

REQUEST FOR PROPOSAL (RFP)

Project Title: Update of Impact Fee Facilities Plan (IFFP), Impact Fee Analysis (IFA), and County Fee Assessment

Entity: Morgan County

Solicitation Number: RFP-2026-IFFP-IFA-CFA

Issue Date: January 20, 2026

Closing Date: February 11th, 5:00 PM MST



1. SUMMARY & PURPOSE

Morgan County is seeking proposals from qualified firms to conduct a comprehensive update of its Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA), and to provide a detailed analysis of the County's current fee assessments and daily fee schedules. The last general IFFP was published in 2006, with a partial update in 2014; this 2026 initiative aims to modernize all impact fees to reflect current growth trends and infrastructure needs.

2. SCOPE OF WORK

The selected consultant will be responsible for the following deliverables in accordance with the **Utah Impact Fees Act (Utah Code Title 11, Chapter 36a)**:

- **Impact Fee Facilities Plan (IFFP):**
 - Identify existing and proposed levels of service.
 - Identify demands placed on existing facilities by new development activity.
 - Project infrastructure needs over a 6-to-10-year planning horizon.
- **Impact Fee Analysis (IFA):**
 - Identify anticipated impacts on system improvements required by new development.
 - Estimate the proportionate share of costs reasonably related to new development.
 - Identify the calculation methodology for each recommended impact fee.
- **Fee Assessment Analysis:**
 - Review existing County fees and the daily fee schedule.
 - Analyze cost recovery for services provided by various departments (e.g., building permits, animal control, etc.).
 - Recommend alternative assessment structures or updated rates where applicable.
- **Certification & Legal Compliance:**

- Provide written certification that the IFFP and IFA comply with all requirements of Utah Code 11-36a-306.

3. QUALIFICATIONS

- Must have documented experience with County-level impact fees in the **State of Utah**.
- Familiarity with Utah's unique statutory requirements for public safety, transportation, and utility impact fees.
- Demonstrated ability to complete complex financial and engineering analyses within a tight timeframe.

4. PROPOSAL REQUIREMENTS

Interested firms should include:

1. **Work Plan:** A detailed approach to meeting the scope of work.
2. **Qualifications:** Bios of key personnel and a list of similar projects completed in Utah.
3. **Schedule:** A detailed project timeline meeting the 120-day goal.
4. **Cost Proposal:** A total "not-to-exceed" fee for the entire project, broken down by major task.

5. TIMELINE & SUBMISSION

- **Project Completion:** The anticipated timeline for the project from start to finish is less than **120 days**.
- **Submission Deadline:** February 11th, 2026 5pm MST
- **Place of Submission:**
 - **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
 - **Email:** kbecker@morgancountyutah.gov

6. INCOMPLETE or LATE PROPOSALS

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

7. DISCLAIMER

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.