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DATE: January 3, 2019
TO: The Board of Mayor and Aldermen (BOMA)
FROM: Wendy Deats, Town Planner
SUBJECT: **Roadway Impact Fee Study**

The Town released an RFQ to solicit statements of qualifications for an impact fee study to update and clarify the Town's roadway impact fees. The Town received two statements of qualifications for the roadway impact fee study. The companies that submitted their qualifications were Tishler Bise and Duncan & Associates. Upon review of the two submittals, Staff finds that both companies have national and local experience and meet the requirements set forth within the request for qualifications. Staff believes that both firms have presented information to demonstrate their competency in preparing our impact fee study. Upon review of the references, both companies received positive feedback related to their work product, communication and adhering to a schedule. However, the submittal for Duncan & Associates did provide more references in Tennessee, one of which had used Duncan for review of fees a few times since 1999. Staff believes Duncan & Associates can provide well thought out information, communicate well and deliver the work product on schedule. Therefore Staff recommends that the Board of Mayor and Aldermen adopt a resolution authorizing the mayor to enter into an agreement with Duncan for the preparation of the impact fee study.

Attachments
Resolution 2019-005