

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: May 3, 2010

Date Submitted: April 27, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Heather J. Encinosa, County Attorney  
Timothy P. Barden, Assistant County Administrator

Subject: Request Board Approval of Government Service Group (GSG) to Provide Consultant Services to Prepare an Assessment for a Storm Water MSBU for Wakulla Gardens and to Update Fire Services MSBU

---

### **Statement of Issue:**

This agenda item requests Board approval of Government Service Group (GSG) to provide consultant services to prepare an assessment for a Storm Water Municipal Service Benefit Units (MSBU) for Wakulla Gardens and to update Fire Services MSBU.

### **Background:**

On December 8, 2009, the Board directed County staff and the County Attorney to reach out to the Tax Collector and Property Appraiser and obtain extensions to the March 1 date, advertise the public hearing, and schedule the public hearing to consider the Resolution of Intent before March 1, 2010.

Subsequently, in late December 2009, the County Administrator and County Attorney met with the Property Appraiser and Tax Collector and both constitutional officers willingly consented to the March 1 extension. On January 11, 2010, the Board approved the extension agreements with the constitutional officers.

On February 16, 2010 the Board held a public hearing and adopted Resolution #10-08, Intent to Use the Uniform Method of Collection of Assessments to fund neighborhood improvements, facilities, and programs. Some improvements include road paving, road maintenance, storm water, sidewalks, street lighting, and beautification.

On March 4, 2010 the Board held a workshop to discuss the use of Municipal Service Benefit Units (MSBU) for Neighborhood Improvements, Facilities and Programs (Attachment #1). During the workshop, the Board discussed an increase to the Fire Services MSBU.

On April 5, 2010, the Board ratified two workshop items; the Municipal Service Benefit Units (MSBU) for Neighborhood Improvements, Facilities and Programs and the 2<sup>nd</sup> Budget Development Workshop. Included in both ratifications was approval to move forward with the implementation of a MSBU for Wakulla Gardens as well as increasing the Fire Services MSBU.

Agenda Request: Request Board Approval of Government Service Group (GSG) to Provide Consultant Services to Prepare an Assessment for a Storm Water MSBU for Wakulla Gardens and to Update Fire Services MSBU

May 3, 2010

Page 2

**Analysis:**

According to the County’s current purchasing policy, specifically Section 5.17, the County is exempt from competitively bidding consulting services. Staff and the County Attorney in an effort to potentially reduce costs, requested proposals from 3 qualified firms in Florida that specialize in preparing assessment studies for fire services and storm water. From past experience with these studies, the Board has requested the presence of the consultant at numerous Board and community meetings during the preparation of these studies. Since additional meetings usually require additional travel expense, staff analyzed the number of in-county meetings and visits included in the cost proposals as a component to gage the cost effectiveness of the proposal. The proposals that were submitted are outlined in the chart below:

<i>Firm</i>	<i>Costs</i>	<i># of Meetings</i>
Willdan Financial Services (Attachment #2)	\$32,850	1
Management Research & Consulting Associates Inc. (MRCA) (d.b.a. The Budget Experts) (Attachment #3)	\$34,990	3
Government Services Group (GSG) (Attachment #4)	Fire Assessment \$20,000 Wakulla Gardens	4
	Storm Water Assessment \$7,500 County-Wide Storm Water	2
	Assessment(Optional) \$17,500	4
	Solid Waste Assessment Mailings \$800	

After reviewing all of the proposals, GSG was the only firm that submitted separate cost proposals that not only included the Fire and Wakulla Gardens assessments, but an estimate for a County-wide storm water assessment as well as proposal to prepare the first class mailings for our upcoming solid waste assessment. The other proposals from Willdan and MRCA appear to only include costs to update the fire assessment and the Wakulla Gardens storm water assessment. As the chart reveals, GSG’s proposal provides the lowest total cost and the highest number of meetings (6) in the County during the process.

At this time, staff is recommending approval of Governmental Services Group (GSG) for the Fire Assessment, Wakulla Gardens Storm Water and the Solid Waste Assessment Mailings for a total contract amount of \$28,300. If the Board so desires in the future to pursue a County-wide storm water assessment, the County can either contract with GSG for this additional work or test the market with another firm at a later date. GSG has completed work for the County in the recent past.

Agenda Request: Request Board Approval of Government Service Group (GSG) to Provide Consultant Services to Prepare an Assessment for a Storm Water MSBU for Wakulla Gardens and to Update Fire Services MSBU

May 3, 2010

Page 3

---

GSG prepared the 2007 Impact Fee Studies that portions have since been implemented by the Board. Additionally, there is standing Board direction that staff makes every effort to utilize local vendors. As such, GSG is the only local vendor that submitted a proposal. GSG is located in Tallahassee. The other firms are located in Central and South Florida. There are no firms in Wakulla County that provide these services.

**Funding**

The funding for the numerous components of the proposal, if approved, is as follows:

- Fire Assessment Update- Fund 180-Fire MSBU
- Storm water Assessment-Fund 160-Transportation Trust Fund
- Solid Waste Assessment Mailings-Fund 440-Solid Waste Fund

A budget amendment (Attachment #5) is attached to transfer funding to appropriate accounts for this expenditure. It should be noted that the costs associated with preparing these assessments can be included as part of the assessments and therefore can be reimbursed.

**Options:**

1. Approve the Proposal of Government Services Group (GSG) for Fire Assessment, Wakulla Gardens Storm Water and the Solid Waste Assessment Mailings services, Authorize the Chairman to Execute the Contract and approve the Budget Amendment.
2. Do Not Approve the Proposal of Government Services Group(GSG) for Fire Assessment, Wakulla Gardens Storm Water and the Solid Waste Assessment Mailings services.
3. Board direction.

**Recommendation:**

Option #1

**Attachment(s):**

1. April 5, 2010 Board Ratifications of MSBU for Neighborhood Improvements Workshop and 2<sup>nd</sup> Budget Development Workshop
2. Willdan Proposal
3. MRCA Proposal
4. Government Services Group (GSG)
5. Budget Amendment

BP/TPB/HJE