



Staff Report

May 14, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Brit Snipes, Town Engineer
DATE: May 14, 2019
RE: Contract with DTA for Development Impact Fee Update

Recommendation

Adopt resolution awarding Development Impact Fee Update contract to our DTA Finance in an amount not to exceed \$46,750.

Issue Statement and Discussion

The current Development Impact Fee program was created in 2005 by Sinclair and Associates. Fees were updated for inflation in 2008.

The Public Works Department released a Request for Qualifications (RFQ) in January 2019. Only one company submitted Statements of Qualifications (SOQ). Town staff reviewed and evaluated the submittal and after discussing the results, agreed to recommend the DTA Finance for a contract.

The contract will be \$42,500 and is anticipated to take nine months to complete. Staff also recommends the Council allow the Town Manager to execute change orders if they occur in an amount not to exceed \$4,250 (10 percent of the contract amount).

CEQA Requirements

There are no CEQA issues involved with this contract.

Financial and/or Policy Implications

Funding for this contract will be from Development Impact Fees identified in the Public Works Budget. This contract does not require a budget amendment as there are adequate funds in the budget to accommodate these expenditures.

Attachments

- A. Resolution

TOWN OF LOOMIS

RESOLUTION NO. 19 –

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AWARDING A CONTRACT TO DTA FINANCE FOR THE 2019 IMPACT FEE PROGRAM UPDATE
AND AUTHORIZING TOWN MANAGER TO EXECUTE AN AGREEMENT
ACCEPTABLE TO THE TOWN FOR PROVIDING SUCH SERVICES IN THE AMOUNT OF \$46,750.**

WHEREAS, The Town's Impact Fee Program is over 14 years old and is insufficient to properly fund the projects identified in the program; and

WHEREAS, The Town's Circulation Element was updated and identified additional projects that should be included in the Traffic Impact Fee Program; and

WHEREAS, current and forecasted development projects in Loomis should be required to pay their fair share of transportation projects needed in Loomis; and

WHEREAS, one proposal was received and reviewed for consistency with the Request for Qualifications (RFQ) and the needs of the Town of Loomis to provide Impact Fee Program Update; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis accepts the proposal from DTA Finance and hereby authorizes the Town Manager to execute an agreement acceptable to the Town for the 2019 Impact Fee Program Update in an amount of \$42,500. The Town Manager is further authorized to approve change order in an amount not to exceed \$4,250 (10 percent of the contract amount).

PASSED AND ADOPTED this 14th day of May 2019, by the following roll call vote:

AYES:
NOES: None
ABSENT: None
ABSTAINED: None

Mayor Tim Onderko

ATTEST:

Town Clerk