Ivins City Staff Report
City Council Meeting 12/17/15

Agenda Item: Approval of expenditure for engineering services to prepare Transportation Impact Fee Analysis

Submitted by: Thomas J Jorgensen, P.E., Assistant Public Works Director

Recommended City Council Action:
Approve expenditure of $9,746 for engineering services to prepare Transportation IFA plus an additional $2,254 for contingency for a total of $12,000

BACKGROUND:
Ivins City is currently in the process of finalizing the Transportation Master Plan and Impact Fee Facilities Plan, but still needs to complete the Impact Fee Analysis. Staff has submitted a request for proposals (RFP) for engineering/financial services to several engineering/financial firms to receive quotes to prepare a plan. Additional details are identified in the attached RFP.

FINDINGS AND ANALYSIS:
We received three proposals where the costs are summarized below:

	Transportation IFA	Potential Discount *	Cost w/ Discount
Alpha Engineering & Zions Bank	$11,122	$556	$10,566
Horrocks Engineers	$9,746	N.A.	N.A.
Sunrise Engineering	$7,100	$1,000	$6,100

*amount that each firm was willing to discount if they were awarded multiple contracts due to increased efficiencies

Due to the high degree of specialty required for preparing impact fees, qualifications were evaluated by staff prior to review of the cost proposals. Once the proposals were scored by qualifications, preparation costs were evaluated as shown in the table above. Staff has evaluated the proposals and determined that Horrocks Engineers had the best qualifications and history on the project as well as reasonable pricing. Horrocks Engineers prepared the pending transportation master plan and impact fee facilities plan. Staff recommends selection of BC&A and requests a total expenditure of $9,746, which includes a contingency of $2,254 to help account for possible unforeseen expenditures during the planning process.

SUPPORT MATERIALS:
- Request for Proposals
- Horrocks Engineers Proposal

FINANCIAL IMPACT:
The expense has been budgeted.
GL 44-40-720: $12,000

Respectfully Submitted:

Thomas J Jorgensen, P.E., Assistant Public Works Director

Content Review:

Dale Coulam, City Manager