

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

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**DATE:** January 3, 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 2024021 for an Impact Fee Study Update (Non-Utility)

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**BACKGROUND:**

On behalf of the Planning and Development Services Department, a Request for Proposals (“RFP”) was issued to update rates of impact fees to account for changes to demand variables, credit characteristics, and land/construction costs. The awarded Consultant will prepare and deliver and Updated Impact Fee Study Report (Non-Utility) that addresses objectives such as; reviewing the Indian River County MPO 2024 Cost Feasible Plan to identify improvements, updating recent historic and projected capital improvement funding sources, and review current procedures and determining the annual costs for administering the impact fee program.

**DISCUSSION:**

A selection committee comprised of Chris Balter, Long Range Planning Chief, Cindy Thurman, Senior Planner, and Chris Mora, Interim County Engineer independently reviewed the submittal and met to discuss the received proposal. During discussions, the committee determined the proposal to be acceptable and the proposer qualified to complete the work.

Firm	Total Costs
1. Alfred Benesch & Company	<b>\$218,490</b>

**FUNDING:**

Funding, in the amount of \$218,490, for this study is budgeted and available in the County Impact Fees/Planning and Development-Admin/Other Professional Services account, number 10320415-033190.

Account Number	Account Description	Total Cost
10320415-033190	County Impact Fees/Planning and Development-Admin/Other Professional Services	\$218,490

**RECOMMENDATION:**

Staff recommends the Board award the RFP to Alfred Benesch & Company, approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency, and after receipt and approval of the required insurance by the Risk Manager.

**ATTACHMENT**

Agreement