

LARIMER COUNTY PROPOSAL #15-08  
TRANSPORTATION CAPITAL EXPANSION FEE PLAN STUDY  
ENGINEERING DEPARTMENT  
WEDNESDAY, APRIL 22<sup>nd</sup>, 2015 2:00 P.M.

Proposals to consider contracting for professional services related to updating the Transportation Capital Expansion Fee Program for the Engineering Department were accepted on Wednesday, April 22<sup>nd</sup>, 2015 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Heather MacMillan, CPPB, M.Ed., Purchasing Director and recorded by Sarah Brightman, Purchasing Agent I. The following proposals were received:

**VENDOR**

James Duncan and Associates Inc, DBA Duncan Associates  
TischlerBise, Inc.

No decision of award was made pending review and recommendation by the Larimer County Engineering Department.

The Larimer County Engineering Department reviewed the proposals and recommends accepting the proposal from TischlerBise, Inc. per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather MacMillan  
Purchasing Director



Carol L. Block, Financial Services Director  
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

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Fort Collins, Colorado 80521  
(970) 498-5955  
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**TO:** Mark Peterson, Larimer County Engineer  
Suzette Mallette, Transportation Program Manager

**FROM:** Heather MacMillan, CPPB, M.Ed., Purchasing Director

**DATE:** April 22, 2015

**SUBJECT:** P15-08, Transportation Capital Expansion Fee Plan Study

Transmitted for your review and recommendation, are the two (2) proposals received to consider contracting for professional services related to updating the Transportation Capital Expansion Fee Program for the Engineering Department. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

- 1. Scope of Proposal
- 2. Qualifications
- 3. Cost
- 4. Availability

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The Evaluation Committee chose to interview both vendors that provided a proposal, TischlerBise, Inc. and Duncan Associates.

The Evaluation Committee unanimously selects TischlerBise, Inc. for award in the amount of \$87,540.00 (pending negotiations) for the following reasons: TischlerBise proposed a comprehensive analysis with more options in their approach to this study including a review of best practices of like-counties across the United States and not only of the three (3) like-counties in Colorado as suggested in the RFP. TischlerBise offers training and staff support after the new fees are implemented, offering value added to the end product. Additionally, the Evaluation Committee feels that TischlerBise would provide the most guidance during this process, as they have managed over 800 impact fee studies to date.

**THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD**

  
DEPARTMENT HEAD SIGNATURE

ENGINEERING  
DEPARTMENT

06/02/15  
DATE

Thank you.