

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20041511

1. REQUESTED MOTION:

ACTION REQUESTED: Approve waiving of the formal process for BW-05-03 UPDATE OF THE LEE COUNTY SCHOOL IMPACT FEES and enter into a Service Provider Agreement with James Duncan and Associates, Inc., in the lump sum amount of \$66,600.00 with a project completion of seven (7) months. Further authorize Chairman to execute the Service Provider Agreement.

WHY ACTION IS NECESSARY: Board approval is required.

WHAT ACTION ACCOMPLISHES: Provides the County with an efficient, cost effective update of the Lee County School Impact Fees study completed under previous agreement with this consultant.

2. DEPARTMENTAL CATEGORY:

04 Community Development
COMMISSION DISTRICT #:

04B

3. MEETING DATE:

11-30-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:**

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT
- C. DIVISION Community Development

BY: Mary Gibbs, Director

M Gibbs

7. BACKGROUND:

James Duncan and Associates, Inc. has provided the County with technical assistance on general impact fee issues since 1998. The Board initially awarded the firm a service provider agreement for CN-98-09, Technical Assistance on General Impact Fee Issues and Fire Impact Fee Study in August, 1998. This contract included impact fee studies of fire, EMS, roads and parks.

In November, 2001, the Lee County School Board presented the initial school impact fee study submitted by James Duncan and Associates, Inc. to the Board of County Commissioners. The Board requested that impact fee updates should be done every three (3) years.

The Community Development Department is therefore requesting Board approval of the waiving of the formal process for BW-05-03 UPDATE OF THE LEE COUNTY SCHOOL IMPACT FEES and enter into an agreement with James Duncan and Associates, Inc. based on that firm's historical knowledge, methodology and the resulting cost effectiveness of such an update.

Funds are available in account GC ⁵¹⁹⁴ 5190300100.503190

Attachment: 1. Dept. Justification

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
					OM	Risk	GC	
<i>Mary Gibbs</i>	<i>J. Gibbs</i>	N/A		<i>James Duncan</i>	<i>11/16/04</i>	<i>11/18/04</i>	<i>11/17/04</i>	<i>W. H. H.</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 11/15/04
Time: 4:30
Forwarded To:
ADDIN
11/16/04 11:45

RECEIVED BY
COUNTY ADMIN: 10
11/16/04
3:35 pm
COUNTY ADMIN
FORWARDED TO: 10
11/18/04
4:30pm

LEE COUNTY
RECEIVED

05 NOV -4 AM 10:02

MEMORANDUM

FROM
THE DEPARTMENT OF
COMMUNITY DEVELOPMENT

DATE: November 2, 2004

TO: Gail Orio
Contracts Management

FROM: Mary Gibbs
Mary Gibbs, Director

RE: School Impact Fee Contract for Duncan and Associates

I am requesting a waiver of the formal bidding process to renew the impact fee contract for Duncan and Associates. This firm has provided service to Lee County for several years to revise the County's fire/EMS, parks, and roads impact fees.

Duncan and Associates prepared the original school impact fee study. There are documented special circumstances that justify renewing their contract. Duncan and Associates has the historical knowledge to prepare the update most efficiently, since they already prepared the study. It would not be efficient or cost effective at this point in time to go out to bid to hire another firm that is not familiar with the methodology of that study. Further, there are very few firms nationally that conduct these types of studies. Going out to bid would delay the cycle that the County Commission requested.

Please contact me if you need anything further and thanks for your assistance.

cc: Timothy Jones, Assistant County Attorney