

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Jason E. Brown; County Administrator

THROUGH: Stan Boling, AICP
Community Development Director

THROUGH: Sasan Rohani, AICP
Chief, Long-Range Planning

FROM: Bill Schutt, AICP
Chief, Long Range Planning

DATE: March 15, 2019

SUBJECT: Request for the Board of County Commissioners to Approve and to Authorize the Board Chairman to Sign the Impact Fee Update Consultant Services Contract

It is requested that the following information be given formal consideration by the Board of County Commissioners at its regular meeting of March 26, 2019.

DESCRIPTION AND CONDITIONS

On June 13, 2017, three years after the most recent 2014 impact fee update, the Board of County Commissioners (BCC) reviewed the County’s impact fee schedule, considered updating it, and decided to postpone an impact fee schedule update until 2019. On November 20, 2018, the BCC reviewed a draft scope of services for a Request for Proposals (RFP) for a consultant to update six (6) of the County’s impact fees (excludes Correctional Facilities, Solid Waste Facilities, and Library Facilities), update the local growth rate and the availability of “buy down” revenue used in the Affordable Growth model, and evaluate the County’s three separate transportation impact fee benefit districts (north, central, and south county). After discussion, the BCC authorized staff to initiate the consultant selection process.

Subsequently, staff incorporated the approved Scope of Services into an RFP (Request for Proposals) for consultant services and issued the RFP on December 14, 2018. By the January 18, 2019 submittal deadline, the County received two (2) proposals, which were thereafter distributed to a consultant selection committee to review. That selection committee, comprised of Stan Boling, Community Development Director, Kristin Daniels, Budget Director, and Phil Matson, Metropolitan Planning Organization Staff Director met on February 1, 2019 to review the results of their independently evaluated and scored proposals in accordance with the County Purchasing

Manual and the criteria established in the RFP. Based on the written proposal, staff experience, and other factors, the committee ranked Tindale-Oliver and Associates, Inc. as number one for impact fee update consultant services.

On February 12, 2019, the Board of County Commissioners reviewed and approved the selection committee's recommendation and authorized staff to proceed with contract negotiations with the number one ranked firm, Tindale-Oliver and Associates, Inc. (and the subsequent ranked firm, should negotiations with the higher ranked firm fail).

ANALYSIS

Since Board approval of the consultant selection committee's recommendation, staff has successfully negotiated a proposed contract with the top ranked consultant (Attachment 1). That contract contains tasks authorizing the consultant to:

1. utilize the latest available data to update land acquisition and infrastructure costs;
2. review existing and adopted levels of service to determine the LOS that can be used in the fee calculations;
3. update impact fee credits based on the availability of other funding sources;
4. update the Affordable Growth Model based on a reexamination of growth rate assumptions and available "buy down" revenue;
5. develop an updated impact fee cost schedule; and
6. review existing traffic impact fee benefit districts and make recommendations regarding boundary changes and/or reduction in number of districts.

The negotiated cost for impact fee update consultant services to be provided by Tindale-Oliver and Associates, Inc. is \$149,529. That amount is \$27,634 less than the \$177,163 original proposed amount in the consultant's response to the County's RFP and is over \$50,000 less than the impact fee update the same consulting firm completed for the county in 2014.

Based upon the project schedule included in Appendix A of the proposed contract, the impact fee study update is scheduled to take approximately 9 months to complete. This schedule is consistent with the County's anticipated 9 month project time frame listed in the RFP. The proposed schedule anticipates that a Notice to Proceed will be issued on April 1, 2019, with a draft Technical Report submittal in late September and a final report submittal in late October. A total of three public meetings are anticipated during the months of October through November 2019 for review and adoption of the impact fees.

FUNDING

Charges from the impact fee consultant will be paid with revenue from the Impact Fee administration fund - Impact Fees/Administration/Other Professional Services (10320415-033190).

RECOMMENDATION

Staff recommends that the Board of County Commissioners:

1. Approve the proposed contract between the Board of County Commissioners and Tindale-Oliver and Associates, Inc. for impact fee update consultant services; and
2. Authorize the Chairman to execute the contract.

ATTACHMENT

- 1.) Proposed contract between the Indian River County Board of County Commissioners and Tindale-Oliver and Associates, Inc. for impact fee update consultant services.

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