



GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

March 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 - Revised Proposal

Dear David,

This correspondence is written to present a revised 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 proposed for the intersection of Gene Lasserre Boulevard and State Road 200/A1A.. 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.

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 \$15,000 of which \$11,500 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 \$10,000 of which \$3,500 is for professional services rendered by GSG and \$6,500 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 April 15, 2009.

Schedule	Payment
May 2009	50% of Phase One lump sum fee
June 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	April 2009
Apportionment Methodology	April 2009
Assessment Memorandum	April – May 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