

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

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**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:** February 4, 2019

**SUBJECT:** Ranking of Firms for RFP 2019032 – Impact Fee Update Consultant Services

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It is requested that the information herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of February 12, 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.

Below are the results of the RFP solicitation.

**RFP RESULTS:**

Advertising Date:	December 14, 2018
RFP Opening Date:	January 18, 2019
DemandStar Broadcast to:	319 Subscribers
RFP Documents Requested by:	8 Firms
Replies:	2 Firms

**ANALYSIS:**

A selection committee comprised of Stan Boling, Community Development Director, Kristin Daniels, Management and Budget Director, and Phil Matson, Metropolitan Planning Organization Staff Director, independently evaluated and scored the submitted proposals in accordance with the County Purchasing Manual and the criteria established in the RFP. On February 1, 2019, the committee met and developed an initial ranking of firms. This ranking was unanimous and the committee agreed presentations are unnecessary and declared its ranking final:

1. Tindale-Oliver & Associates, Inc., Tampa
2. Willdan Financial Services, Orlando

**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 the Board of County Commissioners approve the committee's final ranking and authorize staff to begin contract negotiations starting with the top ranked firm (and the subsequent ranked firm, should negotiations with the higher ranked firm fail).

**ATTACHMENTS**

1. Portion of Draft November 20, 2018 BCC Meeting Minutes

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