



## REQUEST FOR QUALIFICATIONS

**Deadline to Respond by Friday, September 29, 2023, at 5:00pm**

### **Introduction**

The City of Livermore ("**City**") is seeking proposals from qualified consultants to conduct a nexus and feasibility study to establish revised residential and commercial linkage fees for social and human services facilities and explore the possibility of expanding the use of developer fees for the delivery of human services in the city. The study will help inform the City's decision on whether to update the current developer fees to include additional allowable services or amend its social opportunity endowment fund ordinance to expand sources available for human service programs and projects.

### **Background**

Livermore currently collects developer fees from new residential and commercial projects to fund facilities and capital improvement projects, that are occupied by service providers that deliver a broad range of childcare, senior and community/social services care in the community. The Social and Human Services Facility Fee adopted and described in Chapter 12.70 of the Livermore Municipal Code is based on a study prepared by Seifel Consulting entitled "Social and Human Services Facility Fee Study" (2008) which concluded that new development increased the residential and employee population which in turn created an increase in demand for childcare, community care and human services in the city.

In addition, Livermore established a Social Opportunity Endowment Fund (**SOE**) in 2006 to provide a long-term, stable funding source for human services in the city. The SOE is financed through contributions from development agreements, reinvestment of interest earned on the balance of the fund, grants, gifts, donations, and other alternative funding sources. In recent years, the SOE has been depleted, and the City is now exploring ways to provide a stable source of revenue to support the delivery of human services, including homeless, mental health, substance abuse, senior and youth services within the City of Livermore.

Concurrently, the City is also working with the other cities of the Tri-Valley (Dublin and Pleasanton) to update the 2011 Eastern Alameda County Human Services Needs Assessment. The updated Needs Assessment will identify changing demographics, service gaps, and human services infrastructure needs. The assessment will be completed in December 2023.

## **Scope of Services**

The purpose of this RFQ is to solicit qualifications from consultants who can conduct a nexus and feasibility study to establish revised residential and commercial linkage fees for social and human services facilities and explore the possibility of expanding the use of developer fees and/or the Social Opportunity Endowment Fund for human services in Livermore. The study should:

- Build off the previous Human Services Facility Fee study methodology and framework and identify human services needs and priorities that could be funded through the potential expansion of the developer and SOE fees in the future.
- Collaborate with City staff to update the list of existing and planned City-assisted social and human service needs, facilities, and services
- Review the current developer fee structure and allocation in the city and compare it with other jurisdictions that use developer fees for human services.
- Assess the legal, financial, political, and social implications of expanding the use of developer fees for human services in the city.
- Provide recommendations on how to implement and administer an expanded SOE and developer fee program for human services in the city.
- The study should align with the city's strategic plan and vision to create a livable, equitable, and sustainable community for all residents.
- The study must comply with Proposition 218, Proposition 26, the Mitigation Fee Act (AB1600), and any other related requirements for the preparation of fee and nexus studies.

## **Deliverables**

The consultant will be responsible for delivering the following deliverables and services:

- Using the 2008 Social and Human Service Facility Fee study, develop a project plan that outlines the scope, methodology, timeline, budget, and deliverables of an updated nexus and feasibility study.
- A summary review of best practices and lessons learned from other jurisdictions that use developer fees for human services.
- A stakeholder analysis that identifies and engages key stakeholders in the city, such as developers, business owners, residents, community groups, service providers, elected officials, and staff. This includes preparing presentations for and participating in community outreach meetings, staff meetings, and City Council meetings.
- Data collection and analysis that gathers and analyzes relevant data on human service needs and gaps, legal and regulatory frameworks, public opinion, and other factors that affect the feasibility of expanding developer fees for human services in the city. This should include a market sensitivity analysis to determine the feasibility of expanding developer fees for human services in the City.

- Communicate consistently with City staff throughout the process to ensure the work is accomplished effectively, evaluate progress to date, and obtain additional information as needed.
- A final technical report (nexus study) that presents the findings and recommendations of the study in a clear, concise, and compelling manner. The report should include the following: executive summary, introduction, background section, methodology section, results section, discussion section, conclusion section, and an appendix with supporting documents.
- A presentation that summarizes the main points and highlights of the final report for various audiences, such as the City Council, city staff, and community stakeholders.
- Provide advisory services to City staff for staff reports as needed for the City Council and possible attendance at meetings.
- Prepare additional analyses or written products, as mutually agreed upon.
- Provide other advisory services, as mutually agreed upon

The consultant will work closely with a staff member from the city's Housing & Human Services division who will oversee the project and provide guidance and feedback throughout the process.

## **SUBMITTAL REQUIREMENTS**

### **Qualifications & Experience**

Describe your firm or team's experience and expertise with the following:

1. Nexus and feasibility studies
2. Social endowment funds
3. Developer fee

Include the following in your submittal:

1. Links to any studies you have completed for other jurisdictions
2. Identify any other projects your firm is working on currently. Include the level of completion and anticipated timeline for these projects.
3. An outline of designated staff for this RFQ including name, title, experience, and specific responsibilities throughout the study.
4. An organizational chart if applicable and include any sub-consultants as project team members.
5. Client References

## **EVALUATION CRITERIA**

Submittals will be evaluated according to the following criteria:

### **Previous Work with Projects of Similar Nature**

Experience in conducting nexus and feasibility studies, working with other local public agencies, record of completing work on schedule, strength and stability of the applicant/organization, and assessments by client references.

## **Project Understanding and Timeliness**

How well the response supports the project's objectives and demonstrates the ability to accomplish the City's goals.

## **Submittal Deadline and Delivery**

Complete packages shall be received by the City of Livermore on or before Friday, September 15, 2023, at 5:00 pm. Submittals received after this time will not be accepted. Consultants shall submit four (4) copies and one electronic version on a flash drive of their qualifications in a sealed envelope, addressed as noted below, bearing the proposer's name and address, and clearly marked as Request for Qualification – Housing & Human Services. All submissions must be sent to:

Fran Reisner, Acting Housing & Human Services Manager  
City of Livermore, Community Development Department  
1052 S. Livermore Avenue  
Livermore, CA 94550

Qualifications transmitted electronically or via facsimile will not be accepted. This RFQ does not commit the City to pay any expenses incurred in the preparation and presentation of your proposals.

Questions may be directed to Josh Thurman, Human Services Program Manager at: [jjthurman@LivermoreCA.gov](mailto:jjthurman@LivermoreCA.gov).

Questions received will be posted with answers on the City's website at: [City of Livermore Human Services](#)

## **Timeline**

### **Estimated Timeline and Required Response Dates**

August 21, 2023	Request for qualifications emailed to prospective consultants and posted for general solicitation.
September 29, 2023	Submittal Deadline 5:00 pm – Mail or deliver four (4) written RFQ responses and one electronic version on a flash drive.
October 6, 2023	Finalists identified - Selection committee reviews proposals for compliance with the RFQ requirements for submittal, evaluates the consultant's qualifications, and reviews qualified proposals to identify finalists. Notifications sent to all responders by 5:00 pm.
October 9 - 12, 2023	Finalist presentations to City's selection committee
October 16, 2023	Selection committee notifies top consultant and negotiates agreement.
October 30, 2023	Approval of agreement by Community Development Director and City Manager

## **RIGHT TO REJECT**

The City of Livermore reserves the right, in its sole discretion, to extend or modify the selection timeline, choose any consultant which has been determined to meet the objectives stated herein, to reject all consultants or to choose a development option that differs from the project components described herein.

### **Links to supporting documents:**

[Social Opportunity Endowment Fund, Livermore Municipal Code \(LMC 4.45\)](#)

[Social and Human Services Facility Fee Ordinance, Livermore Municipal Code \(LMC 12.70\)](#)

[Social and Human Services Facility Fee Study, Seifel Consulting, May 2008](#)

[Eastern Alameda County Human Services Needs Assessment Report, 2011](#)

## **Reference Materials**

[City of Livermore Five-Year Strategic Plan](#)

[Standard Professional Services Agreement](#)

[Insurance Requirements for Consultants](#)