

NOTICE TO PROCEED

TO: **GOVERNMENT SERVICES GROUP, INC.**      Date: April 25, 2001  
1500 Mahan Drive, Suite 250  
Tallahassee, FL 32308

Pursuant to the Agreement entered into on December 20, 1999 between Nassau County and Nabors, Giblin & Nickerson and Government Services Group, Inc., for establishment of Municipal Service Benefit Units (MSBU), you are hereby authorized to continue with the Scope of Work to prepare MSBU for Pirate's Wood for road paving improvements in the Pirate's Wood Subdivision, as adopted by the Board of County Commissioners of Nassau County, Florida, by Resolution No. 2000-201 in Regular Session of December 18, 2000, and pursuant to your Work Order No. 2000-03, approved by the Board on January 10, 2000.

The hours and fee matrix for the work to be accomplished by Government Services Group, Inc., is attached hereto as Exhibit "A".

The Board of County Commissioners of Nassau County, Florida, reserves the right to stop the process, funding will cease and the consultants will be paid to that point only.

NASSAU COUNTY, FLORIDA



MARIANNE MARSHALL  
CHAIRMAN

ACCEPTANCE OF NOTICE

Receipt of the above Notice to Proceed is hereby authorized:

By: Laura McKinley, this the 27<sup>th</sup> day of April, 2001.

By: LAURA MCKINLEY

Title: SR. PROJECT MANAGER

**Work Order 2000-03**  
**Proposal to Develop an Assessment Program for**  
**Road Paving in the Pirate's Wood Subdivision**

**Task 1. Evaluate proposed road paving project. Determine and obtain the necessary data to develop apportionment methodology. Locate the proposed improvements and determine the benefited properties.**

Evaluate the proposed road paving project and determine and obtain the data and information necessary to develop an assessment methodology approach. Such data may include the GIS database, tax roll information, existing and future land-use data. Using the databases, determine the preliminary location of the proposed improvements to serve as basis for identifying geographic areas benefited by the improvements.

**Task 2. Develop a preliminary apportionment methodology.**

Using the data and criteria established by County staff and officials, NG&N and GSG will develop a preliminary apportionment methodology based on the proposed projects, their location and properties benefited by the projects.

**Task 3. Create a preliminary database.**

Using the most current ad valorem tax roll, create a preliminary database. Augment the database with other pertinent data determined to support the apportionment methodology.

**Task 4. Determine the assessment revenue requirements.**

Review the funding requirements of the proposed improvements, including debt service requirements. Based on these funding requirements, determine the total assessment revenue requirements for the proposed projects including program implementation costs and annual costs.

**Task 5. Apply apportionment methodology to preliminary database.**

Apply the preliminary apportionment methodology to the preliminary database to test the data validity and sufficiency. Modify the database and/or revise the apportionment methodology as necessary.

**Task 6. Calculate a proforma schedule of rates.**

Calculate a proforma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program. Provide alternative revenue scenarios if required.

**Task 7: Draft a procedural ordinance.**

NG&N will provide the County with a procedural ordinance with the flexibility to impose and collect these capital assessments using the tax bill or traditional collection methods.

**Task 8. Draft initial assessment resolution.**

Draft the initial assessment resolution to conform to the procedural ordinance to implement the County's policy decision regarding the proposed methodology.

**Task 9. Prepare final assessment resolution.**

Prepare the final assessment resolution that conforms to the procedural ordinance to impose capital assessments and adopt final assessment rates.

**Task 10. Prepare final assessment roll.**

GSG will prepare the final assessment roll that will implement the assessment program and will interface with the Nassau County Tax Collector.

**Task 11. Advise and assist with implementation requirements.**

Advise and assist with the legal requirements for adoption of the final rates and certification of the assessment roll in accordance with the Uniform Method including: a) the development of the first class notice and its distribution, b) publication of the public hearing, c) development of a public information sheet, d) attendance at the public hearing, and e) the certification of the assessment roll to the Nassau County Tax Collector.

**Task 12. Develop a plan to provide ongoing annual maintenance of the assessment program.**

Provide the County with a plan for ongoing assessment administration services to maintain the assessment program and database foundations, including electronic capability to access the annual assessment roll, annual updates of the databases (e.g., update assessment roll to reflect updates to ad valorem tax roll), assistance in monitoring the apportionment methodology and annual implementation services to ensure adherence to statutory timeframes. If requested, the plan will outline the process for the County to maintain the assessment database.

### **Fees and Costs**

For services provided by NG&N and GSG, the lump sum professional services fee for the proposed scope of services will be \$27,115. A lump sum method of compensation eliminates any uncertainty in the total fee. The hours and fees matrix on the following pages describes the level of work effort for each task.

In addition to the on-site visits by GSG to conduct interviews and data collection, the lump sum fee for professional services includes an aggregate of four total on-site visits to the County by GSG and/or NG&N staff, including at least two meetings with County elected officials to (1) present the Initial Assessment Resolution(s) and (2) assist in the final rate adoption process. Meetings in excess of those contemplated may be arranged at our standard hourly rates.

### **Property Owner Notification Costs**

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. Those costs will vary, depending on the number of assessable parcels of property within the project area. Mailing and production costs average approximately 80 cents per parcel, and will be due and payable at the time of adoption of the initial assessment resolution.

### **Litigation Services**

The amount of time devoted to the development and implementation of any assessment program is not reflective of the size of the community or the amount of the revenue to be generated. Rather, each assessment program requires a fixed amount of development time because of the specific nuances of the local government's budget, proposed improvements and parcel composition. The lump sum fee to assist the County in developing and implementing the contemplated assessment program does not include litigation defense services. However, we do all of our work in developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and effectiveness of any defense. In the event there is a challenge, we will be available on an hourly basis to assist the County in its defense.

### **Additional Services**

In recognition that NG&N and GSG are organizations dedicated to providing special assistance to local governments in developing innovative and efficient solutions to public sector issues, the firms shall, on an hourly or negotiated fee basis, also be available to provide additional services to the County on finance, revenue or other local governmental matters. Such services may be provided under a written change order, extension to this scope of services, or by separate agreement mutually acceptable to the parties.

**Nassau County Work Order 2000-03**

**Road Paving Improvements in the Pirate's Wood Subdivision**

Tasks	Total Hours	Total Fees
<b>Task 1 - Evaluate proposed improvement, determine and obtain necessary data and benefited property</b>		
NG&N	4.00	\$700.00
GSG	4.00	500.00
<b>Task Total</b>	<b>8.00</b>	<b>1,200.00</b>
<b>Task 2 - Develop a preliminary apportionment methodology</b>		
NG&N	2.00	\$350.00
GSG	12.00	1,500.00
<b>Task Total</b>	<b>14.00</b>	<b>\$1,850.00</b>
<b>Task 3 - Create a preliminary database</b>		
NG&N	0.00	\$0.00
GSG	12.00	1,500.00
<b>Task Total</b>	<b>12.00</b>	<b>\$1,500.00</b>
<b>Task 4 - Determine assessment revenue requirements</b>		
NG&N	4.00	\$700.00
GSG	8.00	1,000.00
<b>Task Total</b>	<b>12.00</b>	<b>\$1,700.00</b>
<b>Task 5 - Apply apportionment methodology to preliminary database</b>		
NG&N	0.00	\$0.00
GSG	8.00	1,000.00
<b>Task Total</b>	<b>8.00</b>	<b>\$1,000.00</b>
<b>Task 6 - Calculate a proforma schedule of Rates</b>		
NG&N	4.00	\$700.00
GSG	8.00	1,000.00
<b>Task Total</b>	<b>12.00</b>	<b>\$1,700.00</b>
<b>Task 7 - Draft home rule capital assessment ordinance</b>		
NG&N	24.00	\$4,200.00
GSG	4.00	500.00
<b>Task Total</b>	<b>28.00</b>	<b>\$4,700.00</b>
<b>Task 8 - Draft initial assessment resolution</b>		
NG&N	16.00	\$2,800.00
GSG	4.00	500.00
<b>Task Total</b>	<b>20.00</b>	<b>\$3,300.00</b>
<b>Task 9 - Prepare final assessment roll</b>		
NG&N	0.00	\$0.00
GSG	12.00	1,500.00
<b>Task Total</b>	<b>12.00</b>	<b>\$1,500.00</b>
<b>Task 10 - Prepare final assessment resolution</b>		
NG&N	16.00	\$2,800.00
GSG	4.00	500.00
<b>Task Total</b>	<b>20.00</b>	<b>\$3,300.00</b>

**Nassau County Work Order 2000-03**

**Road Paving Improvements in the Pirate's Wood Subdivision**

Tasks	Total Hours	Total Fees
<b>Task 11 - Advise and assist with implementation requirements</b>		
NG&N	8.00	\$1,400.00
GSG	8.00	1,000.00
<b>Task Total</b>	<b>16.00</b>	<b>\$2,400.00</b>
<b>Task 12 - Develop a plan to provide ongoing annual maintenance of the assessment program</b>		
NG&N	0.00	\$0.00
GSG	4.00	500.00
<b>Task Total</b>	<b>4.00</b>	<b>\$500.00</b>
<b>NG&amp;N TOTAL</b>	<b>78.00</b>	<b>\$13,650.00</b>
<b>GSG TOTAL</b>	<b>88.00</b>	<b>\$11,000.00</b>
<b>TOTAL LABOR COST</b>	<b>166.00</b>	<b>\$24,650.00</b>
<b>PLUS TRAVEL &amp; PRODUCTION COSTS</b>		<b>2,465.00</b>
<b>TOTAL FIXED FEE</b>		<b>\$27,115.00</b>
<b>Endnotes:</b> (1) Tasks outlined are not necessarily chronological and represent a continuing refinement and reiterative analysis. (2) Lump sum professional fees are based upon the following hourly rates: GSG Project Manager - \$125; GSG Systems Analyst - \$95; GSG Database Analyst - \$85; NG&N - \$175 (3) Estimated expenses do not include programmatic costs of implementation such as publication costs, printing, stuffing and mailing of notices or County staffing costs related to field work which will be experienced by the County but recoverable in the assessment budget.		