



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Request for Proposals (RFP) County of Marin



Consulting Services for preparation of Comprehensive Development Impact Fee Nexus Study and Fee Updates

Issue Date: April 22, 2026

Deadline for Submissions: May 29, 2026 at 4:00 PM

Summary

The County of Marin seeks proposals from qualified consultants to complete a Development Impact Fee (DIF) Nexus Study, recommend updates to the County's DIF program, and prepare a Residential Feasibility Analysis in compliance with the Mitigation Fee Act (California Government Code Section 66000 et seq.) and Assembly Bill 602 (2021).

Background

The County assesses various development impact fees on new development and redevelopment to help pay for County infrastructure and facilities that the new development will require. The County currently imposes four DIFs:

1. Transportation Impact Fee (for road and transportation improvements needed due to traffic generated by new development)
2. Roadway Impact Fee (for roadway resurfacing, charged as a percentage of new construction valuation through building permits)
3. Affordable Housing Fee (for development of affordable housing, charged to new single-family homes and major remodels)
4. Commercial Linkage Fee (for development of affordable housing, charged to new non-residential development on a square foot basis)
5. Parkland Dedication In-Lieu Fee (Quimby Act fee in-lieu of land dedication for park expansion and improvements)

Scope of Work

The consultant will work with County staff to identify infrastructure and facilities (e.g., roads, parks, trails, community facilities, public safety facilities, and drainage facilities) that may be included in an updated fee program, ensuring that the DIF program aligns fees with the infrastructure and facilities costs generated by new development. The County would also consider any other DIFs the consultant commonly develops for clients or DIF categories that other nearby cities and comparable counties impose.

The County envisions the Nexus Study and Residential Feasibility Analysis will include the following components and activities:

1. Review and assess applicable County documents, including:
 - a. The County's existing impact fee nexus studies and revenue history
 - b. AB 1600 reports completed annually
 - c. 5-Year Capital Improvement Program
 - d. Countywide Plan 2023

- e. FY 2023-2031 Housing Element and EIR
 - f. Bicycle and Pedestrian Master Plan (2018)
 - g. Parks and Open Space Strategic Plan (2024-28)
 - h. Other documents as appropriate
2. Work with County staff to determine supporting infrastructure and facility needs related to County-provided services that could rightfully be included in the DIF program to ensure the costs of such supporting infrastructure and facilities are funded by new development.
 3. Review the Mitigation Fee Act, Assembly Bill 602 and other applicable current/pending state laws and how they may impact the County's ability to collect fees. Consider possible limitations or requirements from case law and legislation.
 4. Prepare a nexus analysis to establish the connection between the impacts from new developments on the proposed public facilities, and the benefits received by new development from the proposed public infrastructure and facilities. Quantify the proportional share of costs attributable to each category of new development project for each category of public infrastructure and facilities, including consideration of assessing costs/benefits by geographic subarea of the County.
 5. Provide data, findings, and recommendations to update and implement a comprehensive DIF program including potential new DIF categories and updating or revising existing DIFs based on required nexus study findings and the proposed infrastructure and facility requirements to support the County's growth projections and Capital Improvement Program (CIP) and the County's policy priorities.
 6. Develop a fee schedule for each category of development project based on County standards (e.g., residential, commercial, mixed-use). Calculate fees based on the nexus and proportionality analysis with charges based per-square-foot of new development (in accordance with Government Code Sections 66016.5(a)(5) and 66324), or based per-unit (to the extent legally justified and recommended). Recommend means of incorporating annual inflation factors. Compare proposed fees to other cities/towns in Marin and comparable counties in Northern California with similar types of public facilities funded by development impact fees.
 7. Evaluate the County's current system of DIF accounting, administration and reporting practices and recommend best practices for improved approaches.
 8. Provide information on impact fees or other fees charged by special districts (e.g. schools, community services districts, water districts, sanitary districts) that would also be charged to development projects, by geographic area of the

county/special district boundaries, to inform the Residential Feasibility Analysis.

9. Prepare a Residential Feasibility Analysis to determine the financial feasibility of housing being built at the recommended or alternative fee levels.
10. Conduct Stakeholder Engagement and Public Outreach by facilitating stakeholder meetings with community and business organizations, developers and construction trades organizations. As desired, provide informational presentations to relevant County commissions. Attend and present study results and recommendations in a workshop before the Planning Commission and public hearings before the Planning Commission and Board of Supervisors.

Deliverables

- A. Nexus Study in accordance with the Mitigation Fee Act and AB602 to document the required bases for the County to impose development impact fees on new development projects. The study shall describe overall methodology, provide supporting justification and calculations that demonstrate the legal nexus between recommended fees and the impact created by new development, identify the purpose of the proposed fees, describe the relationship between the need for any additional infrastructure or facilities the type of development project(s) on which they would be imposed, and compare the proposed fees with those of comparable and nearby jurisdictions. The Nexus Study shall be prepared as an Administrative Draft for staff review, a Public Review Draft incorporating input from the staff review for publication and public review, and a Final Draft incorporating input from the public review draft.
- B. Residential Feasibility Analysis to determine the financial feasibility of housing being built at the recommended or alternative fee levels. The analytical method utilized may be either based on development return analysis or residential land value. Proformas should be prepared for different housing types, such as single-family, townhouse and multi-family. Assumptions should be verified through interviews with market-rate and affordable housing developers.
- C. Presentation materials including visual presentations for stakeholder meetings, public workshops and public hearings, and a webpage summary of the analyses and recommendations. Materials should include an informational presentation on DIFs and the study that County staff can share broadly with the public.
- D. Written analysis of the County's current system of DIF accounting, administration and reporting practices and recommend best practices for improved approaches.

Content Requirements

The County welcomes a response to the RFP in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Proposals submitted in response to the RFP must include the following items:

A. Work Plan and Schedule

Outline a scope of work and provide a timeline with key tasks, deliverables, and meetings.

B. Qualifications

Identify the individuals who would be primarily responsible for directly leading the update. Describe the background and experience of the individuals who will perform the services, including education (including name of institutions, degrees received, dates of graduation, professional licenses and certifications, and employment history). In addition, provide examples of objective design and development standards or construction design specifications prepared.

For each such project, provide:

- Copy of work product and/or detailed description of the services performed, the time period in which they were performed.
- The name and telephone number of at least one reference for each such project that can attest to the quality and effectiveness of the Respondent's work.

C. Compensation Terms

Provide a fixed, not to exceed price, with an itemized cost proposal based on the tasks outlined in the above scope of services included with the proposal. A schedule of hourly labor rates and material rates shall also be provided.

Selection Criteria and Process

The County will evaluate qualifications based upon these criteria:

- Responsiveness to the RFP and proposal clarity.
- Experience and demonstrated success of the Respondent in preparing development impact fee nexus studies and residential feasibility analyses. Experience with projects in the Bay Area environs and comparable to Marin County will be given greater weight. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.
- Reasonableness of fees and cost proposal.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Minority or Women Owned Business AND/OR Local Business
- Other extraordinary elements or creative approaches to assisting staff. This particular selection criterion is intended to allow the County to expressly consider creative aspects of statements of qualifications that do not necessarily fall into other selection criteria.

As a part of its evaluation, the County may request additional information or data and

may request Respondents to make virtual presentations of their qualifications to a panel of County representatives.

To Submit Qualifications

Qualification submittals are due by **4:00 p.m., Thursday, May 29, 2026**, and must be sent electronically to the County's Bid Express site:

<https://www.bidexpress.com/businesses/53528/home>

An online optional Pre-submittal meeting will be available for consultants on **Wednesday, May 14, 2026, at 12:00 pm**. A meeting link will be provided upon request.

Questions must be emailed or submitted through the County's Bid Express® website by the date listed in the Schedule. All emailed questions must be submitted to Bob Brown at sustainablebob@gmail.com with the email subject line: RFP Offsite Objective Design Standards. Questions submitted after the date and time listed in the Schedule will not be considered. Phone calls and faxed questions will not be accepted.

Schedule

Milestone	Date
RFP Release Date	April 22, 2026
Pre-submittal Meeting (optional)	May 14, 2026, 12:00 pm
Deadline for written questions	May 8, 4:00 pm
Responses to submitted questions posted	May 15, 4:00 pm
Submittal deadline	May 29, 4:00 pm
Interviews	June 5, 2026