

2011 QBS
Request for Statement of Qualifications and Performance Data (SQPD)
and Statement of Interest (SOI) for the
Roadway Improvement Impact Fee Program
Development, Implementation and Technical Assistance

The Kane County Division of Transportation is in need of professional services from a qualified engineering firm to provide Development, Implementation and Technical Assistance for the update of the Roadway Improvement Impact Fee Program.

The attached *Preliminary Scope of Services* provides in detail anticipated items that are necessary as part of the Development, Implementation and Technical Assistance required of the consultant.

At this time the County anticipates starting this work around June 2011 with a 24 month contract, pending County Board approval.

An updated Statement of Qualifications and Performance Data (SQPD) and Statement of Interest (SOI) shall be submitted **VIA EMAIL** no later than 4:00 P.M. on May 4, 2011 and should be addressed to Steve Coffinbargar, Chief of Planning and Programming. Steve Coffinbargar's email address is coffinbargarsteve@co.kane.il.us.

The updated Statement of Qualifications and Performance Data (SQPD) and Statements of Interest (SOI) received by the deadline will be used by County staff to develop a short-list of at least three (3) firms. The County will then submit a Request for Proposal (RFP) and schedule interviews with the short-listed firms.

Firms interested in providing services to Kane County are hereby notified of their required compliance with Kane County's Ethic Ordinance (Ordinance No. 10-206) in particular, Section 10, page 15 of Ordinance No. 10-206. The complete Ethics Ordinance is available online at: <http://www.countyofkane.org/SiteCollectionDocuments/ethics.pdf>.

For more information regarding the SQPD and SOI, such as content and format of these items, please reference our QBS document found at <http://www.co.kane.il.us/DOT/consultant.aspx>. Then select "Consultant Selection Process".

If you plan to enter into a joint venture with another firm for this project please note this on your Statement of Interest (SOI), including the name of the firm you are entering into a joint venture with for this project.

Short-listed firms will be posted on our website at <http://www.co.kane.il.us/DOT/consultant.aspx>. Click on the link labeled "Consultant Selection", the click on the link labeled "Summary Table".

A Statement of Interest received after the above-noted deadline will not be used as part of our consultant selection process.

Roadway Improvement Impact Fee Program
Development, Implementation and Technical Assistance
PRELIMINARY SCOPE OF SERVICES

Introduction

The State of Illinois Road Improvement Impact Fee Law (605 ILCS 5/5-901 *et. seq.*) entitles Kane County to assess road improvement impact fees on new development based on the proportional traffic impacts of the new development. This document outlines how the Kane County Division of Transportation (KDOT) calculates the traffic impact and how the impact fee is generated from that data.

The calculation approach used by Kane County, known as the “Facilities-Driven” approach, allocates a percentage of the unfunded capital cost of road improvements needed to serve new development to the developers of that new development on the basis of the traffic generated by the new development.

First, the amount and location of new development of each type (residential, retail, industrial, office, and service) expected to occur over the next ten years was estimated based on census and employment trends and information provided by county and municipal planning departments. The county was then divided into three service areas for the purpose of calculating the impact fees. Using the projected land use information, future traffic volumes were estimated using a traffic model. This data was then used to develop a list of road improvements needed to maintain an acceptable level of service on the Kane County roadway network at the end of the ten-year planning horizon. The cost of those road improvements was then estimated, and existing funding sources identified. The unfunded cost of these improvements was then allocated to the new development based on the number of new peak hour trips generated by the expected new development to calculate a “cost per trip” factor in each service area.

The gross impact fee per unit for each land use was then calculated by multiplying the number of new peak hour trips generated by each land use by the cost per trip for that service area. This amount is adjusted by applying applicable credits for demolition of previous structures, and construction of eligible improvements to the highway network. Finally, the net impact fee is multiplied by an Impact Fee Multiplier determined by the County Board, and, for eligible projects, by an Impact Fee Discount. Eligible developers may also receive a Charitable Organization Discount. The resulting impact fee is the amount payable to the County to offset a portion of the capital cost of new and expanded roadways.

The current ordinance (Ord. #07-232) provides a “Grandfather Clause” should an applicant meet certain criteria which delineates between the previous and current fee schedules. The previous ordinance (Ord. #04-22) remains partially in effect based on the date of the final act of discretion by the governing municipality approving a development proposal.

Scope of Services

Services under this contract will be performed as requested or authorized during the update process. Specific tasks will be assigned either verbally, by email or in writing by the County Engineer or his assignee. Contact may be by letter, email or telephone and is anticipated to consist of, not exclusively, the following:

- Meetings and Coordination – The Consultant will attend and document all meetings required for development of the revised Impact Fee Ordinance. It is anticipated that bi-weekly status meetings will be held with KDOT staff to share information, coordinate decisions, and ensure the project remains on schedule. Monthly reports will be made to the Transportation Committee, either in person or in writing. The Consultant will also take an active role in meetings of the Impact Fee Advisory Committee, preparing and making presentations, and drafting responses to questions and comments. The Consultant will assist KDOT in coordination of the program with Kane County municipalities, as well as other highway jurisdictions, as needed.
- Land Use Assumptions Update – The Consultant will develop land use assumptions by Traffic Analysis Zone for the years 2011 and 2021. This work will be based on the current ordinance, and interpolating land use assumptions collected for the 2040 Transportation Plan. This data will be verified through coordination with each Kane County municipality to ensure realistic projections. The Consultant will document the process of development of the land use assumptions, and will prepare exhibits and presentations for use at Advisory Committee meetings and the public hearing on land use assumptions.
- Traffic Modeling and Analysis – The Consultant will update the network inventory developed by the previous consultant to reflect all roadway improvements completed since 2003, including intersections. Peak hour and daily traffic counts will be compiled from available sources and any gaps in information will need to be identified. Any needed traffic counts will be performed by the Consultant. The Consultant will update the Kane County Transportation Systems Planning Model to reflect base year (2011) conditions. The model will then be recalibrated to ensure its reliability for use in traffic projections. Utilizing the land use assumptions developed in task 2, the Consultant will develop alternative scenarios for road improvements needed to accommodate expected traffic growth from 2011 to 2021. Both intersection and link improvements will be considered, regardless of jurisdiction.

- Comprehensive Road Improvement Plan (CRIP) Update – In conjunction with the Impact Fee Advisory Committee, the Consultant will update the CRIP to meet the minimum statutory requirements of 605 ILCS 5/5-901 *et. seq.* and reflect the road improvements needed between 2011 and 2021. The need for each project will be documented with detailed traffic analysis. Updated cost estimates will be developed and documented for each of the projects. The Consultant will also develop revised revenue projections for transportation funding sources, based on anticipated population and land use data and expected grant funding.
- Fee Model and Calculations – Using the “Facilities-Driven” approach, the Consultant will develop a calculation model that incorporates the elements required in the enabling statute. Alternatives to be considered at this stage include policy decisions regarding which types of road improvements are to be eligible for impact fee funding and whether a sliding scale of fees should be implemented to improve the program’s consistency with the County’s comprehensive plan.
- Ordinance Development – The Consultant will prepare a revised Impact Fee Ordinance that is consistent with the “Facilities-Driven” approach. Alternatives that will be presented to the advisory committee for consideration include, but are not limited to, exemptions for downtown redevelopment, exemptions for affordable housing and other policy considerations as directed by KDOT staff and in consultation with the County’s legal counsel.
- Guidance Documentation – The Consultant will prepare revised documentation for use by KDOT staff in administering the ordinance. This will include revised Technical Specifications and updated Internal and External Procedures Guides, as well as any necessary changes to forms.
- Technical assistance in the administration of the ordinance and preparation of technical reports needed to fairly assess developments for which there are no established fee schedules as requested by KDOT staff. These may include but not be limited to Improvement Credit Agreements, Impact fee Individual Assessments and applications for the Impact Fee Discount Program.
- Annual assessment of the construction cost index for potential adjustment of the impact fee schedule and CRIP project cost estimates. Other technical support, document preparation and meetings as requested by the Kane County Board and/or KDOT staff.

Reference Material

The following information is available for review at the Kane County Web site:

<http://www.co.kane.il.us/DOT/impactFees.aspx>

CURRENT ROAD IMPACT FEE ORDINANCE #07-232 effective June 12, 2007

2011 Fee Schedule
2007 Comprehensive Roadway Improvement Plan
Technical Specifications Manual
Procedures Manual

PREVIOUS ROAD IMPACT FEE ORDINANCE #04-22 for use by sites that meet the Grandfather Clause

2004 Fee Schedule
2004 Comprehensive Roadway Improvement Plan
Technical Specification Manual
Procedures Manual

Contacts

Any questions regarding the project may be directed to Mr. Jerry Dickson, Impact Fee Program Coordinator, at (630) 845-3798 or via email at dicksonjerry@co.kane.il.us. Any questions regarding the Consulting Selection Process for this project should be directed to Mr. Steve Coffinbargar, Chief of Planning and Programming, at (630) 406-7170 or via email at coffinbargarsteve@co.kane.il.us.