carolina (if any)
- A list of the staff assigned to the project including their work history, educational background and any similar projects they have completed
- A clear cost proposal covering the project from start to finish including an affordable housing study, the research necessary to calculate fees, the development of a capital improvements plan (with the input of City staff) and the authoring of an impact fee ordinance which conforms with all applicable laws

OTHER SUPPORTING DOCUMENTATION

The firm may submit any additional supporting information which it deems relevant or important to its proposal under this section. Additional supporting information is limited to 20 pages.

PROPOSAL EVALUATION

The Planning Director will review, evaluate, and make recommendations regarding the proposals according to the criteria set forth in this RFP. The Planning Director, at his sole discretion, shall have the right to seek written clarifications and/or additional information from proposers, verify information submitted and check project references.

Upon receiving the City Administrator's recommendation, the Mayor and City Council shall make the final selection and may direct staff to negotiate a contractual services agreement with the selected proposer.