



RFP- 26 - 305

CONSULTING SERVICES FOR NON-AD VALOREM
SPECIAL ASSESSMENT FOR FIRE PROTECTION AND
RESCUE SERVICES

City of St. Petersburg

P.O. Box 2842

St. Petersburg, FL 33731

RELEASE DATE: August 6, 2026

PRE-PROPOSAL DATE: undefined

PRE-PROPOSAL LOCATION: undefined

PRE-PROPOSAL ATTENDANCE: undefined

DEADLINE FOR QUESTIONS: September 1, 2026

RESPONSE DEADLINE: September 22, 2026, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/stpete>

City of St. Petersburg
Consulting Services for Non-Ad Valorem Special Assessment for Fire
Protection and Rescue Services

I.	Introduction
II.	Instructions & General Conditions for Submittals
III.	Vendor Questionnaire
IV.	Scope of Work.....
V.	Evaluation Criteria

Attachments:

A - City Ordinance No. 34-H

B - Proposal Requirements

C - Base Agreement

D - City of St. Petersburg Code Chapter 2 Article VI Division 2

AA - Subcontractor Utilization Plan

1. Introduction

SUBMITTALS ARE ACCEPTED VIA OPENGOV

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION AND ANSWER SECTION

The City of St. Petersburg's Procurement & Supply Management Department utilizes **OpenGov Procurement** to post, submit, and receive submittals for all active solicitations. Vendors must be registered within the OpenGov Procurement system in order to participate in City solicitations.

To remain informed of upcoming and active opportunities, vendors are encouraged to subscribe to the City's procurement page for notifications and updates.

For technical assistance, please contact OpenGov.

For information or questions about this solicitation, please contact:

Francesca Cikatelli, Procurement Analyst

(727) 893-7223

francesca.cikatelli@stpete.org

2. Instructions & General Conditions for Submittals

2.1. PREPARATION OF SUBMITTAL

Submittal will be prepared in accordance with the following:

- A. Submittals must be uploaded on forms furnished, utilizing the OpenGov Procurement website. Failure to comply could result in the submission being rejected.
- B. If price is a factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
- C. Alternate submittals will not be considered unless authorized by the solicitation.
- D. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
- E. Vendor is advised that exceptions to any agreement terms contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Vendor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms that vendor does not take exception to its response. The City reserves the right to modify or add terms and conditions based upon exceptions stated by the Vendor, or to declare any terms and conditions non-negotiable, as determined by the City in its sole discretion.
- F. Vendors will thoroughly review the drawings, specifications, schedule, instructions and/or all other solicitation documents.
- G. Vendors will make all investigations necessary to thoroughly inform themselves regarding facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the City or the compensation to the Vendor.
- H. Vendors are advised that all City solicitations are subject to all legal requirements provided for in the Procurement Code and/or State and Federal Statutes.

2.2. SOLICITATION REVIEW

Vendors are required to carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material must be made in writing to the Procurement Analyst of record for this solicitation and received by the City at least 10 days before the solicitation submission deadline. This will allow issuance of any necessary addendum. A protest based on omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the City, in writing, at least 10 days before the time set for submission deadline.

2.3. SUBMITTAL METHOD AND FORMAT

A. Submittals must be uploaded utilizing the OpenGov Procurement website. Submittals sent via email or delivered in-person will not be considered.

B. The preferred format for submittals is PDF conversion from your source file.

C. Submittals must follow the page maximum stated in the solicitation requirements. Failure to comply could result in the submittal being rejected.

2.4. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE VENDOR

Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) vendor, for any solicitation, such submittals will be judged non-responsive. Related parties mean vendors or the principles thereof, which have a direct or indirect ownership interest in another vendor for the same solicitation or in which a parent company or the principles thereof of one (1) contractor have a direct or indirect ownership interest in another vendor for the same solicitation.

2.5. INTEGRITY OF SOLICITATION DOCUMENTS

Vendors will use the original solicitation form(s) provided by the Procurement and Supply Management Department and enter information only in the spaces where a response is requested. Vendors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the vendor to enter a complete response. Any modifications or alterations to the original solicitation documents by the vendor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a vendor wishes to propose must be clearly stated in the vendor's submittal response and presented in the form of an addendum to the original solicitation documents.

2.6. LATE SUBMISSION OR MODIFICATION

Submittals and modifications received after the time set for the submission will not be considered.

2.7. WITHDRAWAL OF SUBMITTAL

The submittal may be withdrawn prior to the solicitation opening date.

2.8. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

No oral interpretations will be made to any firms as to the meaning of specifications or any other documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be in writing to the Procurement and Supply Management Department and received by the date specified in the solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The City will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Procurement and Supply Management Department will be unable to respond to questions received after the specified time frame.

2.9. REJECTION OF SUBMISSION

The City may reject a submittal if:

A. The vendor incorrectly states or conceals any material fact in the solicitation.

- B. The solicitation does not strictly conform to the law or requirements of the solicitation, including insurance requirements.
- C. The solicitation is conditional, except that the vendor may qualify its submittal for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the vendor was invited.
- D. The Procurement and Supply Management Director determines it is in the best interest of the City to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
- E. The City reserves the right to waive minor informalities or irregularities in any submittal.

2.10. INFORMATION DESIGNATED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY

All proposals (including all documentation and materials attached to proposals or provided in connection with this solicitation) submitted to the City are subject to Florida's public records laws (i.e., Chapter 119, Florida Statutes), which requires disclosure of public records, unless exempt, if a public records request is made. Proposals (including all documentation and materials attached to proposals or provided in connection with this solicitation (even if in a separate electronic file)) submitted to the City cannot be returned. **The City will not consider proposals if the entire proposal is labeled a Trade Secret and/or Confidential and/or Proprietary.**

If Offeror believes that its proposal contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure then such information must be submitted in a separate electronic file and comply with the following requirements. In addition to submitting the information in a separate or electronic file, Offeror must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by Offeror as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by Offeror is/are correct and/or accurate. Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary Offeror agrees to defend and indemnify the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against any and all claims, demands and actions (whether or not a lawsuit is commenced) arising out of or in connection with Offeror's designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim, demand or action arising out of or related to Offeror's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by Offeror to claim that any information in its proposal is a trade secret and/or confidential and/or proprietary, regardless of whether such information is labeled trade secret and/or confidential and/or proprietary. Offeror acknowledges, understands, and agrees that all information in Offeror's proposal (not including information submitted in

a separate electronic file and designated trade secret and/or confidential and/or proprietary in accordance with the requirements in this section) will be disclosed, without any notice to Offeror, if a public records request is made for such information, and the City shall not be liable to Offeror for such disclosure.

Offeror acknowledges and understands that Offeror's proposal, including the information submitted in a separate electronic file and designated trade secret and/or confidential and/or proprietary in accordance with the requirements in this section, will be distributed to the Evaluation Committee members, City staff and City consultants to allow Offeror's entire proposal, including the information submitted in a separate electronic file, to be evaluated and considered for award of this Contract. The entire contents of Offeror's proposal, including the information submitted in a separate electronic file, may be discussed at meetings that are open to the public, subject to the requirements set forth in Chapter 286, Florida Statutes.

2.11. ADA REQUIREMENT FOR PUBLIC NOTICES

The City is committed to making St. Pete accessible to all residents and visitors, and provides auxiliary aids, services, and programs, as routine or upon request. The City also facilitates providing accessibility aids and services to groups who request them in an effort to encourage inclusive and accessible organizations, businesses, and events. For inquiries, contact the ADA Coordinator at 727-893-7229 or Meagan.Young@stpete.org.

2.12. CONE OF SILENCE

Vendors and their employees, agents, contractors, and representatives are prohibited from communicating (whether oral, written, or electronic) with any member of City Council, the Mayor, City staff, any member of the selection committee, or any City project consultants related to the competitive solicitation beginning upon the date on which a competitive solicitation is first advertised and continuing until the later of (1) the final award of the competitive solicitation, (2) the date of rejection of all bids or responses to the competitive solicitation, or (3) the date of final disposition of any protest of the competitive solicitation.

2.13. AWARD

The City reserves the right to accept and award on a split-order, lump-sum, or individual item basis, or such combination as shall best serve the interest of the City.

2.14. PROTEST PROCEDURE

Protest procedures are governed by City of St. Petersburg Procurement Code Section 2-208 and can be viewed at the following link: [Protest Procedure](#)

2.15. NON-NEGOTIABLE CONTRACT TERMS

The City has deemed the following contract terms to be non-negotiable. Vendor is advised that if it wishes to take exception to any of the terms contained or referenced in the contract, it must explicitly identify the term and the exception in its response to the solicitation. Vendor's stated exception to a non-negotiable contract term may disqualify it from consideration:

1. Indemnification.
2. Insurance coverage.
3. Governing Law and Venue.

4. The City will not agree to the addition of any provision requiring a dispute resolution process or method, including but not limited to binding arbitration.
5. The City will not agree to the addition of any provision waiving any remedy available to the City in law or equity (including but limited to the right to a jury trial)
6. The City will not agree to the addition of any provision providing for the award of attorney's fees to the prevailing party.
7. The City will not agree to the addition of any provision limiting the liability of Vendor to a maximum dollar amount.

2.16. CONTRACT CAPABILITY/REFERENCES

Prior to award, any Vendor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the vendor must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. **Vendors must furnish a reference list of at least three (3) customers for whom they have performed similar services.**

2.17. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with all regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

2.18. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit [Division of Corporations](#) for information on how to become registered.

2.19. INSURANCE

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section of the agreement. Failure to provide the required insurance within ten (10) days of contract execution may result in contract termination.

2.20. PUBLIC EMERGENCIES

It is hereby made part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that the City of St. Petersburg will require a first priority for goods and services. It is vital and imperative that the citizens are protected from any emergency situation that threatens public health and safety, as determined by the City. Vendor agrees to rent/sell/lease all goods and service to the City on a first priority basis. The City expects to pay a fair and reasonable price for all goods and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado, or other acts of God.

2.21. EVALUATION CRITERIA

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified submittals. Vendor shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their submittal. Each submission shall be evaluated and ranked by an Evaluation Committee. The contract will be awarded to the most qualified Vendor, per the evaluation criteria listed in the solicitation.

2.22. RIGHTS OF CITY OF ST. PETERSBURG SOLICITATION PROCESS

In addition to all other rights of the City under Florida law, the City specifically reserves the following:

- A. the right to rank firms and negotiate with the most qualified firm.
- B. the right to select the proposal that it believes will serve the best interest of the City.
- C. the right to reject any and all responses, or parts thereof, to disqualify any and all responses, and/or determine any response to be non-responsive.
- D. the right to cancel the entire solicitation.
- E. the right to remedy or waive technical or immaterial errors in the solicitation or in the proposals submitted.
- F. the right to request any necessary clarifications or proposal data without changing the terms of the solicitation.
- G. the right to require the Proposer to perform the services required on the basis of the original submittal without negotiation.

2.23. BONDS

Performance and Payment Bond: If applicable, the annual bond amount will be equal to the one-year amount of a multi-year agreement.

Bid Bonds: If applicable, must be uploaded with offeror's submittal prior to the solicitation close date.

3. Vendor Questionnaire

3.1. Is the Vendor registered with the Florida Department of State, Division of Corporations (Sunbiz) in accordance with Florida Statute §607.1501?*

☐ Yes

☐ No

*Response required

3.2. Is the Vendor a City of St. Petersburg certified SBE? *

If you have submitted an application and it is pending, please send an email to osd@stpete.org. In the subject line- provide the solicitation number and due date.

☐ Yes

☐ No

*Response required

3.3. Is the Vendor a City of St. Petersburg certified MWBE? *

If you have submitted an application and it is pending, please send an email to osd@stpete.org. In the subject line- provide the solicitation number and due date.

☐ Yes

☐ No

*Response required

3.4. Address for Headquarters location.*

*Response required

3.5. Address of office providing service, if different than above.

3.6. Signature Authority *

Please provide a letter certifying who is authorized to execute the agreement on behalf of Company.

*Response required

3.7. Describe the nature of company's business.*

*Response required

3.8. Year the Company was Founded.*

*Response required

3.9. Number of years company has operated under the current name. (Note: if the company has modified its corporate structure since its founding (e.g., from a corporation to an LLC), you may list the number of years the company was founded under the original corporate structure).*

*Response required

3.10. Company's bank of record.*

*Response required

3.11. Describe any litigation that the vendor has been a party to in the last five years where it was alleged that the offeror breached a contract for similar services with a client/customer and describe any contracts for similar services that the vendor failed to complete for similar services. Describe the facts and status of any such litigation or contract. *

Type N/A if not applicable.

*Response required

3.12. Identify any government entity that has debarred or otherwise prohibited the vendor from responding to its competitive solicitations within the last five years. Describe the circumstances surrounding such debarment or other prohibition. *

Type N/A if not applicable.

*Response required

3.13. The vendor acknowledges that it has read, understands and will comply with Florida Statute §448.095 pertaining to required use of the U.S. Department of Homeland Security E-Verify system. Should the City terminate the contract with the vendor for violation of §448.095, vendor may not be awarded a contract with the City for at least one year.*

☐ Please confirm

*Response required

3.14. The vendor acknowledges that its quote response is subject to Public Records laws (Chapter 119, Florida Statutes).*

☐ Please confirm

*Response required

3.15. Will vendor allow other agencies to piggyback the contract if awarded?*

☐ Yes

☐ No

*Response required

3.16. The vendor hereby makes all certifications required by Florida Statute §287.135 related to scrutinized companies.*

☐ Yes

☐ No

*Response required

3.17. Is vendor required to provide any disclosures to the City regarding a foreign country of concern pursuant to Florida Statutes §286.101 (3)(a)? *

☐ Yes

☐ No

*Response required

3.18. [If YES, please provide the disclosure\(s\) in accordance with the requirements of Florida Statute §286.101 \(3\)\(a\).](#)

3.19. [The vendor certifies that it takes no exceptions to the agreement attached. *](#)

The City has deemed the following contract terms to be non-negotiable. Vendor is advised that if it wishes to take exception to any of the terms contained or referenced in the contract, it must explicitly identify the term and the exception in its response to the solicitation. Vendor's stated exception to a non-negotiable contract term may disqualify it from consideration:

1. Indemnification.
2. Insurance coverage.
3. Governing Law and Venue.
4. The City will not agree to the addition of any provision requiring a dispute resolution process or method, including but not limited to binding arbitration.
5. The City will not agree to the addition of any provision waiving any remedy available to the City in law or equity (including but limited to the right to a jury trial)
6. The City will not agree to the addition of any provision providing for the award of attorney's fees to the prevailing party.
7. The City will not agree to the addition of any provision limiting the liability of Vendor to a maximum dollar amount.

☐ Yes

☐ No

*Response required

3.20. [If exceptions are taken to the attached agreement, please provide.](#)

3.21. [Has the vendor identified any trade secrets or confidential information in its response?*](#)

☐ Yes

☐ No

*Response required

3.22. [If yes to the above question, please upload your redacted proposal here.](#)

3.23. [I currently have the required insurance coverage as specified in the solicitation and will be able to provide a Certificate of Insurance if awarded. *](#)

☐ Please confirm

*Response required

3.24. [References *](#)

Please download the below document, complete, and upload.

- [Vendor Reference Form.pdf](#)

*Response required

3.25. [Submittal Documents*](#)

Upload all other documents related to this solicitation. Including but not limited to proposals/statements of qualifications, applicable bonds, warranty information, etc.

*Response required

4. Scope of Work

4.1. Scope of Services

The City of St. Petersburg is accepting proposals for a qualified assessment methodology consulting firm to assist with the design, development and implementation of the Program to fund all or a portion of the City's fire protection and rescue costs. The scope does not include the provision of legal services which will be provided by the City Attorney's office or the City's special legal counsel. The City will award to one consulting firm.

4.2. Term

The initial term of the agreement will commence upon contract execution and will continue for a period of three (3) years. The City reserves the right to renew this agreement under the same terms and conditions for two (2) one (1) year periods at the end of the initial term, provided such renewal is mutually agreed upon by the parties in writing.

The City intends that the first year of the initial three (3) year term will include initial development and implementation of the Program, followed by two years of support for annual administration including updating, certifying and delivering the approved assessment roll to the Pinellas County Tax Collector.

4.3. Preferred Qualifications

Consulting Firm shall:

- A. Have a minimum of 10 years experience in providing consulting services regarding non-ad valorem assessments imposed to fund fire protection and rescue services in the State of Florida using various methodologies for assessments notated in Task 2.
- B. Have the ability to obtain the minimum insurance requirements set forth in the agreement.
- C. Be free from legal and regulatory matters that might prevent the consulting firm from fulfilling the obligations of the agreement.
- D. Meet performance standards and deliverables described herein as consulting firm responsibilities.

4.4. General Requirements

The consulting firm shall provide all labor, materials, tools, equipment, and documentation necessary to perform the services set forth in the Scope of Services.

Non-Ad Valorem Assessment Program for Fire Protection and Rescue Services

Task 1: Baseline Analysis & Legal Defensibility Framework

The consulting firm must establish a compliant legal foundation that separates assessable fire protection benefits from non-assessable services, to include compliance with the City of North Lauderdale v. SMM Properties, Inc., 825 So. 2d 343 (Fla. 2002) constraints on ALS/EMS inclusion.

- A. **Cost-Allocation Separation:** Review the City of St. Petersburg Fire Rescue operational, capital, and administrative budgets.
- B. **Data Integration:** Extract, clean, and analyze a minimum of three trailing years of incident response data.

- C. **Property Appraiser Database Alignment:** Obtain and process the current master parcel file from the Pinellas County Property Appraiser. The consulting firm will audit and cross-reference land-use codes, structural square footages, and geographic boundaries to ensure total alignment with the service area.

Task 2: Methodology Development & Rate Apportionment Options

The consulting firm must formulate a minimum of two (2) distinct allocation models to distribute costs fairly across residential, commercial, industrial, institutional, and vacant land categories, to include the demand methodology based on historic calls for service, and the availability methodology based on readiness to serve. The City recognizes that the basic premise of such established methods has been upheld over legal challenge, and will consider modifications which address the unique circumstances of the City. The consulting firm may suggest and describe other apportionment methods, or variations of the established methods, which have been adopted by other Florida communities.

Task 3: Financial Modeling, Delinquency Planning, & Escalators

The vendor will construct a dynamic, multi-year financial planning model to guarantee long-term revenue stability.

- A. **5-Year Revenue Projections:** Deliver a dynamic financial spreadsheet model projecting revenue generation targets over a consecutive 5-year period based on full and partial cost-recovery strategies.
- B. **Statutory Collection & Deficit Filtering:** Incorporate a mandatory 5% statutory reduction into the revenue model to account for uncollected assessments, delinquencies, and early-payment discounts.
- C. **Administrative Cost Loadings:** Factor in appropriate adjustments to account for the administrative fees levied by the Pinellas County Property Appraiser and the Pinellas County Tax Collector.
- D. **Cost of Living Adjustments (COLA):** Include calculation methodology for annual cost-of-living adjustment mechanisms into the rate structure.

Task 4: Statutory Implementation & Interlocal Coordination

The consulting firm will perform, or assist City staff with addressing, the critical administrative milestones and sequence of events required to design, develop and implement the Program and enable collection via the uniform method for tax bill collection of the assessments authorized by Section 197.3632, Florida Statutes, commencing in November 2026, including but not limited to the following.

- A. **Implementing Resolutions:** The City's special legal counsel and the City Attorney's office will draft all resolutions and notices necessary to develop and implement the Program. Upon direction by City staff, the consulting firm will review and comment on such documents to ensure conformity with recommended methodology and special benefit analysis.

- B. **Ordinance Amendments** – Upon direction by City staff, provide suggestions or coordinate with the City's special legal counsel and the City Attorney's office on updates to the City's current Fire Service Assessment Ordinance 34-H (as codified St. Petersburg City Code, Chapter 2, Article VI, Division 2)
- C. **Published Notice & Mailed Notice and/or TRIM Compliance:** Review and comment on mailed notices and statutory newspaper advertisements for public hearings associated with the fire assessment program; assist with the mailed notice process including development of the mailing template and the database of addressees and proposed assessment amounts; upon direction by City staff, configure the billing data files to merge with the Truth in Millage (TRIM) notice infrastructure by the mandatory August deadline.
- D. **Tax Roll Delivery:** Generate, validate, and electronically deliver any test files and the final certified Non-Ad Valorem Assessment Roll to the Pinellas County Tax Collector in the exact format required for annual property tax statement generation; perform proofing and sample auditing of assessment roll to ensure accuracy; make revisions to Non-Ad Valorem Assessment Roll if directed by City staff.

Task 5: Project Management & Public Adoption Support

- A. **Elected Official Briefings:** Facilitate up to three public workshops or presentations before the St. Petersburg City Council to explain methodology options, answer structural questions, and present final findings.
- B. **Public Hearing Attendance:** Provide on-site expert technical testimony during the mandatory public hearing held for the final adoption of the tax roll.
- C. **Methodology Report:** Deliver a finalized, comprehensive Methodology Report with findings and conclusions regarding the special benefit conveyed by fire protection and rescue services, description of available methodologies and resulting rate structures, and recommendations (if any) regarding methodology most advantageous for the City. Each methodology description should include various rate scenarios related to full and partial recovery of assessable costs. The final report should be signed by the lead project consultant.
- D. **Post-Adoption Support:** Provide a commitment of up to twenty hours of litigation support to defend the chosen framework if the assessment program faces subsequent legal challenges or in the event the City determines to seek judicial validation of the Program.

4.5. [Deliverables](#)

Timeline: Project would need to be implemented in time for January 2028 tax rolls (April/May 2028)

Phase / Deliverable	Expected Performance Metric
Deliverable 1: Data & Legal Framework Report	Call data filtered; ALS/EMS costs isolated; Property appraiser data validated.

Deliverable 2: Apportionment Options Notebook

Two distinct rate structures (Demand and Readiness to Serve) presented with sample parcels

Deliverable 3: 5-Year Financial & COLA Model

Excel-based financial model factoring 5% delinquencies, tax collection fees, and COLA model

Deliverable 4: Regulatory Resolutions & Notices

Complete draft of Initial/Final Resolutions, Interlocal contract language, and mailed notices

Deliverable 5: Certified Tax Roll Transmission

Clean, formatted electronic data file successfully loaded and certified into the Tax Collector's system

4.6. Unspecified Services

Unspecified work is defined as materials or services that may be required due to unexpected conditions or events similar to the scope of work. Unspecified work is not guaranteed as part of the contract and must be properly authorized in writing by the City before performed.

4.7. Account Management

Consulting firm must provide a single point of contact, a dedicated account manager who will be readily available during normal business hours to administer the agreement. Consulting firm is responsible for notifying the City of any changes in account manager or contact information. Account managers' responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting, and issue resolution.

4.8. City's Responsibilities

At a minimum, City shall provide and meet the following responsibilities:

- A. City shall provide a point of contact (City Project Manager) to administer the Agreement.
- B. City Project Manager shall assist with planning, strategy, and objectives prior to performance of the Work.
- C. City Project Manager shall promptly respond to issues and inquiries so as not to hinder the progress, completion, or compensation for the Work.

5. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Qualifications and Experience of Firm and Staff This section evaluates the Proposer's qualifications, relevant experience, and capacity to successfully perform the required services. Scoring will be based on the firm's history of similar projects, technical expertise, organizational structure, key personnel credentials, and demonstrated past performance.	0-10 Points	45 (45% of Total)
2.	Project Approach This section evaluates the Proposer's proposed methodology for delivering the services, including processes used on similar projects and the approach envisioned for this engagement. Scoring will be based on the clarity and feasibility of the project plan, schedule, key activities, deliverables, and the proposed coordination process with the City's Project Manager.	0-10 Points	30 (30% of Total)
3.	Cost Analysis This section evaluates the Proposer's completed cost analysis and proposed fee for the project. Scoring will be based on the completeness, clarity, and reasonableness of the pricing information provided.	0-10 Points	15 (15% of Total)
4.	Business Enterprise Program Outreach and Utilization This section evaluates the Proposer's status as an SBE, MBE, WBE, or combination, and the firm's demonstrated commitment to outreach, inclusion, and utilization of small and minority-owned businesses in performance of the contract. Scoring will be based on documented outreach efforts, planned mentoring and capacity-building initiatives, and processes for inclusive subcontracting.	0-10 Points	10 (10% of Total)