

**A RESOLUTION
BY COMMUNITY DEVELOPMENT/ HUMAN RESOURCES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH DUNCAN AND ASSOCIATES, FOR FC-6007000050, IMPACT FEE STUDY, ON BEHALF OF THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS (\$275,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS 3502 5212007 7410000 250401 (\$114,125.00); 3502 5212001 6220000 140106 (\$144,375.00); 3502 5212001 1310000 040101 (\$16,500.00); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) solicited Requests for Proposals for qualified firms for FC-6007000050, Impact Fee Study; and

WHEREAS, the Agreement is for a period of one (1) year; and

WHEREAS, Duncan and Associates, was determined to be the most responsive and responsible proponent; and

WHEREAS, the Commissioner of the Department of Planning and Community Development and the Chief Procurement Officer have recommended that the contract for FC-6007000050, Impact Fee Study, be awarded to Duncan and Associates, in an amount not to exceed Two Hundred Seventy Five Thousand Dollars and No Cents (\$275,000.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is hereby authorized to enter into an appropriate contractual agreement with Duncan and Associates, for FC-6007000050, Impact Fee Study, on behalf of the Department of Planning and Community Development, in an amount not to exceed Two Hundred Seventy Five Thousand Dollars and No Cents (\$275,000.00), to be charged to and paid from Fund Department Organization and Account numbers 3502 5212007 7410000 250401 (\$114,125.00); 3502 5212001 6220000 140106 (\$144,375.00); 3502 5212001 1310000 040101 (\$16,500.00).

BE IT FURTHER RESOLVED, that said agreement shall be for a period of one (1) year.

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby directed to prepare the appropriate contractual agreements for execution by the Mayor.

BE IT FINALLY RESOLVED, that said contractual agreement shall not become binding upon the City, and the City shall incur no liability upon the same until such contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Duncan Associates.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Community Development/ Human/ Resources

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH DUNCAN AND ASSOCIATES, FOR FC-6007000050, IMPACT FEE STUDY, ON BEHALF OF THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS (\$275,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS 3502 5212007 7410000 250401 (\$114,125.00); 3502 5212001 6220000 140106 (\$144,375.00); 3502 5212001 1310000 040101 (\$16,500.00); AND FOR OTHER PURPOSES.

Council Meeting Date: May 5, 2008

Requesting Dept.: Department of Planning

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to authorize a contract with Duncan Associates to prepare a impact fee study as requested in FC-6007000050 request for proposal. Amount of contract not to exceed \$275,000.

2. Please provide background information regarding this legislation.

The city's impact fee collection/process has not been updated for more than a decade. An updated study is needed with respect to how the city charges/collects and allocates impact fees for Transportation, Parks, Police and Fire Services.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:**
- (c) **Bids/Proposals Due:**

- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:** One
- (g) **Bidders/Proponents:** Duncan Associates
- (h) **Term of Contract:** 12 months beginning July 1, 2008

4. Fund Account Center (Ex. Name and number): (various 1C28 accounts to be prorated among the four categories.

5. Source of Funds: Example: Local Assistance Grant Impact Fee Accounts, fire, police, parks and transportation

6. Fiscal Impact: This contract will result in these various accounts being reduced by \$275,000.

7. Method of Cost Recovery: impact fees.

This Legislative Request Form Was Prepared By: gbrown

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Garnett Brown

Contact Number: 404-330-6724

Originating Department: Department of Planning

Committee(s) of Purview: Community Development/ Human Resources

Chief of Staff Deadline: April 9, 2008

Anticipated Committee Meeting Date(s): April 29-30, 2008

Anticipated Full Council Date: May 5, 2008

Legislative Counsel's Signature: [Signature]

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: _____

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH DUNCAN AND ASSOCIATES, FOR FC-6007000050, IMPACT FEE STUDY, ON BEHALF OF THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS (\$275,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS 3502 5212007 7410000 250401 (\$114,125.00); 3502 5212001 6220000 140106 (\$144,375.00); 3502 5212001 1310000 040101 (\$16,500.00); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$275,000.00

Mayor's Staff Only

Received by CPO: _____ (date) Received by LC from CPO: _____ (date)

Received by Mayor's Office: 4/10/08 (date) [Signature] Reviewed by: _____ (date) [Signature]

Submitted to Council: _____ (date)