



# FLAGLER BEACH CITY COMMISSION

Item No: 9

Meeting Date: March 18, 2022

Issue: Provide direction to the City Manager to enter into contract with Tischler, Bise, Inc. for the update and report regarding development impact fees.

From: William R. Whitson, City Manager

**RECOMMENDATION:** To authorize the City Manager to initiate work with Tischler, Bise, Inc. in an amount not to exceed \$49,120 to evaluate impact fees for water, sewer, police, fire, parks/recreation and Stormwater.

**BACKGROUND:** HB 337 was signed into law by Governor DeSantis in June, 2021 and is retroactive back to January 1, 2021. The bill limits a local government’s ability to impose impacts fees on builders and developers embarking on new residential and commercial construction. The law mandates that cities and counties can only increase impact fees once every four (4) years in the following manner: Increases between 25 to 50 percent must be spread over four years, while smaller increases would be implemented in two equal instalments. A local government interested in surpassing the 50 percent cap would be required to perform a study demonstrating why the increase is justified, host two (2) workshops dedicated to the extraordinary circumstances necessitating the need, and secure the approval of at least two-thirds in a vote of the governing body for the increase.

To ensure the City will be collecting sufficient impact fees to support its infrastructure as well as comply with Florida Statutes, staff distributed a Request for Proposals (RFP) seeking a technical consultant. The focus of the consultant is to evaluate impact fees: water, sewer, police, fire, parks/recreation and Stormwater, and utilize the City’s Capital Facilities Program and Comprehensive Plan, being updated concurrently, to determine capital costs necessary to continue to provide the selected services at the City’s level-of-service standards. Recommend modification of the level-of-service standards if deemed appropriate, and describe the basis for recommended changes in development impact fee schedules, level-of-service standards, formulas for calculating impact fees for various types of development, classifications of land use types, and any other modifications recommended.

The RFP was distributed to 10 firms, three responded. Staff evaluated the responses and the score sheets are attached for your reference. Of the three responses the evaluators scored Tischler Bise, Inc. the highest based upon: firm expertise, successful similar projects/experience, methodology and approach, and references, and their cost of services were the lowest of the submissions.

**Not to Exceed Cost**

The following table presents our proposed project fee schedule for this assignment and encompasses the tasks, our anticipated number of meetings, and anticipated deliverables. Please note that this is a fixed fee, not-to-exceed, proposal and includes direct expenses related to the project.

PROPOSED FEE SCHEDULE - DEVELOPMENT IMPACT FEE STUDY					
Project Team Member:	Bise	McAweeney	Griffin	Total	
Job Title:	Project Manager	Analyst	Analyst	Hours	Cost
Hourly Rate*	\$220	\$190	\$190		
Task: Project Initiation/Data Collection	8	0	0	8	\$1,760
Task: Prepare Land Use Assumptions	4	4	8	16	\$3,160
Task: Calculation of Water Impact Fee	16	4	16	36	\$7,320
Task: Calculation of Sewer Impact Fee	16	4	16	36	\$7,320
Task: Calculation of Police Impact Fee	4	4	16	24	\$4,680
Task: Calculation of Fire Impact Fee	8	16	8	32	\$6,320
Task: Calculation of Parks/Recreation Impact Fee	10	8	16	34	\$6,760
Task: Calculation of Stormwater Impact Fee	10	8	16	34	\$6,760
Task: Stakeholder Outreach	16	4	4	24	\$5,040
<b>TOTAL:</b>	<b>92</b>	<b>52</b>	<b>100</b>	<b>244</b>	<b>\$49,120</b>

\* Hourly rates are inclusive of all costs.



**BUDGETARY IMPACT:** If approved, a budget amendment will be required.

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION:** Authorize the City Manager to negotiate with Tischler Bise, Inc. for the development of an impact fee schedule that reflects the costs of providing public services to new development.

**IMPLEMENTATION/COORDINATION:**

Attachments

- Legal Ad
- Master score tabulation

# RFP Impact Fees SCORECARD



## CRITERIA CHECKLIST

Total Scores

Team Expertise		Tischler Bise, Inc.	Raffellis	Alfred Benesch & Co.	BASIS FOR SCORE	
Team Member Profiles					Up to 15 points	
		15	15	15		C. Miller
		14	13	15		C. Novak
		14	13	12		w. Whitson
<b>Score</b>		<b>43</b>	<b>41</b>	<b>42</b>		
Successful similar project experience		Tischler Bise, Inc.	Raffellis	Alfred Benesch & Co.	BASIS FOR SCORE	
Experience, list of other Gov entities that have retained service of proposer					Up to 40 points	
		40	35	35		C. Miller
		38	24	30		C. Novak
		38	36	34		w. Whitson
<b>Score</b>		<b>116</b>	<b>95</b>	<b>99</b>		

Approach to tasks performed	Tischler Bise, Inc.	Raffelis	Alfred Benesch & Co.	BASIS FOR SCORE
Describe methodology & approach				Up to 25 points
	25	20	15	C. Miller
	15	12	14	C. Novak
	24	24	22	w. Whitson
<b>Score</b>	<b>64</b>	<b>56</b>	<b>51</b>	
Client Reference	Tischler Bise, Inc.	Raffelis	Alfred Benesch & Co.	BASIS FOR SCORE
client reference, names & contact info (address & Phone No.) w/ brief description of work performed.				Up to 15 points
	15	10	10	C. Miller
	15	14	15	C. Novak
	13	11	11	W. Whitson
<b>Score</b>	<b>43</b>	<b>35</b>	<b>36</b>	
Totals	Tischler Bise, Inc.	Raffelis	Alfred Benesch & Co.	
	266	227	228	

**PROOF OF PUBLICATION**

CITY OF FLAGLER BEACH CITY OF FLAGLER - LEGAL  
City Of Flagler - Legal  
Po Box 70  
Flagler Beach FL 32136-0070

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who, on oath says that he/she is LEGAL COORDINATOR of The News-Journal, a daily and Sunday newspaper, published at Daytona Beach in Volusia County, Florida; that the attached copy of advertisement, being a Bids & Proposals in the Circuit Court, was published in said newspaper in the issues dated:

02/13/2022

Affiant further says that The News-Journal is a newspaper published at Daytona Beach, in said Volusia County, Florida, and that the said newspaper has heretofore been continuously published in said Volusia County, Florida each day and Sunday and has been entered as second-class mail matter at the post office in Daytona Beach, in said Volusia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. Subscribed and sworn to before on 02/13/2022

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$316.88

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City of Flagler Beach  
REQUEST FOR PROPOSAL  
CONSULTING SERVICES TO UPDATE  
DEVELOPMENT IMPACT FEES  
RFP No. FB-22-0303

NOTICE IS HEREBY GIVEN that the City of Flagler Beach is accepting sealed proposals for: "CONSULTING SERVICES TO UPDATE DEVELOPMENT IMPACT FEES".  
Pre-proposal questions Due: Friday, February 18, 2022 4:00 p.m.

Bids Due Thursday, March 03, 2022 3:00 p.m.

Bids Open Thursday, March 03, 2022 3:00 p.m.

**BIDS RECEIVED AFTER THE ABOVE "BIDS DUE" DATE AND TIME WILL NOT BE ACCEPTED.**

At 3:00 P.M. on Thursday, March 03, 2022 in the Commission Chambers, City Hall building, 105 S. 2nd Street Flagler Beach, Florida; proposals will be opened and read aloud.

**Intent:** The City of Flagler Beach is seeking a qualified consultant to provide a basis for potential adoption of a development impact fee schedule that reflects the costs of providing public services to new development. Fees to evaluate and consider include but are not limited to Water, Sewer, Police, Fire, Parks/Recreation and Stormwater. Fees for Water, Sewer and Stormwater are already in place and are to be updated. Fees for Police, Fire, and Parks & Recreation would all be new.

**Response to the Request for Proposal:**

All persons and firms wishing to submit proposals must obtain a complete copy of the Request for Proposal and submit all required forms as outlined in the solicitation document with their response. Proposals and related forms can be accessed on the bid posting page of the City's website, [www.cityofflaglerbeach.com](http://www.cityofflaglerbeach.com), or [www.demandstar.com](http://www.demandstar.com) or by contacting Penny Overstreet via email at [poverstreet@cityofflaglerbeach.com](mailto:poverstreet@cityofflaglerbeach.com). It is the proposer's responsibility to confirm that all addenda have been received prior to submitting a proposal.

Faxed or e-mailed responses will not be accepted. Responses may be hand delivered, mailed, or delivered via courier service to the following address: City of Flagler Beach Attn. Penny Overstreet, City Clerk, 105 S. 2nd Street Flagler Beach, Florida 32136. No proposals received after the time and date specified for the opening will be considered. The City of Flagler Beach, Florida reserves the right to reject any and all proposals, to waive any and all non-substantial irregularity in proposals received, whenever such waiver or rejection is in the best interest of the City.

L#6903296 Feb. 13, 2022 11

