

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: January 2, 2024

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget
Jennifer Hyde, Purchasing Manager

FROM: Shelby Ball, Purchasing Specialist

SUBJECT: Award of RFP 2024025 for an Urban Service Boundary Study

BACKGROUND:

On behalf of the Planning and Development Services Department, a Request for Proposals (“RFP”) was issued to evaluate and analyze the Urban Service Boundary (USB) and determine whether any adjustments need to be made. The awarded Consultant will prepare and deliver an Urban Service Boundary Report that addresses objectives such as: obtaining an inventory of existing residential units outside the USB, identifying areas for expanding the USB and identifying areas for preserving agricultural/conservation/natural lands. This study will provide recommendations that can be incorporated into the County’s Comprehensive Plan at a later stage.

DISCUSSION:

A selection committee comprised of Andrew Sobczak, Planning and Development Services Director, Patrick Murphy, Senior Planner and Sean Lieske, Utilities Director/Interim Public Works Director independently reviewed and scored the received proposals. The committee then met to compile an initial ranking of firms. After discussions, the committee determined no interviews were necessary, and declared the ranking final.

Firm	Total Proposed Cost
1. Inspire Placemaking Collective, Inc.	\$128,010
2. Kimley-Horn and Associates, Inc.	\$147,000
3. The Corradino Group, Inc.	\$185,100

FUNDING:

On September 26, 2023 the Board of County Commissioners approved funding for this study to be provided by a budget amendment from MSTU/Cash Forward to MSTU Fund/ County Planning/ Other Professional Services account, number 00420515-033190.

Account Number	Account Description	Total Cost
00420515-033190	MSTU Fund/ County planning/ Other Professional Services	\$128,010

RECOMMENDATION:

Staff recommends the Board approve the final ranking of firms, award the RFP to Inspire Placemaking Collective, Inc., and after the receipt and approval of the required insurance by the Risk Manager, approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency.

ATTACHMENT

Agreement