



CITY OF
FORESTPARK

MEMORANDUM

TO: Ricky L. Clark, Jr., City Manager
Executive Office

FROM: Talisa R. Adams, CPPO, Procurement Manager
Department of Finance – Procurement

CC: John Wiggins, Director of Finance
Committee Members: Nicole Dozier, Latosha Clemons, Jeremi
Patterson, and Yazmin Huerta (Note-taker)

SUBJECT: Committee Recommendation for 204-RFP-008 Impact Fee
Study

DATE: February 11, 2025

Procurement would like to thank each committee member for serving on this committee. Your time, effort, analysis, and participation have led us to a logical recommendation. Again, thank you for your willingness to serve the City beyond your daily job duties, and help in our RFP process.

The Selection Committee has completed their work and is hereby recommending the highest scoring proposer that they believe is most qualified to be awarded the contract for the services advertised under this RFP. **That firm is Hatley Plans LLC.**

The committee received two (2) proposals. The final scores and cost proposals for each firm are displayed below and relevant attachments are enclosed with this correspondence. Should the department choose to move forward with this recommendation, it will need to appear in a near future Council agenda for contract award.

SCORES AND COST PROPOSALS OF RESPONSIVE FIRMS

FIRMS	TOTAL SCORE	LSBD PARTICIPATION	SUBMITTED COST
1. Hatley Plans LLC	98	No	\$96,500.00
2. DIOSS LLC	56	No	\$175,000.00

Sincerely,

Talisa R. Adams

Talisa R. Adams, CPPO
Procurement Manager/Chairperson

Attachments:
Chairperson and OpenGov Score Sheets