

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM 2901

CONTRACTOR INFORMATION

Name: GSG Government Services Group

Address: 1500 Mahan Drive, Suite 250 Tallahassee FL 32308

City State Zip

Contractor's Administrator Name: Sandi Walker Title: Project Coordinator

Tel#: (850) 681-3717 Fax: (850) 224-7206 Email: swalker@govserv.com

CONTRACT INFORMATION

Contract Name: Admin of Am. Concourse Spec Assessm for FY2021-22 Contract Value: \$7,500

Brief Description: Annual maintenance, calculation and export of special assessment for Amelia Concourse MSBU

Contract Dates : From: 10/1/2020 to: 9/30/2021 Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other Professional Services

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | | |
|----|---|------------------------|-----------------------|------------------------|
| 1. | <u><i>[Signature]</i></u>
Department Head Signature | <u>7/26/20</u>
Date | OMB _____ | <u>Cindy Wood</u> |
| 2. | <u><i>[Signature]</i></u>
Contract Management | <u>7.27.20</u>
Date | Submitting Department | <u>47453539-531000</u> |
| 3. | <u><i>[Signature]</i></u>
Office of Management & Budget | <u>7/26/20</u>
Date | Funding Source/Acct # | |
| 4. | <u><i>[Signature]</i></u>
County Attorney (approved as to form only) | <u>7/26/20</u>
Date | | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] *[Signature]*
Michael Mullin Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
Office of Management & Budget
Contract Management
Clerk Finance



GOVERNMENT SERVICES GROUP, INC.

July 15, 2020

Via Electronic Transmission

Lisa Lynch, Financial Manager
Nassau County Board of County Commissioners
Office of Management & Budget
96135 Nassau Place, Suite 2
Yulee, Florida 32097

Re: Continuing Annual Administration of the Amelia Concourse Maintenance Assessment Program for FY 2021-22

Dear Lisa,

This correspondence is written to present a scope of services for Government Services Group, Inc. ("GSG") to provide professional services and specialized assistance to Nassau County ("County") and its staff with the annual maintenance of the Amelia Concourse assessment program.

Attached as Appendix A are GSG's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the Amelia Concourse maintenance assessment program for Fiscal Year 2021-22.

Please review the attached and upon review and satisfactory determination, please sign where indicated to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

If you have any questions, please do not hesitate to contact me. We look forward to working with the County again next year on this program.

Sincerely,

Sandi Walker
Assistant Director, Government Services Division

**Corporate
Headquarters**

1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308
T 850-681-3717 | F 850-224-7206
Toll-Free 866-896-4747

**Longwood
Office**

280 Wekiva Springs Road
Protegrity Plaza, Suite 2070
Longwood, Florida 32779
T 407-629-6900 | F 407-629-6963

Appendix A

AMELIA CONCOURSE ANNUAL MAINTENANCE
ASSESSMENT PROGRAM FISCAL YEAR 2021-22

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and reconciliation of the certified special assessment roll.
- Task 2: Prepare Annual Assessment Roll** Update the prior year’s assessment roll for use in the recurring annual assessment program by obtaining updated data from the Nassau County Property Appraiser’s Office and identifying changes to parcels (i.e., splits, combinations and subdivisions). GSG will work with County staff as necessary to process database revisions generated.
- Task 3: Calculate Annual Assessment Amounts** Calculate/confirm the annual assessment amounts based on the apportionment methodology and revenue requirements for the assessment program for Fiscal Year 2021-22.
- Task 4: Prepare Final Assessment Rolls** GSG will prepare the final assessment rolls for the maintenance assessment program and deliver it to the Nassau County Tax Collector in their specified electronic format. This task will result in the certification of the assessment roll to the Nassau County Tax Collector.
- Task 5: Export Assessment Rolls** Export the Fiscal Year 2021-22 assessment roll to the Nassau County Tax Collector.

FEES AND COSTS

For the professional services and specialized assistance described in the proposed scope of services, GSG we will work under a lump sum professional fee arrangement of \$7,500. Except as noted below, this fee includes all out-of-pocket expenses.

The fee for professional services does not include any on-site visits by GSG to the County. Any on-site meetings by GSG may be arranged at our standard hourly rates provided below. All expenses related to these requested 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 are as follows:

GOVERNMENT SERVICES GROUP, INC.

Senior Advisor	\$285
Vice President/Managing Director.....	\$285
Assistant Director	\$235
Project Manager/Project Coordinator.....	\$185
Database Analyst/Technical Services	\$150
Lead Project Analyst	\$100
Project Analyst.....	\$ 90
Administrative Support	\$ 75

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the

assessment program area, but average approximately \$1.40 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. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

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.

The County is responsible for working with the Property Appraiser to obtain the necessary information for properties with exempt "home addresses" pursuant to Section 119.071, Florida Statutes.

PAYMENT SCHEDULE

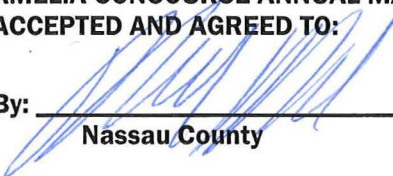
The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule.


Schedule	Amount Due
March 2021	\$2,500
June 2021	\$2,500
September 2021	\$2,500
Total	\$7,500

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	November 2020
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2021
Determine Revenue Requirements	May-August 2021
Calculate Annual Assessment Amounts	May-August 2021
Certify Annual Assessment Roll	By September 15, 2021

**AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2021-22
ACCEPTED AND AGREED TO:**

By: 
Nassau County


Date: _____

Cindy Wood

From: Sandi Walker <SWalker@govserv.com>
Sent: Tuesday, July 21, 2020 2:25 PM
To: Cindy Wood; Megan Diehl
Subject: RE: Amelia Concourse Assessment Program
Attachments: Amelia Concourse Assessment Program; Amelia Concourse Assessment Program

CONTAINS EXTERNAL SENDER CONTENT: Do not open attachments unless you are expecting them and trust the sender.

- Technical Services

Thanks Cindy.

Attached for your information are e-mails I sent to Lisa last week. One is reminding the County to advertise notice of the September 14th public hearing. The other is GSG's proposal to assist the County with the Amelia Concourse assessment program next year.

Let me know if you have any questions.

Sandi

From: Cindy Wood <cwood@nassaucountyfl.com>
Sent: Tuesday, July 21, 2020 2:18 PM
To: Sandi Walker <SWalker@govserv.com>; Megan Diehl <mdiehl@nassaucountyfl.com>
Subject: FW: Amelia Concourse Assessment Program

Hi Sandi –

Lisa is no longer employed with Nassau County, so I have included our OMB Director on this email for response.

Cindy Wood

Senior Financial Management & Budget Coordinator
Nassau County Board of County Commissioners
Office of Management & Budget
96135 Nassau Place, Suite 2
Yulee, FL 32097
(904)530-6010

From: Sandi Walker <SWalker@govserv.com>
Sent: Tuesday, July 21, 2020 1:48 PM
To: Lisa Lynch <llynch@nassaucountyfl.com>
Cc: Cindy Wood <cwood@nassaucountyfl.com>
Subject: RE: Amelia Concourse Assessment Program

Lisa,

Can you please confirm that the County does not intend to increase the maintenance assessment rate of \$45 per ERU this year?

Thanks.

Sandi

From: Sandi Walker
Sent: Wednesday, July 15, 2020 2:29 PM
To: Lisa Lynch <llynch@nassaucountyfl.com>
Cc: Cindy Wood <cwood@nassaucountyfl.com>
Subject: Amelia Concourse Assessment Program

Lisa,

Last year Julio Lacayo requested that I, in future years, provide a reminder to the County to advertise notice of the Amelia Concourse Annual Assessment Resolution. Therefore, attached is GSG's reminder to the County to advertise notice of the September 14, 2020 public hearing on the Amelia Concourse assessment program. Please let me know if you have any questions or need additional information.

Thanks.

Sandi Walker, Assistant Director, Government Services Division
Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308
(850) 681-3717 office
(850) 224-7206 fax
swalker@govserv.com
www.WeServeGovernments.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.