



**Website:**  
[www.beaumontca.gov](http://www.beaumontca.gov)

**Address:**  
550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223

**Phone:**  
951.769.8520

# Request for Proposals for Development Impact Fees Study

**Proposals Due By:**

5:00 P.M.  
Monday, July 17, 2023

**Contact:**

Grace Wichert  
Procurement and Contracts Specialist  
[Gwichert@beaumontca.gov](mailto:Gwichert@beaumontca.gov)

**RFP Available:**

[www.publicpurchase.com](http://www.publicpurchase.com) or  
<https://www.beaumontca.gov/949/Bids-and-RFPs>



## 1. INTRODUCTION

The City of Beaumont ("City") requests written responses to a Request for Proposal (RFP) for selection of qualified firms ("Consultant") to complete a comprehensive review and evaluation of current Development Impact Fees (DIF). The City would like to reevaluate its development impact fees and make any necessary changes to ensure they are aligned with the current impact on City services, staffing and facilities.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal, withdraw or amend this RFP or reject any proposal that does not comply with this RFP or City policies.

## 2. THE CITY OF BEAUMONT

The City was incorporated in November 1912 and is located in the San Gorgonio Pass portion of western Riverside County. It is bounded on the west by Calimesa and unincorporated areas, on the north by unincorporated county areas (Cherry Valley), on the south by unincorporated county areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundary is approximately 30 square miles.

The City of Beaumont is rated one of the safest cities in southern California. The City has its own police department. Fire and paramedic services are contracted through Riverside County. The City of Beaumont has been one of the fastest growing cities in California over the past 15 years and has a population of approximately 55,000. An average of 500 new homes have been permitted annually since 2013 and the population has grown by approximately 1,500 residents each year. Beaumont has seen significant growth in its quality of workforce with educational levels and technical skills. The community has also seen growth in its household income levels. As a result of this growth, the City must continue to provide residents with the quality of life they expect. This involves expanding park and recreational amenities, maintaining a quality police force to keep pace with growth, construction of regional surface transportation projects, and to perform economic development activities to diversify the city's tax base and increase employment opportunities in the region.

### The City Government

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

The City Council provides legislative and policy direction to the City Manager, who implements their decisions to direct the activities of the City. The City Council responds to issues and concerns of the community by allocating resources, developing policies, and formulating strategies that support the vitality and economic viability of the City. All of their decisions must be made at public meetings.

The City Council appoints the City Manager and City Attorney and members of all advisory boards, commissions, and committees. The City Council also serves as the Board of Directors for the Beaumont Financing Authority, Beaumont Utility Authority, and the Beaumont Parking Authority.

## 3. BACKGROUND



Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome “stopping-off point” for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas; clean, crisp air; and the abundance of cherry and apple orchards.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 54,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city operates 18 city-owned parks, including a 20-acre sports park as well as an extensive trails system. The Beaumont School District, with 12 schools, has an outstanding reputation, and it ranks highly in the Pass Area. The city is rounded out with various local service clubs, a state-of-the-art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, Riverside County Transportation Commission (RCTC), California Department of Housing and Community Development, the Federal Railroad Administration, the U.S. Economic Development Administration, and the U.S. Department of Justice.

#### **4. PURPOSE**

The purpose of this Request for Proposal (RFP) is to select a qualified consultant to update the City’s Development Impact Fee Studies and Sewer Capacity Fee Study and Propose updated Development Impact Fees for the City of Beaumont. The City assesses a variety of development impact fees on new development to mitigate City-wide impacts on public improvements, public services, and community amenities. The City’s impact fee program must comply with the Mitigation Fee Act ([California Government Code Section 66000 et seq., also known as Assembly Bill 1600](#)).

#### **5. SCOPE OF WORK**

The Scope of Service outlined in Exhibit A is provided as a guideline and is intended to identify the City’s initial expectations and requirements. Consultant may suggest modifications to the proposed Scope of Services and shall expand the scope to include additional and/or optional tasks if deemed necessary.

#### **6. TERM**

The term of the agreement shall be determined upon need of services and consistent with the City’s policies. The initial period of the contract is for the duration of the project or a maximum of three (3) years subject to agreement terms and the Beaumont Municipal Code. City may elect to extend the term, if necessary, as approved by City Council.

#### **7. PROPOSAL REQUIREMENTS**

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the trustee contractually.



The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the trustee complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the trustee may be rejected.

- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).
- C. Approach: The firm's approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.
- E. Location of principal office that will be responsible for the implementation of this contract.
- F. Proposed Team: Provide a summary description of all personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes limited to 2 pages per proposed team member must be provided as an attachment to the proposal.
- G. References: Provide at least three (3) references from previous cities, counties or other agencies for similar work completed within the last five (5) years, which include: name, address, contact person and phone number for the agency, length of time services were provided, staff assigned to each project by your firm, and a description of the services provided. All submitted materials shall become the property of the City of Beaumont.
- H. Scope of Services: Provide a detailed outline of tasks, sub-tasks and deliverables that will be provided. Any additional items not mentioned in Exhibit A- Scope of Services but required to obtain final approval, shall be included in the proposal as additional items for consideration. The fully recommended Scope of Services should be presented as an attachment to the proposal and shall be in a logical format that can be easily attached to the Professional Services Agreement (Exhibit B).

Costing should include:

- Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal



- Detailed hourly rates of all members of the project
- Individual costs for the following studies:
  - Development Impact Fee Study
  - Sewer Capacity Fee Study
  - Transportation Facilities Impact Fee Study
  - Additional Fee Studies deemed necessary
- Additional billable costs for non-specified tasks
- Total fees and expenses for the entire scope of the project
- Any area which proposers believe should be included in the scope of work in this proposal, but which is not stipulated in this RFP, and identifies the costs associated with the services rendered

- I. List of all current/outstanding contracts, their status and the completion date for each contract.
- J. Any other information which should be considered, such as any special services or customer service philosophy, which define your firm's practice.
- K. The firm will be required to maintain an active City of Beaumont Business License and professional liability insurance including general liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such license and insurance will be in force at time of contract execution.

**8. SUBMITTAL**

Two (2) bound copies, one (1) unbound copy and one (1) color digital pdf copy (flash drive) of the proposal must be submitted no later than July 17, 2023 by 5:00 P.M. The cost proposal shall be submitted in a separate sealed envelope. Proposal must be titled "RFP for Development Impact Fee Study." All proposals shall be submitted to:

City of Beaumont  
c/o Grace Wichert  
550 E. 6th Street  
Beaumont, CA 92223

Electronic submittals of the proposal will not be accepted. Proposals received after the stated date and time will not be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with the preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 25 pages, using a minimum 12-point font size excluding cover, tabs, and attachments for scope of services and 2-page resumes.

**9. SCHEDULE**

Event	Date
RFP Issued	Friday, June 30, 2023
Proposals Due	Monday, July 17, 2023 @ 5:00 P.M.
Interviews (if required)	TBD



Award Date	TBD
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**10. CONFIDENTIALITY**

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

**11. AMENDMENTS TO REQUEST FOR PROPOSALS**

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

**12. CITY OF BEAUMONT RIGHTS AND OPTIONS**

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein. The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective trustees may be required to submit revisions to their proposals. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

**13. CONFLICT OF INTEREST**

The Trustee shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The trustee shall also list current clients who may have a financial interest in the outcome of this contract.

**14. PROPOSAL EVALUATION/SELECTION**

The City intends to engage the most qualified trustee available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate the proposals:

Criteria & Scoring	Points
Understanding the scope of services	15
Demonstrated professional skills and credentials	15
Related Experience	15



Approach to performing this type of service	15
Approach to communication and reporting	15
Familiarity with City requirements and state laws	15
Cost	10
<b>Total</b>	<b>100</b>

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all proposals.

**CONTACT WITH ANY CITY EMPLOYEE OTHER THAN THE CONTACT NAMED IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR DISQUALIFICATION OF THE PROPOSAL.**

**Attachments**

- A. Exhibit A- Proposed Scope of Services
- B. Exhibit B- Professional Services Agreement (PSA)