City of Woodland
Request for Proposals
TRANSPORTATION BENEFIT DISTRICT FORMATION STUDY

The City of Woodland is accepting proposals for a Transportation Benefit District Formation Study. The City is contemplating the formation of a Transportation Benefit District (TBD), authorized in Chapter 36.73 of the Revised Code of Washington, in order to construct and fund needed transportation improvements in the City. The RFP and work plan is available at: http://www.ci.woodland.wa.us/Announce/Announcements.htm or by contacting the office of the Clerk Treasurer, PO Box 9, Woodland WA 98674 or rippm@ci.woodland.wa.us 360-225-8281. The work plan is intended to outline the steps needed to (1) form the TBD and (2) select an appropriate funding mechanism, or combination of funding mechanisms, for meeting the City’s needs. Please submit Proposal to: City of Woodland, Clerk Treasurer, P.O. Box 9, Woodland WA 98674 no later than 5:00 PM, Friday, November 19, 2010.

CITY OF WOODLAND
Mari E. Ripp, Clerk Treasurer

Publish: The Reflector October 27, 2010
City of Woodland website

Post: City Hall
Annex
Post Office

cc: Legal file
RFP file
CITY OF WOODLAND

TRANSPORTATION BENEFIT DISTRICT FORMATION STUDY

Task Plan Outline

The City of Woodland is contemplating the formation of a transportation benefit district (TBD), authorized in Chapter 36.73 of the Revised Code of Washington, in order to construct and fund needed transportation improvements in the City. The following work plan is intended to outline the steps needed to (1) form the TBD and (2) select an appropriate funding mechanism, or combination of funding mechanisms, for meeting the City’s needs.

1. Project Kickoff
   i. Meet to discuss the project, identify key policy questions, and establish goals and objectives.

2. Policy Analysis
   i. Discuss and provide direction on a number of key policy issues. The direction provided on these issues will provide the basis for the TBD formation and for the financial analysis. It is likely that the following issues will be included in the discussion:
      • TBD Boundary – What will be the boundary of the TBD? There are pros and cons to both a Citywide approach and a tighter boundary around benefitted properties.
      • Improvement(s) to be Funded – What improvement or improvements will be targeted by the TBD for construction? These improvements, including their purpose, cost, and other information, will impact the amount of revenue needed and the types of funding mechanisms to be utilized.

3. Funding Evaluation
   i. Based on the policy direction provided in Task 2 and using agreed-upon criteria, perform a qualitative evaluation of the funding mechanisms available under the TBD authorization.1
      Selected criteria will likely include:
      • Revenue sufficiency
      • Fairness / Equity
      • Political Acceptability
      • Reliability
   ii. Discuss the evaluation and agree on a funding strategy to pursue.

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1 TBD statute authorizes the use of the following funding tools, with limitations: a sales & use tax, a vehicle fee, an impact fee, vehicle tolls, property taxes, and local improvement district assessments. Revenue streams can be used to repay general obligation bond, revenue bond, or assessment bond debt.
4. **Technical Analysis**
   i. Based on the direction provided in Tasks 2 and 3, perform an analysis of the revenue generation capability of the funding strategy defined in Task 3. Calculate taxes / fees / assessments needed to meet the revenue requirements, and quantify any unfunded gap between improvement(s) costs and expected revenues.

5. **Implementation**
   i. Develop and adopt an ordinance forming the TBD, identifying the boundary and the improvements to be funded.
   
   ii. Develop public outreach plan in support of funding strategy execution. It is likely that some elements of the funding strategy will require a public vote, so the public outreach plan should provide for and support that vote.
   
   iii. Adopt any portions of the funding strategy that can be adopted by Councilmanic action.
   
   iv. Execute public vote.

6. **Documentation**
   i. Prepare a draft report for review.
   
   ii. Finalize the study report based on the input of City staff and Council.

The Consultants and/or Contractor will be required to comply with all local, State and Federal laws and regulations pertaining to equal employment opportunities. The City encourages disadvantaged, minority, and women-owned consulting firms to respond. The Consultant shall comply with the American Disabilities Act of 1992, as amended.