

REQUEST FOR PROPOSALS



Magna City Impact Fee Facilities Plan and Possible Impact Fees Study

MAGNA CITY

8952 West Magna Main Street

July 14, 2026

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1. General Information

A. Introduction

Magna City (“City”) located in Salt Lake County, Utah, is seeking proposals from qualified individuals or firms (Respondent) to develop a complete Impact Fee Facilities Plan (IFFP), and depending on the results of the IFFP, a possible Impact Fee Study (Study). The Respondent will evaluate all public facilities that Magna provides, including stormwater, drainage, and flood control facilities; roadway facilities; parks, recreation facilities, open space, and trails; and any other public facilities for which Magna can impose impact fees under the Impact Fees Act, Title 11, Chapter 36a of the Utah Code.

This Request for Proposal will assist the City in selecting an experienced Respondent, or team of Respondents, to conduct the activities necessary to develop an up-to-date and complete IFFP and an associated Study if the City elects to proceed further with the impact fee process based on the results of the IFFP. The City requires a thorough study and final report that evaluates City impact fees and associated facilities. This study will also include a review of all the City’s facility master plans that have recently been conducted by a handful of different engineering firms. This report must include the method of calculation, and documentation of relevant data.

2. Magna Impact Fee RFP Provisions

A. RFP Contact

This Request for Proposals (“RFP”) has been prepared and issued by Magna. Magna’s representative for this RFP is:

Kelly Bush
kbush@magna.utah.gov

B. Scope of the Contract

The selected Respondent must be prepared to enter into a written agreement with Magna. A binding contract between Magna and the Respondent(s) will be contingent upon the successful negotiation, preparation, and execution of a formal agreement. If a Respondent(s) wishes to propose modifications to any of the conditions outlined in this RFP, those modifications must be clearly identified in the proposal, along with reasonable alternatives.

This RFP is intended to provide sufficient information to solicit proposals from qualified Respondents but does not restrict the content of proposals or exclude the inclusion of relevant, important, or essential information. This RFP is part of a competitive procurement process designed to serve the best interests of Magna and its citizens, while also ensuring that each qualified Respondent has a fair opportunity for their services to be considered.

C. Qualifications

Respondents are required to provide a detailed discussion of their qualifications to demonstrate their capability to successfully complete the project. This section should include and must have the following minimum qualifications:

- i. Demonstrated and verifiable skills or experience delivering similar projects and demonstrated resources and ability to carry out the tasks identified in this RFP;
 - a. Including references that can speak to their performance and outcomes.
- ii. Demonstrated the Respondent's and/or sub-contractor's understanding of the project requirements, showcasing their grasp of the scope and objectives.
- iii. A summary of key personnel and sub-contractors who will be assigned to the project, including their relevant qualifications and experience.
- iv. A suggested scope of services and a proposed project schedule, outlining the approach to achieving the project's goals within the desired timeframe.

3. Proposal Requirements and Contents

A. Proposal Response Outline

Proposals must be limited to ten (10) pages and include:

- i. Cover Letter: The bid shall have a cover letter indicating a Respondent's willingness to enter into an agreement with the City. An officer of the Respondent who has the authority to commit the Respondent to the proposed project must sign this letter. This signature will indicate that the proposal is valid for a period of ninety (90) days from the date of submission. Bids will include the full name, legal status (corporation, state of incorporation, partnership, proprietorship, etc.), business address, email address, website address (if applicable), and phone number.
- ii. Executive Summary: the executive summary should provide a brief overview of the Respondent's approach, clearly highlighting any options or proposed alternatives. It should also identify any major requirements that the Respondent is unable to meet.
- iii. Detailed Discussion: This section should be the core of the proposal and must include a specific, outline-form response to each section of this RFP. The outline should follow the order and numbering of the sections in the RFP. Any omission of a written response to items in this RFP will be interpreted by the Owner as an indication that the Respondent is unable to provide the requested service.

The detailed discussion should cover the following:

- a. The Respondent's and/or sub-contractors' understanding of project requirements.
 - b. The qualifications of key personnel and sub-contractors assigned to the project.
 - c. The Respondent's and sub-contractors' experience with similar projects, including references.
 - d. The suggested scope of services and project schedule.
- iv. Cost Proposal: The Respondent must provide a cost proposal that allows costs to be evaluated separately from other proposal criteria. The cost proposal should include the

method for determining compensation for the required services, along with a not-to-exceed cost estimate.

B. RFP Submittal Delivery

To be considered, proposals must be emailed to:

City of Magna
Attention: Kelly Bush, Acting City Manager
kbush@magna.utah.gov

Proposals must be received no later than July 30, 2026, at 5:00 pm ("Closing Date"). The City assumes no responsibility for delayed or undelivered emailed submittals. Proposals which are not emailed to the City by the above specified time and date will not be considered. If you do not receive an email confirming receipt, please text Kelly Bush at 801-654-2123

4. Project Timeline

A. Project Schedule

The following schedule is the anticipated timeline of the project.

- RFP advertised on or before July 17, 2026
- Questions due by email on July 27, 2026, at 6:00 pm. Answers to emailed questions will be shared with all interested parties.
- Proposals due by July 30, 2026, at 5:00 pm
- Evaluation and Selection on or before August 7, 2026, at 5:00 pm
- The IFFP must be completed by March 1, 2027
- The Study, if approved by the Magna City Council, must be completed in its entirety by August 1, 2027.

B. Proposal Selection

1. Qualification/Proposal Information

All qualifications must remain valid for at least ninety (90) days from the date of submission. The City reserves the right to consider modifications to any qualifications received at any time before the award is made, if such action is in the best interest of the City.

5. Project Scoring

Proposals will be evaluated pursuant to the following weighted decision matrix:

Criteria	Point Value
Respondent's understanding of and responsiveness to the Scope of Work.	Up to 25 Points
Qualifications of the Respondent and any additional staff. (Experience, past performance, and reputation.)	Up to 25 Points
Respondents demonstrated past experience with similar projects.	Up to 20 Points
Organization and approach	Up to 20 Points
Cost (not-to-exceed and hourly rates)	Up to 10 Points
Total	Up to 100 Points

NOTE: In addition to addressing the specific criteria listed, each Respondent should provide a detailed response to each requirement in this RFP as indicated in Section 3.a, Proposal Response Outline.

6. Scope of Work

- A. Items to be provided by the City
 - i. City Ordinances related to impact fees, including the most recently approved Fee Schedule.
 - ii. Existing capital infrastructure database information of every type associated with impact fees within the City.
 - iii. Applicable information from any of the following substantially completed master plans:
 - Parks & Trails, Storm Drainage, Roads, and information regarding other public facilities the City helps fund and for which the City may impose impact fees (e.g., police, and fire)
 - iv. Any other requested requirements by Respondent if available.

B. Services to be Provided by the Respondent

-IFFP-

- i. Review and recommend changes or approve the substantially completed existing facility master plans, including the established level of service standard. (Note: The Respondent will collaborate with City staff and any firms or organizations responsible for each facility master plan to accomplish this task.)
- ii. Develop an IFFP for the following facilities: parks & trails, storm drainage, roads, and other public facilities the City funds for which the City may impose impact fees (e.g., police and fire). The IFFP should:
 - a. Establish a service standard
 - b. Create an inventory of existing facilities
 - c. Determine the method of financing existing facilities
 - d. Assess excess capacity
 - e. Identify additional facilities needed at present
 - f. Determine the method of financing needed facilities
- iii. Ensure that the resulting IFFP and any related regulatory ordinances the City may ask Respondent to develop comply with all applicable State and Federal laws, including Title 11, Chapter 36a of the Utah Code, "Impact Fees Act."
- iv. Provide the City with an IFFP that addresses a five-year planning window for impact fee calculations and a 10-year planning window for capital facilities planning, with accompanying fee increase proposals—based on current growth trends.
- v. Develop specific goals, objectives, and policies that will integrate the recommendations from the previous sections into a comprehensive plan of action.
- vi. Conduct regular coordination meetings with City staff and designated representatives to review progress and address any issues.
- vii. Provide options for Impact fee calculations based on industry standards.

-Study-

- viii. Depending on the results of the IFFP, the City may request the Respondent to develop a Study. If directed by the City, the Respondent will use the IFFP as a framework and calculate a proposed impact fee schedule.
- ix. In developing the Study, the Respondent will:
 - a. review the City's current code, waiver and exemption requirements, study criteria and standards, etc.; and
 - b. survey, collect, and map all assets necessary for impact fee calculation, including parks, trails, storm drainage, roads, and other public facilities the City funds and for which the City may impose impact fees (e.g., police, and fire), and compile the data into a GIS database.

- x. The Study should:
 - a. Determine the proportionate share of costs directly attributable to new development
 - b. Calculate credits for future contributions
 - c. Determine the maximum allowable impact fee
- xi. Conduct a comparative analysis of relevant legislation, fees, and practices to identify and propose the most current best practices and regional standards.
- xii. Provide recommendations on ways the City can reduce, waive, or eliminate impact fees related to moderate income housing as part of the moderate-income housing element within the City's general plan pursuant to Utah Code § 10-9a-403(2)(b)(iii)(L).
- xiii. Ensure that the associated rate schedule, if the Council elects to impose impact fees, and any related regulatory ordinances the City may ask Respondent to develop comply with all applicable State and Federal laws, including Title 11, Chapter 36a of the Utah Code, "Impact Fees Act."

Present the completed IFFP and the Study, if requested by the City, for adoption by the City Council.

7. Protected Information

A. Confidentiality

- i. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by a Respondent that is submitted to the City, as part of the proposal or otherwise may be considered public information under applicable law, including but not limited to the Government Records Access and Management Act, Title 63G, Chapter 2, Utah Code Annotated ("GRAMA"). The City generally considers proposals and all accompanying material to be public and subject to disclosure including the subsequent contract that may be executed between the City and Respondent.
- ii. Any material considered by a Respondent to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential. Under Utah Code Ann. Section 63G-2-309 of GRAMA, if a Respondent makes a claim of confidentiality, the City, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the Respondent of such determination. The Respondent is entitled under GRAMA to appeal an adverse determination. The City is not obligated to notify the Respondent of a request, and will not consider a claim of confidentiality, unless the Respondent's claim of confidentiality is made in a timely basis and in accordance with GRAMA.

B. Additional Considerations

- i. Failure to Read. Failure to read the Request for Proposals and these instructions will be at a Respondent's own risk.
- ii. Cost of Developing Qualifications/Proposals. All costs related to the preparation of the qualifications/proposals and any related activities are the sole responsibility of the Respondent. The City assumes no liability for any costs incurred by Respondent(s) throughout the entire selection process, including prior to selection and issuance of a contract.
- iii. Discussions with Respondents. The City reserves the right to enter into discussions with the Respondent (s) determined to be reasonably susceptible of being selected for award, or to enter into exclusive discussions with a Respondent whose proposal is deemed most advantageous, whichever is in the City's best interest, for the purpose of negotiation. If exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest ranked Respondent without the need to repeat the formal solicitation process.
- iv. Equal Opportunity. The City will make every effort to ensure that all Respondents are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. The City's policy, subject to federal, State, and local procurement laws, is to provide reasonable attempts to support each Respondent's business by purchasing goods and services through local Respondents and service providers.
- v. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to each Respondent.
- vi. Final Authorization. The City intends to eventually contract with the Respondent (s) whose proposal is deemed most advantageous in experience, qualifications, price, and other factors considered in accordance with the weighted decision matrix described above. The City does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process. Final authorization of an accepted bid will be provided by the City Council after they have had an opportunity to review the recommendations. It is expected that the winning bidder will be selected on or before August 7, 2026.
- vii. Rejection of Proposals. The City reserves the right to reject any or all proposals received and disqualify incomplete or late proposals. Proposals lacking required information will not be considered. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City for any obligation. Respondent (s) may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.
- viii. Magna's Best Interest. The City reserves the right to take any steps deemed necessary to act in the City's best interest.
- ix. Proposal Term. Proposals shall be good for ninety (90) days from the Closing Date.
- x. Reservation of Rights. The City reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding the contract award and reserves

the right to accept or reject any or all proposals submitted pursuant to this request for proposals. The City will provide each Respondent with written notice of any cancellation and/or modification.