



Levy County Board of County Commissioners

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To: The Board of County Commissioners
From: Mary-Ellen Harper, County Manager
Date: May 13, 2025
Subject: Acting Planning and Zoning Official

Commissioners,

Planning and Zoning Director Tara Howell submitted her resignation letter on Friday, May 2, 2025. Her last day of work for the Board of County Commissioners (BoCC) is Friday, May 16, 2025.

To ensure the uninterrupted operations of the Planning and Zoning Department, county staff issued a Request for Proposal for an Acting Planning and Zoning Official on Monday, May 5, 2025. Proposals were due at 9:00 a.m. on Friday, May 9, 2025, and were opened at 10:00 a.m. They were then immediately reviewed by the Professional Services Committee, which consisted of the County Attorney and County Manager. The Professional Services Committee convened a public meeting at 10:30 am on Friday, May 9, 2025, to review and rank the proposals.

Two responses were received for the Acting Planning and Zoning Official Request for Proposal. These responses were from North Florida Professional Services, Inc., and JBrown Professional Group, Inc. The cumulative results of the Professional Services Committee evaluation are as follows.



Commissioners

Charlie Kennedy, District 1

Rock Meeks, District 2

Desiree Mills, Chair, District 3

Tim Hodge, Vice Chair, District 4

Johnny Hiers, District 5

	North Florida Professional Services, Inc.	JBrown Professional Services, Inc.
Part 1 – Knowledge, Experience and Qualifications of Personnel and the Firm (Total Possible Points 35): <ul style="list-style-type: none"> • A list of the persons who will be assigned to provide the Services with a description of their anticipated role, including identifying the primary contact to serve as the Acting Zoning Official. • A resume for each person on the list that describes their experience, education, and qualifications to provide the Services. • A list of projects/work of a similar nature that the firm or its personnel have been involved. 	25	35
Part 2 – Approach to Services (Total Possible Points 30): Proposer shall provide a written narrative explaining their intended approach to performing the required services, working with in-house County staff and ability to timely perform services. As noted in the Services above - preference may be given to firms with closer proximity to Bronson, Florida, as travel to/from Bronson for attendance at public meetings/hearings to present and answer questions on any of the foregoing will be required.	20	30
Part 3 – Price Proposal (Total Possible Points 30): Proposer shall describe basis for billing for the Services, such as hourly rates for assigned personnel, fixed fees for certain services, and time/cost for travel to Bronson, FL.	20	20
Part 4 – Forms and Documents (Total Possible Points 5): <ol style="list-style-type: none"> 1. Completed Proposal Signature Form (with all Forms and required documents attached); and 2. Copies of Certifications/Licenses (if any) of personnel who will be assigned to the Services. 	5	5
Total Score:	70	90



Based on this evaluation, the Professional Services Committee has ranked the responses in the following order:

1. JBrown Professional Group, Inc.
2. North Florida Professional Services, Inc.

During the May 13, 2025, Special Meeting, the Board of Commissioners (BoCC) will review the Professional Services Committee's recommended ranking and may re-rank the proposals. Once the board finalizes the ranking, the BoCC will be requested to authorize staff to negotiate with top firm(s) in ranked order and to authorize the Chair to sign the Contract.