



Interoffice Memorandum

February 25, 2022

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

CONTACT: Alan Marshall, Assistant to Director, Planning Environmental Development  
Services  
407-836-5884

SUBJECT: Selection of Contractor, Request for Proposals, Y22-601-AV, Impact Fee  
Review

RECOMMENDATION:

Selection of Alfred Benesch & Company to provide Impact Fee Review, Request for Proposals, Y22-601-AV.

Request authority for the Procurement Division to negotiate and execute a contract within a budget of \$124,896.

The proposal was evaluated by the Procurement Committee on February 23, 2022. Commissioner Nicole Wilson was assigned to the Procurement Committee.

PURPOSE:

This contract provides for a five-year update of the County impact fees for Parks and Recreation Division, Fire Rescue Department, and Law Enforcement for the County.

APPROVALS:

The Planning, Environmental, and Development Services Department and Business Development Division concur with this recommendation.

REMARKS:

One proposal was received in response to this Request for Proposals (RFP). The Procurement Committee evaluated the proposal in accordance with the criteria set forth in this RFP.

Alfred Benesch & Company meets all specifications and other requirements of the RFP.

To ensure an open and competitive bid process, the RFP was posted on the Orange County website. A query from staff to potential bidders that declined to compete on this project resulted in the following:

- Luke Transportation Engineering Consultants: Stated they have only served as a sub-consultant for previous contracts and didn't address all tasks for previous scopes so they didn't submit.
- Raftelis Financial Consultants, Inc.: Stated the schedule for this project appeared to be accelerated and their workload is such that they would not be able to complete the project in the accelerated timeframe.
- Duncan Associates: Stated they are too busy to take on any additional projects at the time.

The Procurement Committee's consensus scores are attached.

**Procurement Committee Meeting - February 23, 2022  
Y22-601-AV, Impact Fee Review**

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV Sub(B)	SDV Prime (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	10	5	10	5	20	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)										
Alfred Benesch & Company	95.00	80.00	80.00	10.00	50.00	0.00	0.00	0.00	100.00	415.00

**POINT STRUCTURE:**  
 1= Poor      4= Above Avg.  
 2= Below Avg.   5= Excellent  
 3= Average



**INTEROFFICE MEMORANDUM**

February 12, 2021

TO: Ana Villalona, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y22-601-AV / Impact Fee Review

APPROVED: VaSantha Raysor, BDD Administrator

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

1. Alfred Benesch & Company  
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Laura Turner Planning Services	WBE	24%	Data Collection and Planning Meetings

Total M/WBE Participation Proposed: 24%

**M/WBE Sub consultant participation Weighted Score: 25**

Total M/WBE Workforce: 30%

Total WBE Workforce: 18%

**Minority Workforce and Women Workforce Weighted Score: 25**

**Total M/WBE Participation Weighted Score: 50**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*\*The Schedule of Sub-Contracting – SDV Participation Form indicates “Not Applicable”  
Therefore, the evaluator cannot assess bonus points.*

Registered SDV(s) Proposed: 0  
**SDV Bonus Points: 0**

\*Dislocated Worker(s) Proposed: 0  
**Dislocated Worker(s) Bonus Points: 0**

*\*The Dislocated Worker form indicates “Not Applicable”*

**Total Bonus Points: 0**  
*(Includes SDV & Dislocated workers)*