



January 9, 2017

Mr. Shawn Carvey  
Fire Chief  
City of Venice Fire Rescue  
401 West Venice Avenue  
Venice, Florida 34285

Re: FY 2017 Fire Impact Fee Study Proposal (with Police Option)

Dear Chief Carvey:

As we discussed, I am pleased to present the City with this proposal to conduct a Fire Impact Fee Study (Study), with the option to include Police Impact Fees in the scope of the Study. I have enclosed a Project Work Plan and Cost Estimate Schedule (Schedule) which presents our proposed work plan to conduct the Study and an estimate of the cost of the Study. I have also presented a Summary Fee Schedule below which presents the fee to complete a Fire Only Impact Fee Study and the option to include Police Impact Fees in the Study.

SUMMARY BY SCOPE OPTION		Fee inclusive of Expenses
OPTION 1	FIRE IMPACT FEES ONLY	\$28,105
OPTION 2	ADDITIONAL TO INCLUDE POLICE IMPACT FEES	\$9,615
FIRE AND POLICE IMPACT FEES COMBINED		\$37,720

As you can see there are significant economies that can be realized in the development of police impact fees if that effort is included in the Fire Impact Fee Study, which will result in a combined Public Safety Impact Fee consisting of the Fire Impact Fee and the Police Impact Fee.

We can begin work on this assignment immediately and estimate that it can be completed within 90 days, with preliminary results available to review with you and your staff in approximately 45 days of receipt of all required data.

If this proposal is acceptable to you, I assume that you will want to include this a Supplemental Addendum to the Agreement for Consulting Services for the Fire Assessment Study dated October 13, 2016 as authorized in Section IV of that Agreement, in which case



please indicate by affixing the appropriate signature and returning one executed original to us for our files.

We appreciate the opportunity to present the City with this proposal and look forward to working with you on this assignment. If you have any questions, please do not hesitate to call me at (904) 923-1466.

Very truly yours,



Michael E. Burton  
Division Director

In accordance with Article IV of the Agreement for Consulting Services dated October 13, 2016, check the scope option below and affix the appropriate signature to indicate acceptance of this proposal as a Supplemental Addendum to that contract:

\_\_\_\_\_ **Option 1: Fire Impact Fee Study Only**  
**Fixed Fee: \$28,105**

\_\_\_\_\_ **Option 2: Fire and Police Impact Fee Study**  
**Fixed Fee: \$37,720**

**Accepted by City of Venice:**

**Accepted by Stantec Consulting Services, Inc.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*



\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Division Director  
*Title*

\_\_\_\_\_  
1/9/17  
*Date*



**City of Venice**  
**FIRE IMPACT FEE STUDY (STUDY) WITH POLICE IMPACT FEE OPTION**  
Project Work Plan and Cost Estimate



PROJECT TASKS	ESTIMATED MAN-HOURS			
	Project Director	Project Consultant	Project Analyst	Total Project
	Hourly rate-> \$250	\$185	\$145	
<b>OPTION 1 FIRE IMPACT FEES ONLY</b>				
<b><u>TASK 1</u></b> <b><u>Perform Fire Impact Fee Analysis</u></b>				
a. Prepare an initial data request list and distribute to City staff.	0	1	0	1
b. Conduct kick-off meeting/conference call with City staff to discuss available data, system/facilities, service area, issues, etc.	1	1	1	3
c. Prepare additional/revised data requests based upon understanding of system and available data.	0	1	0	1
d. Review and compile available property data (values, square feet, calls for service) by type of property.	0	2	6	8
e. Review and compile historical and planned system investments/outlays, including funding sources.	0	2	6	8
f. Review calls for service, level of service standards, and develop population/growth projections.	0	2	6	8
g. Compile and load all required data into the Impact Fee Model and calculate preliminary impact fees.	0	2	6	8
h. Prepare impact fee survey/benchmarking analysis.	0	1	4	5
i. Review preliminary impact fees with consulting team and identify list of items for review with City.	1	1	2	4
j. Conduct an interactive work session with City staff to review the preliminary impact fees.	6	6	6	18
k. Make adjustments based upon input from prior sub-task and distribute workbook of results.	0	2	6	8
l. Conduct a second interactive work session with City staff to review the final results.	6	6	6	18
<b><u>TASK 2</u></b> <b><u>Prepare Presentation of Study Results to the City Council</u></b>				
a. Prepare a draft presentation of results of analysis.	0	1	2	3
b. Review with City staff and adjust as required.	0	1	1	2
c. Present results of study to City Council in workshop.	4	4	4	12
d. Adjust analysis based upon input from Council.	0	1	2	3
<b><u>TASK 3</u></b> <b><u>Prepare a Report of the Results of the Study</u></b>				
a. Prepare a draft report and distribute to City staff for review.	1	2	8	11
b. Review with City staff and adjust as required.	0	1	2	3
c. Prepare final report for the study.	1	1	2	4



**City of Venice**  
**FIRE IMPACT FEE STUDY (STUDY) WITH POLICE IMPACT FEE OPTION**  
Project Work Plan and Cost Estimate



PROJECT TASKS	ESTIMATED MAN-HOURS			
	Project Director	Project Consultant	Project Analyst	Total Project
<i>Hourly rate-&gt;</i>	\$250	\$185	\$145	
<b><u>TASK 4</u></b> <b><u>Attend a Hearing for Adoption of the New Impact Fees</u></b>				
a. Prepare fee schedules for inclusion in proposed resolution/ordinance prepared by City legal counsel.	0	1	1	2
b. Attend public hearing for adoption of the impact fees.	6	6	0	12
c. Attend additional public meetings as required.	At Hourly Rates If Necessary			
TOTAL ESTIMATED MAN-HOURS - FIRE IMPACT FEES ONLY	26	45	71	142
TOTAL ESTIMATED CONSULTING FEE - FIRE IMPACT FEES ONLY	\$6,500	\$8,325	\$10,295	<b>\$25,120</b>
ESTIMATED EXPENSES - FIRE IMPACT FEES ONLY				<b>\$2,985</b>
TOTAL ESTIMATED CHARGES - FIRE IMPACT FEES ONLY				<b>\$28,105</b>
<b><u>OPTION 2 ADDITIONAL TO INCLUDE POLICE IMPACT FEES</u></b>				
<b><u>TASK 5</u></b> <b><u>Perform Police Impact Fee Analysis</u></b>				
a. Prepare an initial data request list and distribute to City staff.	--- Included in Task 1 ---			
b. Conduct kick-off meeting/conference call with City staff to discuss available data, system/facilities, service area, issues, etc.	--- Included in Task 1 ---			
c. Prepare additional/revised data requests based upon understanding of system and available data.	--- Included in Task 1 ---			
d. Review and compile available property data (values, square feet, calls for service) by type of property.	--- Included in Task 1 ---			
e. Review and compile historical and planned system investments/outlays, including funding sources.	0	2	6	8
f. Review calls for service, level of service standards, and develop population/growth projections.	0	2	6	8
g. Compile and load all required data into the Impact Fee Model and calculate preliminary impact fees.	0	1	2	3
h. Prepare impact fee survey/benchmarking analysis.	0	1	1	2
i. Review preliminary impact fees with consulting team and identify list of items for review with City.	1	1	2	4
j. Conduct an interactive work session with City staff to review the preliminary impact fees.	2	2	2	6
k. Make adjustments based upon input from prior sub-task and distribute workbook of results.	0	2	6	8
l. Conduct a second interactive work session with City staff to review the final results.	2	2	2	6



**City of Venice**  
**FIRE IMPACT FEE STUDY (STUDY) WITH POLICE IMPACT FEE OPTION**  
Project Work Plan and Cost Estimate



PROJECT TASKS <i>Hourly rate-&gt;</i>	ESTIMATED MAN-HOURS			
	Project Director	Project Consultant	Project Analyst	Total Project
	\$250	\$185	\$145	
<b><u>TASK 6</u></b> <b><u>Prepare Presentation of Study Results to the City Council</u></b>				
a. Prepare a draft presentation of results of analysis.	0	0	1	1
b. Review with City staff and adjust as required.	--- Included in Task 2 ---			
c. Present results of study to City Council in workshop.	--- Included in Task 2 ---			
d. Adjust analysis based upon input from Council.	0	1	2	3
<b><u>TASK 7</u></b> <b><u>Prepare a Report of the Results of the Study</u></b>				
a. Prepare a draft report and distribute to City staff for review.	0	1	4	5
b. Review with City staff and adjust as required.	--- Included in Task 3 ---			
c. Prepare final report for the study.	0	1	1	2
<b><u>TASK 8</u></b> <b><u>Attend a Hearing for Adoption of the New Impact Fees</u></b>				
a. Prepare fee schedules for inclusion in proposed resolution/ordinance prepared by City legal counsel.	0	1	1	2
b. Attend public hearing for adoption of the impact fees.	--- Included in Task 4 ---			
c. Attend additional public meetings as required.	--- At Hourly Rates If Necessary ---			
TOTAL ESTIMATED MAN-HOURS - ADDITIONAL FOR POLICE IMPACT FEES	5	17	36	58
TOTAL ESTIMATED CONSULTING FEE - ADDITIONAL FOR POLICE IMPACT FEES	\$1,250	\$3,145	\$5,220	<b>\$9,615</b>
ESTIMATED EXPENSES - ADDITIONAL FOR POLICE IMPACT FEES				<b>\$0</b>
TOTAL ESTIMATED CHARGES - ADDITIONAL FOR POLICE IMPACT FEES				<b>\$9,615</b>
<b><u>FIRE AND POLICE IMPACT FEES COMBINED</u></b>				
TOTAL ESTIMATED MAN-HOURS - FIRE AND POLICE IMPACT FEES	31	62	107	200
TOTAL ESTIMATED CONSULTING FEE - FIRE AND POLICE IMPACT FEES	\$7,750	\$11,470	\$15,515	<b>\$34,735</b>
ESTIMATED EXPENSES - FIRE AND POLICE IMPACT FEES				<b>\$2,985</b>
TOTAL ESTIMATED CHARGES - FIRE AND POLICE IMPACT FEES				<b>\$37,720</b>

