



public sector
funding & service
solutions

GOVERNMENT SERVICES GROUP, INC.

January 30, 2009

VIA ELECTRONIC TRANSMISSION

Mr. David Hallman, Esquire
County Attorney
Nassau County
P.O. Box 1010
Fernandina Beach, FL 32035

Re: Nassau County (County) Proposed Assessment Program for the Tradeplex Intersection Improvements

Dear David,

It was a pleasure to speak to you this week regarding a proposed assessment program to fund the Tradeplex Intersection Improvements proposed for the intersection of Gene Lasserre Boulevard and State Road 200/A1A. Based on that discussion, this correspondence is written to present a proposal for Government Services Group, Inc. (GSG) and Nabors, Giblin & Nickerson, P.A. (NG&N) to assist Nassau County (County) and its staff in the development of an assessment program to fund the proposed Tradeplex Intersection Improvements. The assessment program would be implemented for Fiscal Year 2009-10 and collected on the tax bill mailed in November 2009.

Enclosed as Appendix A is a proposed scope of services, fees, deliverables and payment schedule for GSG and NG&N to assist the County in the development and implementation of assessment program for the proposed Intersection improvements. This proposal contemplates a phased approach to the assessment program. Phase One of the proposed Scope of Services Includes those associated with the development of preliminary proforma assessment rates and an Assessment Memorandum will be prepared and presented at the end of Phase One. It is at the end of Phase One that the County will be able to make an informed decision regarding whether to revise and/or proceed with implementing the assessment program. Phase Two would include the specific work effort required for the implementation of the program based on the County's policy direction as determined from the findings provided in Phase One.

The attached scope of services assumes that the County will impose the proposed assessment under the County's existing assessment ordinance. Additional assumptions are that the County will provide any missing data required to develop the assessment methodology, will provide necessary staff support to conduct any field research of the data contained on the ad valorem tax roll, if necessary, and will provide swift policy direction regarding various components of the methodology and proposed rate structures.

Mr. David Hallman, Esquire
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Our objective is to assist the County as it analyzes the funding options for the proposed intersection improvements. We are available to answer questions and provide guidance at your convenience so the County's administration and elected officials can make an informed decision on how to proceed with this project in both short and long terms.

We look forward to working with Nassau County on this very important project. If you have any questions, please do not hesitate to contact me.

Sincerely,



Camille P. Tharpe
Senior Vice President

/cpt

Enclosures

cc: Heather Encinosa, NG&N

ACCEPTED AND AGREED TO:

**Board of County Commissioners
Nassau County, Florida**




Nassau County Barry V. Holloway
Its: Chairman

Date

February 11, 2009


Attest as to Chairman's
Signature:

Approved as to form by the
Nassau County Attorney:



John A. Crawford
Its: Ex-Officio Clerk

David A. Hallman

By  EBK
CSJ 2/23/09

Appendix A

SCOPE OF SERVICES

Scope of Services

PHASE ONE:

- Task 1: Evaluate proposed project; determine and obtain the necessary data.** Evaluate the proposed intersection improvement project with the assistance of the County staff and obtain the data and information necessary to develop assessment methodology approaches. Such data may include the GIS database, tax roll information, other non-ad valorem tax based revenue information for the properties in the area and land-use data.
- Task 2: Locate the proposed project and determine the benefited properties.** Using the GIS database, determine the preliminary location of the proposed projects to serve as basis for identifying geographic areas benefited by the project. GSG will develop a GIS-based boundary description of the benefit areas.
- Task 3: Develop preliminary assessment methodology.** Using the data and criteria established by County staff and officials, GSG will develop a preliminary assessment methodology based on the proposed project, its location and properties benefited by the project. The methodology may require the development of capacity figures for each potential parcel. If detailed data is not available, GSG will use current land-use information.
- Task 4: Create a preliminary assessment database.** Using the boundary descriptions and the most current ad valorem tax roll, create a preliminary assessment database. Augment the database with other pertinent data determined to support the apportionment methodology.
- Task 5: Determine the assessment revenue requirements.** Review the funding requirements of the proposed project, including debt service requirements provided by the County staff and/or financial advisors. Funding may include internal loans and/or bank loans. Based on these funding requirements, determine the total assessment revenue requirements for the proposed project including program implementation costs and annual costs.
- Task 6: Calculate a proforma schedule of rates.** Apply the preliminary apportionment methodology to the preliminary assessment database to test the data validity and sufficiency. Modify the database and/or revise the apportionment methodology as necessary. 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: Prepare and present an assessment memorandum.** Prepare and present an assessment memorandum which identifies the proposed project, describes the benefit areas, provide a description of the apportionment methodology including all underlying assumptions, assessment rate calculations and an implementation schedule in conformance with the Uniform Method of collection.

PHASE TWO:

- Task 8:** **Draft and edit the Initial Assessment Resolution.** NG&N will draft the Initial assessment resolution(s) that conform to the County's assessment ordinance to impose the assessments to implement the County's policy decisions and proposed methodology.
- Task 9:** **Draft and edit the Final Assessment Resolution.** NG&N will draft the final assessment resolution(s) that conform to the County's assessment ordinance to impose the assessments and adopt final assessment rates.
- Task 10:** **Assist In notice process.** If requested by the County, GSG will prepare and mail the first class notices required by section 197.3632, Florida Statutes. The charge for this task is not included in the lump sum fee, and is detailed below under Fees and Costs.
- Task 11:** **Assist In rate adoption process.** GSG and NG&N will advise and assist with the legal requirements for the adoption of the final assessment rate resolution(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes.
- Task 12:** **Assist In prepayment process.** GSG will advise and assist with the prepayment process including preparation and mailing of the prepayment notices and provision of a table or spreadsheet for County staff to track prepayments. The charge for processing prepayment notices is not included in the lump sum fee, and is detailed below under Fees and Costs.
- Task 13:** **Certify the assessment roll.** Upon the conclusion of the prepayment process, GSG will create and export the final assessment roll(s) and will transmit the roll(s) to the Nassau County Tax Collector in the prescribed electronic format by September 15, 2009.

FEES AND COSTS

For services provided by GSG and NG&N, the lump sum fee for the proposed scope of services for Phase One is \$15,500 of which \$12,000 is for professional services rendered by GSG and \$3,500 is for professional services rendered by NG&N. For services provided by GSG and NG&N, the lump sum fee for the proposed scope of services for Phase Two is \$12,000 of which \$4,000 is for professional services rendered by GSG and \$8,000 is for professional services rendered by NG&N. Except as noted below, this lump sum fee includes reimbursement for all out-of-pocket expenses.

The lump sum fee for professional services for both phases includes two on-site visits by GSG staff and one on-site visit by NG&N staff to the County. The lump sum fee for professional services includes reimbursement for all travel-related out-of-pocket expenses, **except airfare, lodging, and ground transportation. These travel expenses will be billed at actual cost.** Any additional on-site meetings by GSG and NG&N staff may be arranged at our standard hourly rates provided below. All expenses related to these additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG and NG&N are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President.....	\$160
Senior Project Manager/Consultant/Project Coordinator.....	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

NABORS, GIBLIN & NICKERSON, P.A.

Firm Partners	\$225
Firm Associates.....	\$200

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices or prepayment notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.28 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged. A \$400 setup fee is charged for mailings to less than 2,000 parcels.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The lump sum professional services fee for the proposed scope of services will be due based on the following payment schedule assuming notice to proceed occurs by February 15, 2009.

Schedule	Payment
March 2009	50% of Phase One lump sum fee
May 2009	50% of Phase One lump sum fee
July 2009	50% of Phase Two lump sum fee
September 2009	50% of Phase Two lump sum fee

PROJECT DELIVERABLES

Phase One:

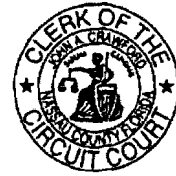
Deliverable	Date
Project initiation	February 2009
Apportionment Methodology	March 2009
Assessment Memorandum	March - April 2009

Phase Two:

Initial Assessment Resolution	May 2009
Mail Notices	May 2009
Final Assessment Resolution	June 2009
Prepayment Process	June - July 2009
Certify Assessment Roll	by September 15, 2009



JOHN A. CRAWFORD
Clerk of the Circuit Court / Comptroller
Ex-Officio Clerk to the Board of County Commissioners
Nassau County



February 23, 2009

Ms. Camille Tharpe
Senior Vice President
Government Services Group, Inc.
1500 Mahan Drive
Suite 250
Tallahassee FL 32308

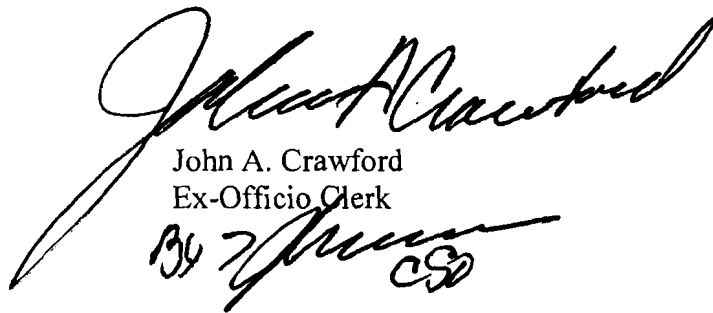

RE: Nassau county Proposed Assessment Program for the
Tradeplex Intersection Improvements

Dear Ms. Tharpe:

The Nassau County Board of County Commissioners approved and authorized the Chairman to sign the referenced proposal during a regular session held February 11, 2009. One fully executed proposal is enclosed for your records.

Thank you for your assistance in this matter. If I can be of any service to you, please do not hesitate to let me know.

Sincerely,


John A. Crawford
Ex-Officio Clerk
By  CS

Enclosure

FedEx USA Airbill
Express

FedEx
Tracking
Number

8463 9946 3301

Sender's Copy

1 From Please print and press hard.
Date 2/25/09 Sender's FedEx Account Number 1655-6271-2
Sender's Name John A. Crawford Phone (904) 548-4600
 Ex-Officio Clerk

Company BOARD OF COUNTY COMMISSIONERS

Address 76347 VETERANS WAY

City YULEE State FL ZIP 32097

2 Your Internal Billing Reference GSG/Tradeplex
First 24 characters will appear on invoice.

3 To
Recipient's Name Ms. Camille Tharpe Phone ()
 Senior Vice President
Company Government Services Group, Inc.

Address 1500 Mahan Drive, Ste. 250

To "HOLD" at FedEx location, print FedEx address. We cannot deliver to P.O. boxes or P.O. ZIP codes.

Address _____
City Tallahassee State FL ZIP 32308

4a Express Package Service

FedEx Priority Overnight Next business morning FedEx Standard Overnight Next business afternoon FedEx First Overnight Earliest next business morning delivery to select locations

FedEx 2Day Second business day FedEx Express Saver Third business day
FedEx Envelope rate not available. Minimum charge. One pound rate.

4b Express Freight Service

FedEx 1Day Freight* Next business day FedEx 2Day Freight Second business day FedEx 3Day Freight Third business day

* Call for Confirmation.

5 Packaging

FedEx Envelope* FedEx Pak* Other
Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak.

6 Special Handling

SATURDAY Delivery Available ONLY for FedEx Priority Overnight, FedEx 2Day, FedEx 1Day Freight, and FedEx 2Day Freight to select ZIP codes. HOLD Weekday at FedEx Location NOT Available for FedEx First Overnight. HOLD Saturday at FedEx Location Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations. Include FedEx address in Section 3.

Does this shipment contain dangerous goods?
One box must be checked.
 No Yes As per attached Shipper's Declaration Yes Shipper's Declaration not required Dry Ice Dry Ice, 9 UN 1845 x _____ kg
Dangerous Goods (including Dry Ice) cannot be shipped in FedEx packaging. Cargo Aircraft Only

7 Payment Bill to:

Enter FedEx Acct. No. or Credit Card No. below.
 Sender Acct. No. in Section 1 will be billed. Recipient Third Party Credit Card Cash/Check

FedEx Acct. No. _____ Exp. Date _____
Credit Card No. _____

Total Packages 1 Total Weight _____ Total Declared Value† \$ 00

† Our liability is limited to \$100 unless you declare a higher value. See back for details. FedEx Use Only

8 Release Signature Sign to authorize delivery without obtaining signature.

By signing you authorize us to deliver this shipment without obtaining a signature and agree to indemnify and hold us harmless from any resulting claims.

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By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability.
Questions? Visit our Web site at fedex.com
or call 1.800.Go.FedEx® 800.463.3339.

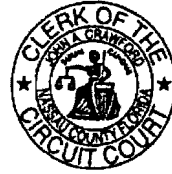
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SRS+Rev. Date 5/03+Part #151610+©1994-2003 FedEx+PRINTED IN U.S.A.

PULL AND RETAIN INSIDE



JOHN A. CRAWFORD
Clerk of the Circuit Court / Comptroller
Ex-Officio Clerk to the Board of County Commissioners
Nassau County



February 23, 2009

Ms. Camille Tharpe
Senior Vice President
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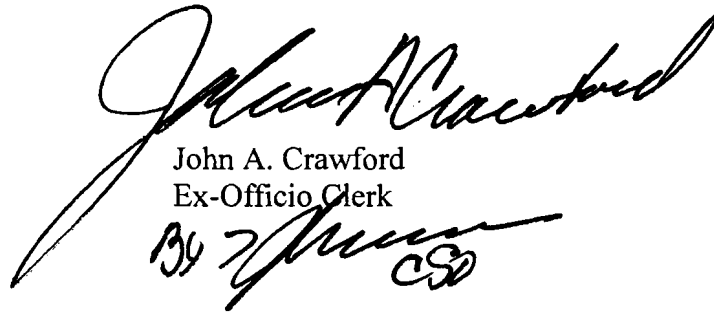

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