

REQUEST FOR PROPOSALS (RFP)

Impact Fee Study for Sanitary Sewer and Other Municipal Services

City of Farmington, AR

December 22, 2025

1. Introduction

The City of Farmington is soliciting proposals from qualified consulting firms (“Consultant”) to prepare a comprehensive Impact Fee Study for sanitary sewer services and potentially other municipal services such as stormwater, transportation, parks, public safety, and general government facilities.

The purpose of this study is to determine appropriate fees, and ensure compliance with applicable state laws, essential nexus requirements, and proportionality standards. The selected Consultant will provide recommendations for fee structures that support long-term capital improvement needs attributable to new development.

2. Background

The City is experiencing ongoing residential and commercial growth, requiring expansion and upgrading of its public infrastructure. Impact fees are a key mechanism for ensuring that growth pays for growth without placing undue financial burden on existing residents.

3. Project Objectives

- Evaluate sanitary sewer impact fees based on future capacity needs, planned capital projects, and service demand from new development.
- Assess the need to update fees for other city services, including but not limited to:
 - Stormwater
 - Transportation
 - Parks & Recreation
 - Public Safety (Police/Fire)
 - General Government Facilities
- Develop a legally defensible and transparent impact fee methodology consistent with state law and industry best practice.
- Recommend fee schedules and implementation strategies that align with the City's long-term infrastructure planning.
- Prepare public-facing materials to support outreach, council adoption, and stakeholder understanding.

4. Scope of Work; The Consultant shall complete the following tasks.

The City reserves the right to modify the scope during contract negotiations.

Task 1: Project Initiation & Data Collection

- Hold kickoff meeting with City staff
- Review capital improvement plans (CIPs), master plans, and development projections
- Develop a detailed data request list

Task 2: Review Legal Framework & Best Practices

- Review state impact fee legislation and case law
- Ensure methodology meets nexus and proportionality requirements
- Identify relevant peer city comparisons

Task 3: Sanitary sewer Impact Fee Analysis

- Forecast system demand attributable to new development
- Identify sanitary sewer capital projects required to serve new growth
- Allocate project costs between existing deficiencies and new capacity
- Develop cost-per-service-unit methodology
- Prepare recommended sanitary sewer impact fee schedule

Task 4: Additional City Services Fee Analysis

- (Complete for each service included in final scope.)
- Analyze service-unit metrics for each service (e.g., EDUs, trips, population, employees)
- Update capital cost allocation and identify growth-related project needs
- Prepare recommended fee schedules

Task 5: Financial & Policy Analysis

- Evaluate impact of fee changes on development feasibility
- Consider phased implementation approaches
- Evaluate credits, exemptions, and special considerations

Task 6: Reporting & Documentation

- Draft Impact Fee Report with full methodology, calculations, and findings
- Provide fee tables, charts, and explanations suitable for policy discussions
- Present draft report to City staff for review

Task 7: Public & Council Presentations

- Present findings to Planning Commission and/or City Council
- Prepare summary materials for the public
- Incorporate feedback and finalize report

5. Deliverables

- Kickoff meeting and project schedule
- Technical memorandum summarizing data and assumptions
- Draft Impact Fee Study
- Final Impact Fee Study
- Public presentation materials
- Editable calculation spreadsheets

6. Proposals shall include the following:

- Cover Letter
- Firm Qualifications & Experience
- Experience with impact fee studies
- Understanding of state and local regulatory requirements
- Project Team
- Key personnel, roles, résumés
- Approach & Methodology
- Description of anticipated approach to major tasks
- Project Schedule
- Major milestones and estimated timeline
- Cost Proposal
- Itemized costs by task and staff role
- Optional tasks clearly identified
- References
- Minimum of three similar projects completed within the last five years

7. Proposals will be evaluated based on the following:

- Demonstrated expertise in impact fee analysis
- Understanding of project scope and local context
- Quality and clarity of proposed methodology
- Qualifications of project team
- Cost-effectiveness
- Ability to meet desired timeline

- References and past performance

8. Timeline - Milestone

- RFP Issued 12/21/2025
- Deadline for Questions 1/12/2026
- Proposals Due 1/26/2026
- Consultant Selection 2/23/2026
- Contract Award 3/9/2026
- Project Start 3/30/2026

9. Submit proposals electronically to:

Melissa McCarville
Business Manager
City of Farmington, AR
Email: melissamccarville@cityoffarmington-ar.gov
Phone: 479-267-3865

Proposals must be received by 8:00 am on 1/26/2026. Late submissions will not be considered.

10. Terms & Conditions

- The City reserves the right to reject any or all proposals.
- The City may request additional information or clarification from proposers.
- All materials submitted become the property of the City.
- The City is not responsible for any costs incurred in the preparation of proposals.