



Interoffice Memorandum

March 28, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Renzo Nastasi, A.I.C.P., Manager, Transportation Planning Division
407-836-8072

SUBJECT: Consultant Selection, RFP Y17-802-CH
Transportation Planning Services for the 2016 Update of the
Transportation Impact Fee Study

RECOMMENDATION

Selection of Tindale-Oliver & Associates, Inc. d.b.a. Tindale-Oliver to provide Transportation Planning Services for the 2016 Update of the Transportation Impact Fee Study, Request for Proposals Y17-802-CH. Further recommend the Board authorize negotiation and execution of the final contract by the Procurement Division, provided it does not exceed the budget of \$100,000.

This item was evaluated by the Procurement Committee on March 8, 2017. Commissioner Bryan Nelson was assigned to the Procurement Committee.

PURPOSE

To negotiate a contract with Tindale-Oliver to provide professional transportation planning services for the update of the Transportation Impact Fee Study. This update is to evaluate impact fee structures that permit flexibility in the use of impact fees to meet mobility needs within the urban and non-urban environments throughout Orange County and to determine appropriate impact fee rates that would bridge the gap between fees collected and the level of improvements needed to maintain acceptable levels of service within urban and rural areas.

DISCUSSION

To ensure an open and competitive process, the Request for Proposals was posted on the Orange County website. One proposal was received in response to the solicitation. Queries from staff to those proposers who declined to compete on this project resulted in the following findings:

1. Luke Transportation Engineering Consultants, Inc. stated they did not pursue this project because they did not have the required similar project experience.

2. HDR Engineering, Inc. stated they were too busy with other work.
3. Brindley Pieters & Associates, Inc. stated they could not meet the requirements of the RFP.
4. H.W. Lochner, Inc. did not respond.

Per the County's Code of Ordinances, the Impact Fee Study is updated every five years and is used as a financial tool to assist the County in providing adequate transportation facilities designed to accommodate growth and development throughout the county. The last update was completed in 2012 and, with this new update, a new transportation impact fee schedule will be developed using a methodology based on current traffic related data which include variables such as vehicle miles travelled, trip generation rates, trip lengths, percent new trip, construction costs for transportation improvements as well as transit, bicycle and pedestrian data in order to accommodate developments that are designed to achieve the country's multimodal vision.

Tindale-Oliver is considered one of the nation's leading impact fee consulting firms and have published many articles on this subject that discusses the methodology and approach to developing impact fee programs. Their experience in this field is also very extensive and is supported by the list of projects they have conducted throughout Florida over the past 10 years as well as the positive references provided by the agencies they contracted with to conduct these studies. Since the adoption of impact fees in Orange County in 1998, three updates to the Impact Fee Study were conducted. The last update was completed in 2012. For this current study, only Tindale-Oliver responded to the RFP and, based on their expansive level of experience in conducting these studies throughout Florida, and their ability to satisfy all areas of the contract award criteria, as well as the additional requirements defined by the County they were selected to conduct this update.

The Procurement Committee determined it was in the best interest of the County to move forward with the procurement. There are numerous firms experienced in conducting these studies, however they are located outside of Florida and may not meet the RFP criteria of being a Professional Engineer registered in the State of Florida or a Certified Planner. The RFP criteria for registered Professional Engineer in the State of Florida or a Certified Planner are necessary in order to conduct the high level of technical analysis required for this project. As outlined in the scope various impact fee methodologies will be analyzed, there is a transportation modeling component to the study which

requires the expertise of a Professional Engineer or Certified Planner, and high level planning skills are also required for analysis of land use policies and redevelopment activity throughout the County. These tasks are necessary to help compute an updated impact fee structure for the county and the results must be certified by a professional Engineer.

Consensus scores of the Procurement Committee are attached.

RFP#:Y17-802-CH Transportation Planning Services for the 2016 Update of the Transportation Impact Fee Study	PROJECT		ASSISTANT PROJECT		PROJECT		M/WBE		LOCATION		VOLUME		SCOPE		S-D VETERAN		WAGE RCP		TOTAL
	MANAGER (Factor 1.666)		MANAGER (Factor 1.666)		TEAM														
	15		10		15		15		10		5		30		2		1		
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
Tindale-Oliver & Associates, Inc. dba Tindale-Oliver	3.0	75.0	3.0	50.0	3.0	45.0	4	60	2	20	4	20	4.0	120.0	0	0	0	0	390.0



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

March 6, 2017

TO: Carol Hewitt, Senior Contract Administrator, Procurement Division
FROM: ^{A.B.} Angela Brown, Senior Contract Administrator, Business Development
SUBJ: Y17-802- CH / Transportation Planning Services for the 2016 Update of the
Transportation Impact Fee Study
APPROVED: Sheena Ferguson
Sheena Ferguson, BDD Manager

Listed below are respondents to the subject RFP with their sub-consultants and M/WBE participation score on a 1 – 5 scale (RFP GOALS: M/WBE-27% & EEO-24%):

	Projected %	Sub-Consultant Role
1. TINDALE-OLIVER & ASSOCIATES, INC. dba TINDALE-OLIVER Majority Prime		
<u>M/WBE Subconsultants:</u>		
F.R. Aleman & Associates, Inc. (Hispanic Male)	20%	Travel Demand Model Analysis
Laura Turner Planning Services (White Female)	7%	Data Collection and assistance with public meetings
Total M/WBE Participation:	27%	
EEO Staff:	52%	
Points:	4	
<u>BONUS POINTS:</u>		
No Welfare Recipient(s) Proposed		
No Registered Service Disabled Veteran(s) Proposed		
Total Bonus Points:	0	