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February 23, 2021

**Via Electronic Mail**

Anne Brown  
Levy County Attorney  
612 East Hathaway Avenue  
Bronson, Florida 32621

Re: EMS, Fire Protection, Road Maintenance and Solid Waste Assessment  
Programs

Dear Anne:

Levy County (the "County") has now completed another year of the annual assessment programs for fire protection, road maintenance, solid waste and EMS assessment services. Nabors, Giblin & Nickerson, P.A. ("NG&N") is pleased to have assisted the County with this recurring revenue source and as such, we believe that the County would benefit from a continuation of our services.

As in the past, NG&N proposes to utilize Government Services Group, Inc., for the provision of rate consultant services; however, at the County's direction NG&N can retain an alternate rate consultant. This direction may require an adjustment in the associated fees.

In order to continue this relationship and the achievements realized thus far, attached as Appendix A is NG&N's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the fire protection, road maintenance, solid waste and EMS assessment programs for Fiscal Year 2021-22. Please review the attached scope of services; 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.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source.

Anne Brown  
February 23, 2021  
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If you have any questions, please do not hesitate to contact me. We look forward to working with Levy County again this year.

Sincerely yours,



Heather J. Encinosa

HJE:sb

Attachment

ACCEPTED AND AGREED TO  
FOR FISCAL YEAR 2021-22:

BY \_\_\_\_\_  
Levy County

\_\_\_\_\_ Date

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY Anne Bast Brown  
Anne Bast Brown, County Attorney

# Appendix A

## ANNUAL FIRE PROTECTION, ROADS MAINTENANCE, SOLID WASTE AND EMS ASSESSMENT PROGRAMS FISCAL YEAR 2021-22

### *Scope of Services*

- Task 1:** Base Retainer Services for Current Fiscal Year Assessment Program. Upon notice to proceed, NG&N will be retained to administer the current fiscal year assessment program and maintain the assessment roll database. Such retainer services will include our sub-consultant's availability to respond to requests for information or assistance from County staff regarding all aspects of the current assessment program. In addition, we will prepare the critical events schedule for the upcoming fiscal year to ensure adherence to statutory deadlines and will maintain the current fiscal year database in a manner that ensures data availability to specific requests.
- Task 2:** Review and analysis of the Fiscal Year 2020-21 assessment rolls for use in the recurring annual assessment programs for Fiscal Year 2021-22 using current property appraiser data.
- Task 3:** NG&N will draft and deliver any necessary implementing resolutions that conform to the assessment ordinance(s).
- Task 4:** NG&N will advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolutions.
- Task 5:** Prepare final assessment roll and export/transmit rolls to the Levy County Tax Collector in their specified electronic format.

### **FEEES AND COSTS**

For the professional services and specialized assistance provided by NG&N, we will work under a professional fee arrangement as described in the attached scope of services and as set forth in the following table:

Program	Rate Consultant/ GSG Fees	NG&N Fees	Total Fees
Fire Protection	\$6,500	\$4,500	\$11,000
Road Maintenance	\$5,200	\$2,800	\$8,000
Solid Waste	\$4,875	\$2,625	\$7,500
EMS	\$6,500	\$3,500	\$10,000
Total	\$23,075	\$13,425	\$36,500

For services provided by NG&N, the fee for this scope of services is \$36,500. This fee includes expenses for airfare, lodging and ground transportation, as well as incidental expenses.

The fee for professional services includes one on-site visit by NG&N and/or GSG staff to the County. Any additional on-site meetings by NG&N or GSG staff 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 NG&N and GSG are as follows:

**NABORS, GIBLIN & NICKERSON, P.A.**

Firm Partners .....	\$300
Firm Associates.....	\$275

**GOVERNMENT SERVICES GROUP, INC.**

Chief Executive Officer.....	\$235
Senior Advisor.....	\$210
Vice President/Managing Director.....	\$195
Senior Project Manager/Consultant/Project Coordinator.....	\$175
Database Analyst/Technical Services .....	\$150
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 \$1.51 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.

## PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule and assuming that notice to proceed is received by March 15, 2021. If notice to proceed occurs after this date, the payment schedule will be adjusted based on the anticipated number of months remaining to complete the project.

<b>Payment Due</b>	<b>Percent of Total</b>	<b>Amount Due</b>
June 2021	25% of professional services fee	\$9,125
July 2021	25% of professional services fee	\$9,125
August 2021	25% of professional services fee	\$9,125
September 2021	25% of professional services fee	\$9,125
<b>Total</b>		<b>\$36,500</b>

## DELIVERABLES SCHEDULE

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	May 2021
Review/Update Fiscal Year 2020-21 Assessment Rolls	June–July 2021
Review/Confirm Revenue Requirements	June–July 2021
Calculate Proforma Schedule of Rates	June–July 2021
Draft and Deliver Assessment Resolutions	July–August 2021
Adopt Assessment Resolutions	August–September 2021
Certify Assessment Rolls	by September 15, 2021