

CS-21-127

**WORK AUTHORIZATION # CM3014-WA04  
AMERICAN BEACH WATER AND SEWER DISTRICT**

<b>Consultant:</b>	Florida Governmental Utility Authority (FGUA)
<b>Contract Number:</b>	CM3014-WA04
<b>Contact Name:</b>	Steve Spratt
<b>Contact Number:</b>	407-629-6900
<b>Email:</b>	sspratt@govmserv.com

CURRENT WORK AUTHORIZATION			
Project Short Title: American Beach Water and Sewer District Special Assessment Program			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	November 1, 2021	<b>Total of Previous Authorizations</b>	\$605,414.22
<b>Amount</b>	\$20,500.00	<b>This Work Authorization</b>	\$20,500.00
<b>Scheduled Completion</b>	April 1, 2022	<b>Current Contract Total</b>	\$625,914.22

This Work Authorization is to the AGREEMENT between The American Beach Water and Sewer District (District), and the Consultant known as the Interlocal Agreement between the District, Nassau County and the Florida Governmental Utility Authority for Water and Wastewater Utility Capital Project and related Grant/Loan Administration and Special Assessment Services, dated June 17, 2021. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

The Consultant shall assist the District in carrying out all services necessary to develop a new non-ad valorem special assessment program to generate certain local dedicated revenue sufficient to fund the local community share of funding to finance the American Beach Water and Sewer District water and wastewater conversion project. The detailed scope of services for this work is more fully outlined in the attachment herewith.

ARTICLE 2. Time Schedule

The process task outline in the scope of services are governed by the State Statue and are expected to be completed by April 1, 2022.

ARTICLE 3. Budget

The Consultant will perform the scope of services outlined herein for a professional service fee of \$20,500.00 with additional time and material expenses reimbursed in accordance with the attached scope and AGREEMENT.

Article 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. Additional terms or agreement provisions excluded from reference herewith whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

In presenting this Work Authorization, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization have been accepted by Consultant or are readily accessible. Specifically, all electronic files and data sources necessary have been located for the purposes of this Work Assignment. Any additional information the Consultant will require to complete work, are referenced in the detailed scope of services attached.

AGREED TO BY:

BY: Steve Spratt  
Print Name: Stephen M. Spratt  
Title: System Manager  
Date: 1/20/2022

**RECOMMENDED AND APPROVED BY DISTRICT:**

Department Head/Managing Agent:	<u>Taco E. Pope, AICP</u>	<u>1/24/2022</u>
	Department Head/Managing Agent	(Date)
Procurement:	<u>Marshall Eyerman</u>	<u>1/21/2022</u>
		(Date)
Office of Management & Budget:	<u>Marshall Eyerman Daniel Fanger</u>	<u>1/21/2022</u>
		(Date)
County Manager:	<u>Taco E. Pope, AICP</u>	<u>1/24/2022</u>
	Taco E. Pope, AICP	(Date)
Ex-Officio Clerk:	<u>N/A</u>	
(Date)	John a. Crawford	
County Attorney:	<u>Denise C. May</u>	<u>1/24/2022</u>
		(Date)

ACCOUNT NO.: 472-500-536-531000 ABWSD

**LPB**

1/25/2022

# Government Services Group, Inc. (GSG) Scope of Services American Beach Water and Wastewater Assessment Program

- Task 1: Evaluate Proposed Project** Evaluate the proposed project to determine and obtain the data and information necessary to develop an assessment methodology approach. Such data may include the GIS database, tax roll information and existing and future land-use data. Using the data, determine the preliminary location of the proposed improvements to serve as a 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, GSG will develop a preliminary apportionment methodology based on the proposed project, their location and properties benefited by the project.
- 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 financing or debt service requirements. Based on these funding requirements, determine the total assessment revenue requirements for the proposed project 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: Prepare and Mail Out Ballot** Draft and produce ballots and send via first-class mail to all affected property owners. The charge for processing and mailing the ballots is not included in the lump sum fee and is detailed below under Fees and Costs.
- Task 8: Prepare Assessment Memorandum** Prepare an Assessment Memorandum which documents proposed apportionment methodology and proforma assessment rates.
- Task 9: Initial Assessment Resolution** Advise and assist the County's Attorney with the initial assessment resolution to conform to the home rule assessment ordinance to implement the County's policy decision regarding the proposed methodology and preliminary rates.
- Task 10: Final Assessment Resolution** Advise and assist the County's Attorney with the final assessment resolution that conforms to the home rule assessment ordinance to impose the assessments and adopt final assessment rates.
- Task 11: Advise and Assist with Implementation Requirements** Advise and assist with the legal requirements for adoption of the maximum annual 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) public hearing and (d) certification of the assessment roll to the Nassau County Tax Collector. The charge for processing and mailing the first-class notices is not included in the lump sum fee and is detailed below under Fees and Costs.

- 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: Prepare and Transmit the Final Assessment Roll** GSG will prepare the final assessment roll that will implement the assessment program and will transmit the roll in electronic format to the Nassau County Tax Collector.
- Task 14: Recalculate Rates Based on Additional Grant Funding** Based on WINN Grant and other additional funding obtained after adoption of the final rates, GSG will calculate rates based on the apportionment methodology and new revenue requirements.
- Task 15: Amended & Restated Final Assessment Resolution** Advise and assist the County's Attorney with the amended and restated final assessment resolution that conforms to the home rule assessment ordinance to impose the assessments and adopt recalculated final assessment rates.
- Task 16: Assist with Additional Prepayment Process** GSG will advise and assist with the extended prepayment process including preparation and mailing of the adjusted 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.

## FEES AND COSTS

For the professional services and specialized assistance provided by GSG, we will work under a professional fee arrangement of \$20,500. Except as noted below, the fee includes reimbursement for all out-of-pocket expenses.

The fee for professional services does not include any on-site visits by GSG to the County. If necessary, on-site visits may be arranged at our standard hourly rates per CM3014. All expenses related to any 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 lump sum fee does not include the costs of producing and mailing the statutorily required first class notices, ballots, reminder letters and/or prepayment notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.41 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 additional cost is estimated at \$2,500 as follows:

- Ballots \$800
- Reminder Letters \$425

- First Class Notices \$425
- Original Prepayment Notices \$425
- Adjusted Prepayment Notices \$425

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.

Please note that GSG works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG would be available, on an hourly basis, to assist the County in its defense.