

**REQUEST FOR PROPOSALS
RFP 10-02**

NOTICE IS HEREBY GIVEN that the City of Fort Meade, Florida is accepting sealed proposals on:

CONSULTANT FOR DEVELOPMENT OF FIRE AND RESCUE FEE ASSESSMENT PROGRAM

At **2:00 PM, EDT, on Tuesday, May 4, 2010**, in the City Commission Chambers, City Hall Building, 8 W. Broadway, Fort Meade, Florida, proposals will be opened and submitted to the Evaluation Committee.

An original and **five (5)** copies of all proposals, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "SEALED PROPOSAL FOR CONSULTING SERVICES TO DEVELOP A FIRE AND RESCUE ASSESSMENT FEE PROGRAM, #10-02" and delivered prior to the proposal opening deadline, **2:00 PM, EDT on Tuesday, May 4, 2010**.

Responding to the Request for Proposals

All persons and firms wishing to submit proposals **must** submit a W-9 form with their response.

Proposals may be hand delivered, mailed, or delivered via courier service to the following address. **Faxed or e-mailed proposals will not be accepted.** It is the respondent's sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place. Any proposal received after the specified date and time of advertised opening will not be considered.

DELIVERY ADDRESS

City of Fort Meade
Attn: James Parker, Finance Director
8 W. Broadway
Fort Meade, FL 33841

MAILING ADDRESS

City of Fort Meade
Attn: James Parker, Finance Director
P.O. Box 856
Fort Meade, FL 33841

General Information and Requirements

1. In accordance with Chapter 119, Florida Statutes, all proposals received, and all materials contained there, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this request for proposals.

2. In accordance with section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 2287.017-for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. The City reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City. In all instances, the City's decision shall be final.
4. The City of Fort Meade is exempt from taxes imposed by the State and Federal Government. Proposals shall not include any taxes or fees.
5. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the RFP. Each variance, if any, to the specifications shall be specifically stated in the proposal.
6. Duly submitted proposals will be evaluated by the evaluation/selection committee and a proposal or proposals will be recommended to the City Commission for authorization for the City Manager to negotiate an agreement for Consulting Services to Develop a Fire and Rescue Assessment Fee Program with the accepted qualifier(s).
7. The original proposal shall be signed, in ink, by a corporate officer, partner, or proprietor.
8. The City will provide special assessment resolutions along with data information, financial data and any other available City data that would be useful to the Consultant.
9. All prospective contractors are instructed not to contact any member of the Fort Meade Board of City Commissioners, City Manager or an Evaluation Team member, other than the noted contact person on the cover sheet, regarding the proposal process. Any such contact could be cause for rejection of consideration for the award.
10. Additional information may be obtained from James M. (Mel) Parker, Finance Director, at (863) 285-1100, extension 234.

Evaluation of Proposals

The City reserves the right to accept all or a portion of any proposal submitted. Proposals will be evaluated based on the following criteria, by an evaluation committee. Proposals should contain all information relevant to the evaluation of these criteria:

Qualifications and experience

- Qualification level (Degrees, Professional Certifications, and other Credentials) of prospective vendor's staff that will be devoted to fulfilling contract obligations
- Experience of prospective individual/firm working with similar projects and ventures

Approach to tasks to be performed

- Suitability of the methodologies and approaches used in achieving tasks
- Overall organization to completing the project
- Ability to meet desired timelines and deadlines

Client references

Feedback from current and past customers of individual/firm

Cost

- Cost structure (up front costs, recurring costs)
- Total cost over the projected lifespan of contract, and all related costs

Presentation Quality

- Quality, professionalism, and conciseness of Proposal, and of any required supplemental submissions or oral presentations

Other Criteria

- Adherence to the general and specific requirements of the Request for Proposals
- The City may provide selection preference to firms certified as a minority business, a drug-free workplace, or that have their principal place of business located inside the City, but only when, in the City's judgment, all other applicable factors between proposals are equal

The City reserves the right to apply the above criteria in any manner it deems necessary, and to evaluate each firm separately or comparatively, using these criteria in any weight or importance

as it see fit. The City also reserves the right to seek clarification from prospective firms on any issue in a proposal, invite specific firms for site visits or oral presentations, or take any other action it feels necessary to properly evaluate the proposals and construct a solution in the City's best interest.

**Proposal Criteria for
Consulting Services to Develop a Fire and Rescue Assessment Fee Program**

INTRODUCTION

The City Commission of the City of Fort Meade, Florida is seeking proposals from qualified firms/individuals to provide professional consulting services to develop a Fire and Rescue Assessment Fee Program. The successful proposer shall be familiar with municipal and County fees, rates and assessment schedules and structures and the Florida Statutes, Laws, Rules and promulgations thereby that govern local government fee assessments and budgeting processes.

SCOPE OF SERVICES

The City is looking for a consultant to provide prompt, fully researched and documented answers to the following questions:

1. How should the city apportion the fire assessment to each type of property – residential, commercial, agricultural, industrial/warehouse, institutional, government, hotels/motels, mobile home parks, recreational vehicle parks, vacant and any other type of assessable property?
2. Which expenditures of the Fire division of the Public Safety Department can be assessed as a special non-ad valorem assessment against real property in the City of Fort Meade.

The City has a centralized database with call and response data. The consultant shall be solely responsible to research the actual statistics and then compile them into a useable format/database to make documented and justified recommendations to the City.

The City's 2010 estimated population is 5,691. The City of Fort Meade consists of 5.00 square miles.

PREPARATION OF ASSESSMENT FEE PROGRAM

1. Evaluate existing city documents, ad valorem tax roll information, fire call data, agreements, reports, levels of service, fiscal-year budget requests, projected long-term capital needs and other data pertaining to the provision of the fire rescue services.
2. Review and evaluate outstanding issues and assist the City in identifying policy decisions necessary to develop and implement an assessment program for Fiscal Year 10-11.
3. Determine the full cost of fire service deliver, using the city's most current financial information including direct and indirect costs.

4. Using a minimum of two years of fire incident reports, correlate the fixed property uses on the reports to comparable property uses on the tax roll. Analyze all property use categories within the City to determine which parcels receive a special benefit from the provision of fire rescue services and fairly apportion the assessable costs among all benefited parcels within each property use category.
5. Develop a fair and reasonable method of apportionment and accurate classification of parcels. Ensure that the recommended assessment rates and parcel classification conform to the statutory requirements of the “Uniform Method”.
6. Identify service delivery issues that may affect the apportionment methodology.
7. Determine assessment rates, which must meet Florida case law requirements to be valid as a special assessment.
8. Identify alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirement.
9. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Ensure that the data approach used is the data needed to the tax bill collection method in recurring years.
10. The successful consultant shall make a presentation of the completed program to the City of Fort Meade City Commission.
11. Assist the City with calculation, development and adoption of ensuing ordinances.
12. The successful consultant may be required to provide additional services to the City on challenges, public protests, administrative hearings or similar matters. At a separate hourly fee, the consultant shall be available to represent the city, serve as an expert witness and provide supporting documentation as necessary.

Contact Information

Firms that need additional information may contact any of the following individuals:

City of Fort Meade
James (Mel) Parker
P.O. Box 856
Fort Meade, FL 33841-0856