

CITY OF GREENACRES

Council Agenda Memo
2016.1.MP2.05

TO: Mayor and City Council

THRU: Thomas J. Lanahan, Acting City Manager

THRU: Thomas Hughes, Director of Finance

FROM: Monica Powery, Purchasing Administrator

SUBJECT: **Award of RFP No. 16-006 – Fire Assessment Fee Study**
City Council Agenda Item for 2-01-16

DATE: January 25, 2016

Background:

The City of Greenacres' Purchasing Division issued Request for Proposals (RFP) No. 16-009 on November 22, 2015 requesting proposals from experienced and qualified firms to provide professional consulting services to develop and implement a fire service assessment program for the City.

The Scope of Work includes two phases of work consisting of the following tasks:

Phase I

- Evaluate Data Pertaining to Fire Rescue Services
- Review and Evaluate Outstanding Issues
- Determine Full Costs of Service
- Analyze Call Data and Correlate with Property Data
- Develop Apportionment Methodology
- Identify Service Delivery Issues
- Determine Assessment Rates
- Identify Revenue Requirements and Alternative Revenue Sources
- Review Legal Sufficiency of Assessment Methodology and Present Results to City

Phase 2

- Assist with Ordinance Development
- Produce Accurate Inventory and Tax Roll
- Certify, Export and Transmit Final Assessment Roll
- Provide City with Source Files
- Additional Services: The successful consultant may be required to provide additional services to the City on public education workshops, informational brochures, 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.

Analysis:

The Proposals were opened in December 9, 2015. The City received three proposals from the following firms:

- Burton and Associates, Inc.
- Government Services Group, Inc.
- Tindale-Oliver & Associates, Inc.

The Selection Committee had their first meeting on Tuesday, January 5, 2016, from 10:00 a.m. to noon to discuss the initial proposals. All three firms were invited to make presentations on Wednesday, January 13, 2016. Burton and Associates, Inc. did not show up for their presentation. Immediately after the presentations, the Selection Committee conducted a final evaluation of the proposals. Government Services Group, Inc. and Tindale-Oliver & Associates, Inc. tied as the highest ranked firms. In order to break the tie the Committee had further discussions and voted to award the contract to Tindale-Oliver & Associates, Inc. after deciding that they had better researched and documented the specific circumstances of the City.

Financial:

Funds totaling \$51,000.00 are budgeted in account 001-80-19-49-6, Miscellaneous Expense, for the Fire Assessment Fee Study. Tindale-Oliver & Associates, Inc. has a proposed cost of \$37,732.00 for Phase 1 and \$12,968.00 for Phase 2. They have also proposed an optional Public Involvement Task that can be included in Phase 1 for an additional \$10,678.00.

Legal:

The RFP was prepared and conducted in accordance with applicable City Code requirements.

Staff Recommendation:

Award of RFP No. 16-006 for the Fire Assessment Fee Study to Tindal-Oliver & Associates, Inc. in the amount of \$50,700.00 for Phase 1 and 2 and authorization to execute a one-year agreement with the option for four additional one-year renewals.

Monica Powery, CPPB
Purchasing Administrator

Attachments:

1. Proposals Received
2. Selection Committee Awarded Points

Proposal Closing:
December 9, 2015
3:00 P.M.

**Proposals Received for
RFP NO 16-006
Fire Assessment Fee Study**

	COMPANY	CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE
1	Burton and Associates	Michale Burton	200 Business Park Cir, Ste 101	St. Augustine	FL	32095	904-247-0787
2	Government Service Group, Inc	Camille P. Tharpe	1500 Manhan Dr, Ste 250	Tallahassee	FL	32308	850-681-3717
3	Tindale-Oliver & Associates, Inc	Steven Tindale	1000 N. Ashley Dr, Ste 400	Tampa	FL	33602	813-224-8862

Opened by:

Monica Powery
Purchasing Administrator

Witnessed by:

Thomas Hughes
Director of Finance

SELECTION COMMITTEE AWARDED POINTS - January 13, 2016
RFP 16-006 Fire Assessment Fee Study

		Committee Member	Committee Member	Committee Member	Total
		Teri B.	Steven G.	Mark P.	
Ranking	VENDOR	Points	Points	Points	Points
1	Tindal Oliver & Assoc, Inc.	98	99	90	287
2	Government Services Group, Inc.	98	97	92	287