

STAFF RFP REVIEW AVERAGES
RFP #16/17-11
Roadway Impact Fee Calculation For Clay County

	Duncan	Resource	Tindale-Oliver
Brief Item Description:	Associates	Systems Group	& Associates
Related Experience	102	56	101
Technical Approach	55	53	64
Price Proposal	37	55	37
Letter of Introduction	26	23	29
References	27	19	29
Timeliness of Completion of Study	28	28	28
AVERAGE SCORE:	91.66	78.00	96.00
96.00 Tindale-Oliver Associates, Inc.			
91.66 Duncan Associates			
78.00 Resource Systems Group, Inc.			

BID TABULATION FORM

RFP: 16/17-11

Date: January 17, 2017

Proj: Roadway Impact Fee Calculation For Clay County

Time Open: 1:05

Ad: Clay Today, December 22, 2016

Time Close: 1:15

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

Bids to be evaluated based on evaluation criteria established in bid document

	Bidder	Copies	W9	Receipt Addenda	Insurance	Total Amount
1	Resource Systems Group	✓	✓	✓	✓	TBD
2	Duncan Associates	✓	✓	✓	✓	TBD
3	Jindal Oliver	✓	✓	✓	✓	TBD
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Staff Assigned to tabulate bids and make recommendations:

Evaluation Committee
Name

Title

Recommendations: Staff will review the bids and present a recommendation to the Finance Committee for subsequent recommendation to the Board. Bids to be evaluated based on evaluation criteria established in bid document.

Bid Opening Witnessed By: Donna Fish
(BCC)

Patti Stutz
Clerk
Karen Thomas
Department Representative

RFP No. 16/17-11, ROADWAY IMPACT FEE CALCULATION FOR CLAY COUNTY

CORPORATE DETAILS:

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: Tindale-Oliver & Associates, Inc., dba Tindale Oliver

ADDRESS: 1000 N. Ashley Drive

Suite 400

Tampa, Florida 33602

TELEPHONE: (813) 224-8862

FAX #: (813) 226-2106

E-MAIL: stindale@tindaleoliver.com

Name of Person submitting Bid: Steven A. Tindale, P.E., AICP

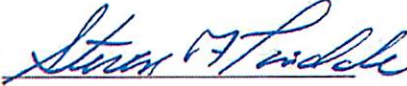
Title: President/Chief Executive Officer

Signature: 

Date: January 11, 2017

ADDENDA ACKNOWLEDGMENT:

Bidder acknowledges receipt of the following addendum:

Addendum No. 1 Date: 1/09/17 Acknowledged by: 

Addendum No. Date: Acknowledged by:

Addendum No. Date: Acknowledged by:

5. Forms and Certifications

RFP No. 16/17-11, ROADWAY IMPACT FEE CALCULATION FOR CLAY COUNTY

CORPORATE DETAILS:

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: James Duncan and Associates, Inc.

ADDRESS: 17409 Rush Pea Circle

Austin, TX 78738

TELEPHONE: (512) 423-0480

FAX #: (312) 268-7418

E-MAIL: clancy@duncanassociates.com

Name of Person submitting Bid: Clancy Mullen

Title: President, Duncan Associates

Signature: 

Date: January 12, 2017

ADDENDA ACKNOWLEDGMENT:

Bidder acknowledges receipt of the following addendum:

Addendum No. 1 Date: 1/9/2017 Acknowledged by: Clancy Mullen

Addendum No. Date: Acknowledged by:

Addendum No. Date: Acknowledged by:

11.0 REQUIRED DOCUMENTATION

11.1 | PROPOSAL FORM

RFP No. 16/17-11, ROADWAY IMPACT FEE CALCULATION FOR CLAY COUNTY

CORPORATE DETAILS:

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: Resource Systems Group, Inc.

ADDRESS: 52 North Saint Augustine Blvd.
Saint Augustine, FL 32080

TELEPHONE: 904.746.0800

FAX #: 802.295.4999

E-MAIL: jeanette.berk@rsginc.com

Name of Person submitting Bid: Jeanette Berk

Title: Senior Consultant

Signature: 

Date: January 11, 2017

ADDENDA ACKNOWLEDGMENT:

Bidder acknowledges receipt of the following addendum:

Addendum No. 1 Date: 1/9/2017 Acknowledged by: Jeanette Berk

Addendum No. Date: Acknowledged by:

Addendum No. Date: Acknowledged by:



Exhibit A
Scope of Services

RFP No. 16/17-11, ROADWAY IMPACT FEE CALCULATION FOR CLAY COUNTY

PURPOSE

The purpose of this Scope of Services is to provide a general task description for technical modeling and planning activities in support of an update to the road impact fee study prepared for Clay County in 2008 (attached), and shall include the production of a final written report of the updated study suitable and formatted for attachment as an exhibit to an ordinance imposing impact fees in accordance with the study, the details of said report being set forth below.

WORK ACTIVITIES TO BE PERFORMED/SCHEDULE

Timeliness for the completion of this study is critical for Clay County. The schedule for Exhibits A and B Scope of Services is estimated at twelve weeks, beginning when the task work order is signed and ending twelve weeks after that date. Proposers shall include in their proposal a timeline for completing the study as further stated on page 21. Specific work authorized to be performed as part of the contract includes the following modeling and planning services:

- The Northeast Regional Planning Model (NERPM) maintained by the North Florida Transportation Planning Organization or the existing Capital Improvements model developed for the County will be used in the planning efforts. Interim year networks for , 2020, 2025, 2030 and 2035 will be run for the purposes of identifying existing and future roadway deficiencies. However, the County shall review and approve the roadway network for the final year and each interim year to be modeled prior to the model being run. Any adjustments to the roadway network used in the model shall be the responsibility of the Consultant. The horizon year of 2035 will be used to identify future year roadway deficiencies resulting from growth and therefore eligible for impact fees. In addition, capacity improvements will be identified to mitigate future year roadway deficiencies resulting from growth. The identification of capacity improvements is required to develop the cost estimates, which are essential for the impact fee rate schedule calculation.
- Land use datasets from the TPO's 2040 long range plan update will be utilized by the model.
- The Consultant will coordinate with County officials throughout the project to discuss capacity impacts of proposed improvements.
- The Consultant will perform economic calculations required for the County to implement a roadway impact fee based on the methodology attached as Exhibit B. The Consultant will provide legal consultation for the impact fee based on the methodology attached as Exhibit B. The Consultant will provide a draft and final ordinance for the County's use in implementing a roadway impact fee based on the methodology attached as Exhibit B.

- The COUNTY will provide the cost of improvements and any revenue stream information required for the calculation of the impact fee.
- Additionally, the work activities include 48 hours of additional on-going support activities that have not specifically been identified.

PRODUCTS/DELIVERABLES

The Consultant shall prepare and provide quality assurance on all products and deliverables as defined in the individual tasks. The Consultant shall prepare memoranda, supporting documentation for the impact fee, and the impact fee ordinance for the County’s use.

The final report will include the following:

- Methodology (Consultant);
- Data Collection (Consultant);
- Future Highway Network, based on Consultant modeling effort;
- Capacity Demand Analysis (Consultant);
- Improvement Cost (County Staff);
- Revenue Analysis (Consultant and County Staff)
- Capital Improvement Projects Roadway Link Analysis tables, presented in two year intervals through 2020, 2025 2030 and 2035. (Consultant);
- Capital Improvement Projects Roadway Link Analysis maps, presented in two year intervals through 2020, 2025, 2030 and 2035. (Consultant);
- Impact Fee Schedule (Consultant);

This report will be used by the County to complete its long range transportation plan, and to impose transportation impact fees by ordinance.

SUBCONSULTANTS

Subconsultants may be utilized for this contract. Subconsultants utilized in this contract by the Consultant, shall be supervised and compensated by the Consultant.

REIMBURSEMENT METHOD

The compensation method for the Contract between the Consultant and Clay County shall be a Lump Sum amount. The Consultant shall invoice monthly for services performed on this Scope of Services by percentage of work completed. Subconsultants utilized in this contract by the Consultant, shall be supervised and compensated by the Consultant. Progress reports accompanying the monthly invoice shall document percentage of work completed.

GENERAL NOTES/CLARIFICATIONS

1. It is not necessary for the consultant to have legal counsel on the team. Should the ordinance be challenged, however, the consultant should be prepared to defend his/her findings.
2. The County is committed to using the prior methodology based on the determination of a trip length by land use. For mixed use projects, however, the County would also be willing to utilize a standard fee based solely on number of trips generated.
3. It is acceptable to investigate the feasibility of utilizing geographic zones to enable higher fees in certain areas and lower fees in other areas. Consideration should be given to applying lower fees in those areas where facilities and services are available in order to encourage infill development and to reflect lower trip lengths.
4. The County currently utilizes the Local Government Infrastructure Surtax to fund capacity projects. A copy of the TPO's Infrastructure Funding Study is provided for additional information.

Exhibit B Methodology

In Florida, a common approach to developing impact fees is frequently referred to as the “improvements-driven” model. The improvements-driven approach relies on the cost of growth-related improvements required over a fixed planning horizon (or to build-out). The process for determining the amount of impact fees assessed to development for the construction of new roads to support development in Clay County is as follows:

1. IDENTIFY CAPACITY DEMAND

The demand for capacity on a given roadway can be determined using the ratio of traffic volume to the capacity of the road, otherwise known as the v/c ratio. Both the volume and capacity are measured by the number of vehicle trips during the PM peak hour with the volume being the number of trips on the road, and capacity the number of trips that the road is designed to accommodate at a specified level of service.

Use of traffic demand forecasting models can effectively analyze the current and future volume of traffic on the Clay County roadway system. Based on existing and future road networks, population and employment, the model will calculate current and future v/c ratios, which subsequently determine the need for additional roadway capacity to accommodate future growth. This will identify any existing deficiencies. It will also identify roads determined to be over capacity as a result of future growth, and therefore eligible to be funded by impact fees. Model runs should include proposed capital road improvement projects in order to determine the effects on the existing road network deficiencies.

2. COST AND CAPACITY OF IMPROVEMENTS

In order to determine the cost of the roadway capacity needed for growth, the cost of providing capacity that is related to existing deficiencies is subtracted from the cost of roadway capital improvements that provide additional capacity to the Clay County roadway network. This will effectively eliminate the share of project cost that is related to existing development.

The next step in the process is to determine the net cost of roadway capacity through the horizon year (2035). This is calculated by multiplying the percent of additional roadway capacity that will be consumed through 2035 by the net cost of each roadway capital improvement project that is needed to accommodate future growth. The percent of capacity that will be used by 2035 is determined by subtracting the forecasted traffic volumes in 2035 from the 2035 capacity. If the 2035 volume is less than the 2035 capacity, the balance will be reserve capacity available after 2035. The reserve balance is subtracted from the increase in capacity to determine the amount of capacity that will be used. That amount is divided by the increase in capacity to determine the percent of new capacity to be consumed by 2035.

The additional capacity is calculated by identifying the capacity of the roadway facility before and after it is improved. The difference between the improved capacity and the existing capacity is the additional capacity.

3. COST PER VEHICULAR MILE OF TRAVEL TRIP

The next step in determining the road impact fee is to calculate the cost per vehicular mile of travel trip. The cost per mile of travel trip is calculated by dividing the total capacity cost by the total additional miles of vehicular travel trip capacity.

4. CREDIT FOR OTHER REVENUES

A “credit” for future taxes and revenues (e.g. gas taxes) that will be used to increase the capacity of the County’s road system must be subtracted from the gross impact fees. Sources of revenue credit are those funds, which are allocated for roadway capital improvements associated with new developments. Revenue credits are determined as follows:

- a. Identify the revenue sources for roadway projects that create additional capacity,
- b. Divide the amount of revenue by the total cost of the impact fee capital improvements to calculate the percent of the total cost that is paid by the other revenues, and
- c. Reduce the cost per vehicular mile of travel trip by the credit percentage.

5. IMPACT FEES

Vehicular miles of travel attributable to individual land uses are determined by multiplying vehicular trips, less pass-by trips, by length of trips for individual uses. Impact fees are calculated by multiplying the cost per trip by the number of trips generated by new development. Trips generated by new development are determined using the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition*. Once the total trip generation is determined, two adjustments are required.

The consultant shall adequately document the method for calculation of an impact fee that eliminates the double counting of trips. This adjustment is necessary because trip generation calculations account for trips at land uses, the origin and destination. The aforementioned adjustment effectively attributes trips to the originating land uses. However, because many residential trips in the County have a destination outside of the County, there is no impact fee collected from the destination land use. The second adjustment is to reduce the total trip generation to account for the number of pass-by trips as determined using the *Institute of Transportation Engineers (ITE) Trip Generation Handbook*. The result of this adjustment is the net new trips generated by a given land use.

Trip lengths are derived from Clay County modeling. Vehicular miles of travel for individual land uses are then trips generated for that land use adjusted to avoid double counting of trips with origins and destinations within the County, less pass-by trips, times length of trip for that type of land use.

The impact fee is the cost per vehicular mile of travel multiplied by the number of vehicular miles of travel attributable to that land use. The product of this equation is then multiplied by the impact fee rate per unit of development for each type of land use. The impact fee rate is calculated by determining the trip generation rate for that land use, then multiplying the trip rate by the cost per trip. Once the impact fee rate is determined, the total impact fee is calculated by multiplying the size of the development (i.e., square feet, dwellings, etc.) by the impact fee rate per unit. Developments that have more than one land use have their impact fee calculated separately for each type of land use. The Consultant shall provide the County with a recommendation on the methodology to calculate adjustments to the impact fee to account for internal capture for multi-use projects.

Exhibit C
Lake Asbury Master Plan Dashed Line Roads Sub-Component

In addition to a County-Wide impact fee, the County is hereby requesting that a Dashed Line Road Special Assessment be calculated for all proposed development in the Lake Asbury Master Plan Area. The Dashed Line Road Special Assessment will determine the amount of fee to collect to pay for the Dashed Line Road System that is shown on the Lake Asbury Master Plan (see attached). This Dashed Line Road Special Assessment will be in addition to the Countywide Impact Fee calculated above. Much of the data and analysis used in calculating the Countywide Impact Fee should be used in calculating the Dashed Line Road Special Assessment.

1. COST OF DASHED LINE ROAD CONSTRUCTION

The estimate of miles of Dashed Line Roads will be calculated by review of the Lake Asbury Master Plan Map. The Consultant shall review the Saratoga Springs DRI Development Order to determine the Dashed Line Roads that are the responsibility of the DRI developer and adjust the estimate of mileage accordingly after consulting with the County. Standardized FDOT cost estimates for a two-lane roadway within 80' right-of-way shall be used in calculating the total cost of Dashed Line Roads. Adjustments to these costs to reflect wetlands crossings and other special features should be included in the total cost estimate. The product of this work task will be an overall cost of the construction of the Dashed Line Roadways in Lake Asbury.

2. DETERMINATION OF BUILDOUT DEVELOPMENT IN LAKE ASBURY

The Consultant shall review the Lake Asbury Master Plan land use categories and determine a likely scenario of Lake Asbury development upon build out. The likely scenario shall make estimates of number of dwelling units and non-residential square footage that can be built within the land use densities and intensities adopted in the Master Plan for each land use category. The Consultant shall provide the County with a recommendation on the methodology to calculate adjustments to the Assessment Fee to account for internal capture for multi-use projects.

3. CREDIT FOR OTHER REVENUES

As calculated above in Exhibit B.4, "credit" for future taxes and revenues (e.g. gas taxes) that will be used to construct these Dashed Line Roads, must be subtracted from the calculated Special Assessment. Calculation of a percentage of revenue credit as calculated above can be allocated to new development within Lake Asbury.

4. CALCULATION OF LAKE ASBURY MASTER PLAN SPECIAL ASSESSMENT FEE

The Lake Asbury Special Assessment fee is the total cost of the construction of all Dashed Line Roads as determined under #1 above in the Subcomponent divided by the total trip generation for the land use build out scenario as calculated under #2 above in this Subcomponent. This unit cost is then applied to the individual trip generation for each proposed development in Lake

Asbury. Developments that have more than one land use have their Lake Asbury Master Plan Special Assessment Fee calculated separately for each type of land use. The Consultant shall provide the County with a recommendation on the methodology to calculate adjustments to the Assessment Fee to account for internal capture for multi-use projects.