

April 11, 2016

VIA ELECTRONIC TRANSMISSION

Wendy Dunbar
Director of Finance and Administrative Services
City of Sunrise
10770 West Oakland Park Boulevard
Sunrise, FL 33351

Re: Additional Work Effort for the Development of Assessment Programs for the Metropica Improvement District (MID)

Dear Wendy,

This correspondence is written to present a proposal for Government Services Group, Inc. (GSG) to provide additional work to the City of Sunrise (City) and its staff in the development of assessment programs to fund the infrastructure improvements within the Metropica Improvement District (MID) and off-site improvements related to the development of the MID.

Because of the complexity of this project (such as the modifications to the types and numbers of development to be built, the revisions to the cost estimates and the adjustments to the construction and financing schedules), we have produced almost twenty iterations of the assessment methodology model that calculates the principal and annual assessment amounts per development type over the past twelve months. The work effort involved in producing these model revisions has consumed the hours and fees that GSG had originally proposed for this work effort. Therefore, I have attached a revised scope of services as Appendix A that indicates the tasks that have already been completed, the tasks that will need to be redone to reflect the most recent changes and the tasks that still need to be completed for Phase One of the assessment programs.

This is a very exciting project and we are pleased to be working with the City on developing and implementing the proposed funding program. If you have any questions, please do not hesitate to contact me.

Sincerely,



Camille P. Tharpe
Senior Vice President

Enclosures

Appendix A

REVISED PHASE ONE SCOPE OF SERVICES

Revised Phase One Scope of Services

- Task 1:** **Evaluate proposed infrastructure improvements; determine and obtain the necessary data.** Evaluate the proposed infrastructure improvements and with the assistance of the City staff, obtain the data and information necessary to develop an assessment methodology approaches. Such data may include the GIS database, tax roll information, other non-ad valorem tax based revenue information for the properties in the area and land-use data.
- [COMPLETED]**
- Task 2:** **Develop the preliminary assessment methodologies.** Using the data and criteria established by City staff and officials, GSG will develop the preliminary assessment methodologies based on the proposed projects, their location and properties benefited by the projects. This methodology may require the development of capacity figures for each potential parcel. If detailed data is not available, GSG will use current land-use information.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**
- Task 3:** **Create the preliminary databases.** Using the proposed boundary descriptions and the most current ad valorem tax roll, GSG will create the preliminary databases. We will augment the databases with other pertinent data determined to support the apportionment methodologies.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**
- Task 4:** **Determine the assessment revenue requirements.** Review the funding requirements of the proposed project components, including debt service requirements. Based on these funding requirements, determine the total assessment revenue requirements for the proposed projects including program implementation costs and annual costs.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**
- Task 5:** **Apply apportionment methodologies to preliminary databases.** Apply the preliminary apportionment methodologies to the preliminary databases to test the data validity and sufficiency. Modify the databases and/or revise the apportionment methodologies as necessary.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**
- Task 6:** **Calculate proforma schedules of rates.** Calculate proforma schedules of rates based on the apportionment methodologies and revenue requirements for the assessment programs. Provide alternative revenue scenarios if required.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**
- Task 7:** **Prepare and present an assessment report.** Prepare and present an assessment report which (a) identifies the proposed project components, (b) describes the benefitted areas, (c) provides a description of the apportionment methodologies including all underlying assumptions, and (d) provides assessment rates.
- [TO BE REDONE TO REFLECT RECENT CHANGES]**

Task 8: Prepare Phase Two Scope of Services. Based on information gained from input from City staff and elected officials, GSG will prepare a detailed work plan that will outline all of the tasks necessary to implement the assessment programs.

[TO BE COMPLETED]

FEES AND COSTS

For the professional services described in the Revised Scope of Services for Phase One, GSG will work under a “lump sum” fee arrangement of \$20,000. The lump sum fee for professional services includes a total of three (3) on-site visits to the City by GSG staff. While the purpose of these trips is negotiable, the intent of these meetings is to (1) participate in meetings with staff and the developer, (2) present preliminary findings and (3) present the Assessment Report. Meetings in excess of these three (3) on-site visits may be arranged at our standard hourly rates. Expenses related to additional meetings will be billed in accordance with Section 112.061, Florida Statute. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President	\$160
Senior Project Manager/Consultant/Project Coordinator	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

The City is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

DELIVERABLES SCHEDULE

Deliverable	Schedule
Develop Assessment Methodology	May - August 2016
Proforma Assessment Rates	May - August 2016
Assessment Report	June - September 2016

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable on the following basis. Payment will be based on the following schedule, assuming that notice to proceed is received in May 2016. If notice to proceed occurs after this date, payment will be adjusted on the basis of a condensing of the anticipated number of months remaining to complete the project.

Schedule	Payment	Amount
June 2016	50% of lump sum fee	\$10,000.00
September 2016	50% of lump sum fee	\$10,000.00
Total		\$20,000.00

ACCEPTED AND AGREED TO:

By: _____

City of Sunrise

Date