
**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION****Council Meeting Date: 10/3/2013
Agenda Item: 5B6**

ACTION: Award a two-year contract with five, one-year renewal options to TischlerBise, Inc., for consulting services to develop an Infrastructure Improvement Plan and related impact fee schedules that will be used to determine the types of impact fees and their appropriate costs that could be assessed by the City to support new development projects

FISCAL IMPACT: Total project cost shall not exceed \$120,600. This amount includes the base offer at \$113,000 plus a contingency fee of \$7,600 that will provide for the facilitation of up to four (4) additional community outreach meetings to be billed at the per meeting cost of \$1,900. Sufficient funds have been appropriated in cost center 6399729 (Capital Improvement Project Fund) for the anticipated expenditure in the current fiscal year.

RECOMMENDATION: Award the contract.

BACKGROUND INFORMATION: (RFP 14-022) The City issued a Request for Proposal (RFP) to establish a term contract for the selection of a firm to provide consulting services to develop an Infrastructure Improvement Plan (IIP) and related impact fee schedules. This work is required by Arizona Revised Statutes, Title 9, Article 6.2 and must be completed by August 1, 2014 in order to continue to assess existing impact fees.

Scope of Work

As part of the contract scope, the Consultant will review all potential development fees that Tempe can lawfully assess and/or collect that will include the following functional areas:

- Libraries
- Street facilities
- Fire protection
- Police
- Parks
- Storm Water *

*The City has contracted separately for the development of an Infrastructure Improvement Plan and impact fees covering water and wastewater systems.

The City has outlined nine (9) specific tasks that will be performed by the Consultant:

- Task 1: Recommend Land Use Assumptions
- Task 2: Ascertain Demand Factors and Level of Service for Relevant Public Facilities
- Task 3: Determine Appropriate Allocation Methodology to Comply with New State Statute Requirements
- Task 4: Identify Capacity Needs and Costs
- Task 5: Determine need for and Calculate "Credits" to be Applied Against Capital Costs
- Task 6: Prepare Draft of Infrastructure Improvement Plan (IIP)
- Task 7: Complete Development Fee Methodology and Calculations
- Task 8: Prepare Final Infrastructure Improvement Plan (IIP) and Impact Fee Report
- Task 9: Make formal Presentations and Facilitate Public Meetings/Communications

Evaluation Process

A total of 54 firms were notified of this opportunity. The City received three (3) responses as noted below that were evaluated by a committee comprised of Community Development, Community Services, Public Works, Police and Procurement staff.

Firms

Duncan Associates
Red Oak Consulting
TischlerBise

The offers were evaluated using the following criteria:

| <u>Criteria</u> | <u>Weight</u> |
|-------------------------------|---------------|
| Consultant Fees - | 40% |
| Method of Approach | 25% |
| Experience and Qualifications | 30% |
| Responsiveness | 5% |

The results of the committee's initial scoring are shown below:

| <u>Initial Pricing and Scores</u> | | |
|-----------------------------------|---------------------|--|
| <u>Company</u> | <u>Project Cost</u> | <u>Initial Evaluation Score (1000 max)</u> |
| TischlerBise, Inc. | \$113,000* | 895 |
| Duncan Associates | \$90,200* | 878 |
| Red Oak Consulting | \$120,779* | 765 |

Fees have been normalized for all firms to reflect facilitation of three (3) formal community outreach meetings.

The committee determined that all of the firms would be brought forward in the evaluation process to include interviews and best and final offers.

The following matrix displays the best and final pricing and evaluation scores for the three firms:

| <u>Best and Final Pricing and Scores</u> | | |
|--|---------------------|---|
| <u>Company</u> | <u>Project Cost</u> | <u>Best and Final Evaluation Score (1000 max)</u> |
| TischlerBise, Inc. | \$113,000* | 903.8 |
| Duncan Associates | \$90,200* | 853 |
| Red Oak Consulting | \$120,779* | 752.5 |

Fees have been normalized for all firms to reflect facilitation of three (3) formal community outreach meetings.

After careful consideration the evaluation committee is recommending that TischlerBise, Inc. be awarded RFP 14-022 as the firm determined to have submitted the most advantageous proposal. Although this firm did not submit the lowest priced offer, the value of the firm's extensive experience, expertise and thorough method of approach makes this firm the best choice. As required by statute, plan and impact fees shall be updated every five (5) years so the firm recommended for award will be asked to assist in those reviews and updates. Hourly rates have been established for those periodic follow-up services that range in cost from \$165 to \$200 per hour.

ATTACHMENTS: Proposal

STAFF CONTACT(S): Don Bessler, Public Works Director, (480) 350-8205

Department Director: Ken Jones, Finance & Technology Department Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Michael Greene, Central Services Administrator