



City of Kenmore, Washington

City of Kenmore Request for Proposals (RFP)

RFP Number: 25-C3106

RFP Title: City of Kenmore Development Services Fee Study

Date Issued: March 10, 2025

Proposals Due: **Monday, April 14, 2025 5:00 PM**

Proposals shall be referenced as "RFP No. 25-C3106 – Development Services Fee Study."

Proposals submitted after the deadline will not be accepted.

Publication Date: Seattle Times and Seattle Daily Journal of Commerce
03/10/2025 and 03/17/2025

Questions Deadline: March 24, 2025 5:00 PM

Electronic Submittals To: bids@kenmorewa.gov

SECTION 1 – GENERAL INFORMATION

NOTICE:

Notice is hereby given that the City of Kenmore ("City") is seeking proposals from qualified consulting firms ("Firms") to complete a fee study for the City of Kenmore Development Services department ("Fee Study"). The purpose of this study is to evaluate the City's existing fee structure, compare it with industry standards and best practices, provide a cost-recovery analysis, and recommendations to ensure that development permit fees are reasonable, proportionate, and align with cost-recovery standards.

BACKGROUND INFORMATION:

- RCW 82.02.020 allows cities, towns, counties, or other municipal corporations to collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost to the city, town, county, or other municipal corporation of processing applications, inspecting and reviewing plans, or preparing detailed statements required by chapter 43.21C RCW (SEPA), including reasonable fees that are consistent with RCW 43.21C.420(6), 43.21C.428, and beginning July 1, 2014, RCW 35.91.020.
- The Development Services Department regulates land development and construction throughout the city based on adopted codes and regulations. The Department is also responsible for code enforcement, which includes resolution and abatement of code violations. Together, adopted codes and dedicated staff members help create a safe, well-planned, environmentally responsible Kenmore, where all people love where they live. Development Services has seven core functions:
 - **Pre-application Meetings** that prepare the applicant prior to permit submittal and help to set expectations for a predictable permit process.
 - **Permit Intake and Management** that is accessible, consistent, predictable, equitable, efficient, and timely.
 - **Permit Review** that analyzes projects for compliance with the codes, regulations, safety standards, and best management practices.
 - **Construction Inspections** to help ensure safety and quality.
 - **Monitoring and Reporting** to maintain improvements.
 - **Code Compliance** to keep the community safe and beautiful by resolving code violations.
 - **Code Development** to help ensure that the built environment remains safe, efficient, sustainable, and resilient to the effects of climate change.
- Development fees are adopted by resolution annually by Kenmore City Council as part of the fee schedule. Development fees are typically increased by the Consumer Price index (CPI) and impact fees are increased based on individual studies (e.g. the parks impact fee is based on the PROS plan).
- The City aims to ensure that fees align with actual service costs and policy objectives.
- The current fee schedule has not been formally reviewed (i.e., fee study) since 2016.
- Development Services fees can be found in Section 4 (pages 4-19) of the 2025 v.2 Fee Schedule, effective 2/17/2025.

- Fee schedules are available online to view at <https://www.kenmorewa.gov/government/departments/development-services/permits/forms-applications>.

BUDGET:

The estimated budget for this project will be \$35,000 including sales tax.

DURATION OF CONTRACT:

Once selected, the City will negotiate and execute a professional services contract with the Firm for the Fee Study. The term of the Contract will be from approximately summer 2025 through November 2025. The Contract resulting from this RFP shall remain in effect until completion and final payment of the services described in the Contract, unless terminated earlier in accordance with the City's contractual policies.

PROCESS:

Soon after the due date for proposals, the City will review the proposals and select one or more for further consideration, including an interview with potential Firms. After interviews and reference checks, the City will negotiate an agreement with the selected final Firm. The selected Firm will meet with the Development Services Director and the Contract will be considered for adoption by City Council in April or May of 2025. Upon execution of the Contract, the Firm will proceed with the scope of work.

DELIVERABLES AND SCOPE OF SERVICES

Deliverables include, but are not limited to:

1. A report outlining preliminary findings, to be shared with the Director for discussion and feedback.
2. A final report and presentation to the City Council.

The final report shall include, but is not limited to, the following elements:

- Cost-recovery analysis.
- Benchmarking of the City's fees against comparable municipalities.
- Comparisons with nearby cities and cities of similar size that offer similar services.
- DEIA considerations, including existing fee waivers.
- Assurance that recommendations align with state and local regulations.
- Methodologies for fee calculation.
- Meetings with City staff to assess service delivery costs.
- Recommendations for fee adjustments.
- Recommended amendments to Section 4 of the 2026 fee schedule, excluding stormwater capital facilities and impact fees.

QUALIFICATIONS

The City supports diversity, equity, inclusion, and accessibility (DEIA) and encourages applications from diverse Firms. The project will require the Firm to have the following qualifications:

- A minimum of five (5) years of experience conducting municipal fee studies.
- Demonstrated expertise in cost recovery analysis and municipal financial policies.
- Experience working with local government agencies, preferably with cities of a similar size.
- Knowledge of relevant Washington state and local regulations governing municipal fees.
- Strong analytical, communication, and stakeholder engagement skills.
- Ability to provide a comprehensive final report with actionable recommendations.

PROPOSAL REQUIREMENTS AND FORMAT:

Response to this RFP must include the following:

1. **Letter of Interest.** A letter or email expressing interest in the project and describing the Firm's qualifications. The letter should also include a minimum of one (1) example of a recent fee study.
2. **Description:** Provide a complete description of the scope of work and deliverables.
3. **Budget Estimate and Timeline:** Provide a budget estimate, including a breakdown of costs, and a timeline to complete the scope of work. Describe your history of meeting deadlines.
4. **Client References.** Please provide a minimum of two (2) references from clients who have utilized your Firm for similar services. Include contact names, titles, and contact information.
5. **Required Number of Proposals.** One (1) electronic copy in PDF format is required.
6. **Page Limit.** 10 pages (8.5"x11"), not including cover letter, resumes, and references.

EVALUATION CRITERIA AND PROCESS

Proposals will be evaluated by a selection committee based on the following criteria:

- **Firm's Qualifications and Experience** – 30%
 - **Proposed Approach and Methodology** – 30%
 - **Cost Proposal and Timeline** – 20%
 - **References and Past Performance** – 20%
- (Evaluated specifically for the individual assigned to the study, not just the company as a whole)*

QUESTIONS:

Questions regarding this project may be directed to the Kenmore City Clerk's via e-mail to bids@kenmorewa.gov no later than March 24, 2025 by 5:00 PM. Please place "City of Kenmore Fee Study RFP Question" in the subject line. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the city.

Any questions will be answered in writing and posted on the City's website at www.kenmorewa.gov/requestsforproposals. It is the responsibility of the Firm to check the website for any amendments or Q & A's to this RFP.

All proposals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions proposals that are recommended for contract award will be available for inspection and copying by the public

The City is not responsible for any costs incurred in proposal preparation. The City of Kenmore looks forward to receiving proposals from qualified applicants.

SECTION 2 – TERMS AND CONDITIONS

EQUAL OPPORTUNITY EMPLOYMENT: The successful Firm must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

TITLE VI: It is the City of Kenmore's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

INSURANCE REQUIREMENTS: The selected Firm shall maintain insurance that is sufficient to protect the Firm's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

INDEMNIFICATION: The selected Firm will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

BUSINESS REGISTRATION AND TAXATION: The Firm awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

NON-ENDORSEMENT: As a result of the selection to supply products and/or services to the City, Firm agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

NON-COLLUSION: Proposal and signature of a proposal swears that the document is genuine and not a sham or collusive and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Firm ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental Protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP: Any reports, studies, conclusions, and summaries prepared by the Firm shall become the property of the City. The City will own the deliverable(s) and, in its sole discretion, will be authorized to display images and depictions in various formats and publications. The Firm will also be authorized to do the same at the Firm's discretion.

CONFIDENTIALITY OF INFORMATION: All information and data furnished to the Firm by the City, and all other documents to which the Firm's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.