

Agenda Packet

Bellevue Estates Island Ad Hoc Committee for Undergrounding

Wednesday, October 18, 2017

5:00 P.M.

Public Meeting Notice
Agenda

Call to Order
Roll Call

1. Approval of Agenda.
2. Approval of October 2, 2017, Bellevue Estates Island Ad Hoc Committee for Undergrounding Meeting Minutes. (Minutes will be distributed at the Meeting)
3. Draft Petition Update - Assessment Consultant Update (see backup)
4. Discussion of Projected Timeline - Petition, Pinellas County Property Appraiser's Office and Tax Collector's Office, and Public Hearing (see backup)
5. Discussion on Street Lighting – Options, Costs, Interface with City
6. Discussion of Contract Execution - RFQ vs “Piggybacking” (see backup)

Adjournment.

Any person who decides to appeal any decision of this Meeting with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require verbatim minutes transcribed, therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. Any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727.595.4646 or fax a written request to 727.593.1409.

Posted: October 13, 2017
Patricia A. Gentry, CMC
City Clerk

NON-AD VALOREM ASSESSMENTS & UNIFORM COLLECTION

Is your municipality considering adopting a non-ad valorem assessment under Fla.Stat. § 197.3632.

UNIFORM COLLECTION: HOW IT WORKS

The uniform method of levy and collection provided for in Fla. Stat. § 197.3632 allows you to have your non-ad valorem assessment included on the annual notice of proposed property taxes (TRIM notice) and tax bill. Under the uniform collection method, non-ad valorem assessments are collected with ad-valorem property taxes, and are subject to the same collection provisions, including provisions relating to the tax discount payment periods, and the issuance and sale of tax certificates and tax deeds for non-payment. This uniformity provides a convenient and consistent collection method for you. However, be aware that the Tax Collector cannot alter collection procedures or provide exemptions from tax certificate or tax deed sales for non-ad valorem assessments.

To use the uniform collection method, you must contract with the Property Appraiser and Tax Collector for the administration of the non-ad valorem roll. Sample contracts are attached. You will then provide your non-ad valorem assessment resolution, including a legal description of the area to be assessed, to the Property Appraiser, who will identify all the real property parcels that fall within the roll boundaries. Next, you will edit that roll and add or update assessment amounts for each parcel. The assessment amounts are determined by you, and are included on the TRIM notices and tax bills as you report them; they are not calculated or edited by the Property Appraiser or Tax Collector.

The calendar of deadlines for the processing of non-ad valorem tax rolls is included on page 2 of this document.

THE PROPERTY APPRAISER'S ROLE

The Property Appraiser's role in the non-ad valorem assessment process is to provide the initial non-ad valorem assessment roll for editing, and to process the rolls provided by you so that the assessments appear properly on the TRIM notices and tax bills. This is strictly a ministerial role. The Property Appraiser does not amend your roll, attempt to correct or calculate assessment amounts, or explain the non-ad valorem assessment to property owners. Because the Property Appraiser does not edit your roll, it is crucial that you have an IT staff that is able to prepare the roll in the necessary .csv format, as outlined in Appendix D of the attached sample Property Appraiser contract.

The Property Appraiser will bill you based on time and materials used to prepare your roll, as provided for in your contract.

THE TAX COLLECTOR'S ROLE

The Tax Collector's role is strictly ministerial, and entails the collection and distribution of the non-ad valorem assessments. When non-ad valorem assessments are collected under the uniform method of collection, they are subject to all collection provisions of Chapter 197, Florida Statutes, including provisions relating to the tax discount payment periods, and the issuance and sale of tax certificates and tax deeds for non-payment. When a tax certificate is sold for a non-ad valorem assessment, the lien created may not be enforced in any manner except as prescribed in Chapter 197. That means that the Tax Collector cannot provide exemptions from the lien process for non-payment of non-ad valorem assessments.

Florida Statutes provide for compensation to the Tax Collector for the actual cost of collection of the assessments, which typically ranges from 2-3%.

QUESTIONS?

We would be happy to answer any questions you may have about our offices' roles in the administration and collection of non-ad valorem assessments under the uniform method of levy and collection. Please call Uzma Syed with the Property Appraiser at 727-464-5042 or Robin Ferguson with the Tax Collector at 727-464-3386.

Charles W. Thomas, CFC
Tax Collector

Mike Twitty, MAI
Property Appraiser

Non-Ad Valorem Assessments & Uniform Collection Deadlines

Deadline	Responsible Party	Task Description
January 1	BOARD	Adopt a resolution which clearly states its intent to use the uniform method of collecting the assessment. Once the resolution has been adopted, no annual re-adoption is required, unless the BOARD adopts changes to the resolution. (s. 197.3632(3)(a)).
January 10	BOARD	Provide a copy of the adopted resolution to the Property Appraiser (s. 197.3632(3)(a)). The resolution must also include the geographic boundary or legal description of the area to be assessed sufficient to allow the Property Appraiser to identify the parcels of real property that fall within such boundary. Once the resolution has been noticed to the PAO, no annual notification is required unless the BOARD changes the geographic boundaries of the area or the uses of the assessment.
January 10	BOARD	Notify the Property Appraiser and Tax Collector if the BOARD intends to discontinue using the uniform method of collecting the non-ad valorem assessment. (s. 197.3632(6)).
June 1	PAO	Provide the BOARD an electronic medium containing the parcel numbers, legal description, owners' names and addresses of all parcels of land included in the non-ad valorem assessment district (s. 197.3632(3)(b)).
July 1	BOARD	Return all assessments and any corrections, additions or deletions to the roll provided by the PAO to the PAO via electronic medium, so that maps and the non-ad valorem assessment data file can be corrected and assessments can be added before production of Notices of Proposed Property Taxes (TRIM Notices).
August 1	PAO	Provide a final assessment roll to the BOARD, including assessment amounts.
Sept 15	BOARD	Certify the non-ad valorem assessment roll to the Tax Collector by submission of the roll on compatible electronic medium and by supplying the Tax Collector with the Certificate to Non-Ad Valorem Assessment Roll (DR-408A form).

Key:

BOARD = Governing Board of Municipality

PAO = Property Appraiser's Office

Belleair Beach
Underground Utility Assessment Program
(Bellevue Estates Island)
Critical Events Schedule
Draft 9/28/17

	Event	Responsible Parties	Date
1.	City Council regular meeting: <ul style="list-style-type: none"> • Presentation concerning project • Direction to proceed with uniform method resolution process 	<i>City Council</i> <i>City Staff</i> <i>BMO</i> <i>Stakeholders</i>	November 6, 2017
2.	First publication of notice of intent to use tax bill collection method	<i>Newspaper</i>	November 11, 2017 <i>10</i>
3.	Conclude landowner petition process, forward results to City staff	<i>Stakeholders</i>	By November 24, 2017
4.	Second publication of notice of intent to use tax bill collection method	<i>Newspaper</i>	November 18, 2017 <i>17</i>
5.	Third publication of notice of intent to use tax bill collection method	<i>Newspaper</i>	November 25, 2017 <i>24</i>
6.	Fourth publication of notice of intent to use tax bill collection method	<i>Newspaper</i>	By December 2, 2017 <i>1</i>
7.	City Council regular meeting: <ul style="list-style-type: none"> • Presentation concerning results of petition process and overview of implementation steps • Public hearing to consider adoption of resolution expressing intent to use tax bill collection method 	<i>City Council</i> <i>City Staff</i> <i>BMO</i> <i>Stakeholders</i>	December 4, 2017
8.	City Council regular meeting: <ul style="list-style-type: none"> • Adoption of Initial Assessment Resolution <ul style="list-style-type: none"> ○ Schedules public hearing for February 5 ○ Directs mailed/published notices 	<i>City Council</i> <i>City Staff</i> <i>BMO</i> <i>Stakeholders</i>	January 8, 2018

9.	Forward copy of executed resolution expressing intent to use tax bill collection method to Tax Collector, Property Appraiser and Florida Department of Revenue	<i>City Staff BMO</i>	By January 10, 2018
10.	Deadline for mailing and publication of notices	<i>Newspaper Mailing Agent BMO</i>	January 16, 2018
11.	City enters into reimbursement agreements with Tax Collector and Property Appraiser	<i>City Staff</i>	By January 31, 2018 *** (verify deadline with TC & PA)
12.	City Council regular meeting: <ul style="list-style-type: none"> • Public hearing to consider adoption of Final Assessment Resolution • Adoption of Bond Resolution 	<i>City Council City Staff BMO Stakeholders</i>	February 5, 2018
13.	File bond validation complaint	<i>BMO</i>	By February 9, 2018
14.	Obtain hearing date for bond validation and signed order to show cause from judge's office	<i>BMO</i>	By February 23, 2018 *** Estimated date, subject to court calendaring system
15.	First publication of order to show cause for bond validation	<i>Newspaper BMO</i>	At least 21 days prior to validation hearing
16.	Second publication of order to show cause for bond validation	<i>Newspaper BMO</i>	7 days after first publication
17.	Conduct validation; obtain rendered Final Judgment	<i>BMO</i>	By May 25, 2018 ***Estimated date, subject to court calendaring system
18.	Appeal period concludes (period runs 30 days after Final Judgment is rendered)		By June 25, 2018 * Estimated date, subject to court calendaring system
19.	City Council regular meeting: <ul style="list-style-type: none"> • Adoption of supplemental Bond Resolution 	<i>City Council City Staff BMO Stakeholders</i>	By August 6, 2018

20.	Deadline for optional prepayment of assessments	<i>Property Owners</i>	August 17, 2018
21.	Closing on bond/note	<i>City Staff BMO Lender</i>	By September 7, 2018
22.	Forward FY 2018-19 assessment roll to Tax Collector for collection of first annual assessment installment on November 2018 tax bill	<i>City Staff BMO</i>	By September 14, 2018



City of Belleair Beach Request for Qualifications

Professional Services for
Undergrounding Utilities
Bellevue Estates

Proposals due By November , 2017
2:00 pm at City Hall
444 Causeway Blvd.
Belleair Beach, FL 33786

Request for Qualification

For

Professional Services for Undergrounding Utilities in Bellevue Estates

1. PURPOSE & INTRODUCTION

Pursuant to Florida Statute 287.055 (the Consultant's Competitive Negotiation Act or CCNA) the City of Belleair Beach is soliciting statements of qualifications responses from qualified firms capable of providing Engineering, Landscape Architecture and General Construction Services. The City will be selecting one (1) firm in consonance with Florida Statute 287.055.

1.2 SCOPE OF WORK

Provide engineering, landscape architectural services as defined in section 287.055(2)(g). Florida Statutes in accordance with all the procedure of the "Competitive Consultants' Negotiation Act".

The scope of work will include but not limited to:

- ✓ Conduct public meetings and facilitate the planning concept, planning study, design, develop and management for undergrounding Public utilities.
- ✓ Provide coordination to obtain easements from private citizens, and public entities.
- ✓ Provide management and coordination with public utility companies not limited to electric, cable TV and telephone.
- ✓ Provide coordination and construction administration for any projects related to or associated with the undergrounding of utility activities.
- ✓ Provide engineering, landscape architecture and general construction services associated with the restoration of distributed areas associated with the undergrounding of utilities.

1.3 QUALIFYING STANDARDS

Pursuant to Chapters 471, 481, and/or 489, Florida Statutes, as applicable to this solicitation, firms or individuals shall be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statute(s).

Responding vendors must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award under this solicitation.

The awarded Consultant must be properly licensed pursuant to Florida Statutes 471, 481 and 489.

2. CALENDAR OF EVENTS

- | | | |
|----|------------------|--|
| A. | Month, day, 2017 | Release Date |
| B. | Month, day, 2017 | RFQ submittal date, not later than 2:00 pm |
| C. | Month, day, 2017 | Evaluation committee review |
| D. | Month, day, 2017 | Evaluation committee recommendation |
| E. | Month, day, 2017 | Selection and recommendation to the City Council for award/consideration |

3. QUALIFICATIONS

Statement of Qualifications will be considered from firms normally engaged in implementing the services requested. The responding firm shall present their statement of qualifications as outlined in the submission of submittals section of this document. Respondents must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City of Belleair Beach. The City reserves the right, before recommending any award, to inspect the facilities and specifications, terms and conditions of the Contract. The City of Belleair Beach will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all Statements of Qualifications where evidence submitted, or investigated and evaluation indicates inability of a firm to perform.

4. SUBMISSION OF SUBMITTALS

The purpose of this section is to provide information related to the qualification of interested firms to perform the service requested herein. Response to all subsets of the section is mandatory. Failure to provide the requested information may result in the Statement firm's submission being deemed nonresponsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of Belleair Beach and are subject to public records laws. All expenses, including travel expenses for interviews, incurred in the preparation of the submittal shall be borne by the Respondent.

The following information shall be provided in the order detailed:

- a. **Title Page** – List the RFQ subject, the name of the firm, local address, telephone number, name of contact person date, and email address of contact person.
- b. **Table of Contents** – Include a clear identification of the material included in the submittal by page number.
- c. **Letter of Interest** – Limit one (1) page. Make a positive commitment to perform the required work. Also provide the name(s) of the person(s) who will be authorized to make representation for your firm, their title, telephone number and email address.
- d. **Project Specific Statement of Qualifications and Profile of Firm** – Limit three (3) pages. State the size of staff, number of registered professionals and overall experience of the assigned staff for this assignment. Include technical background, experience information and other applicable data on proposed personnel and any proposed sub-processes to be used within the project team. Give the location of the office from which the work is to be done.
- e. **Services Approach** – Limit two (2) pages. Include a general synopsis of the firm's approach and understanding of the work required. Include the firm's Quality Assurance Control program or policy.
- f. **References** – Limit three (3) pages. Provide information for those projects which have been successfully completed with are similar to those required under this assignment. Please include

project recently completed with the last (1) year. Additionally document that the respondent has been awarded and provided services for other local government similar to this contract.

- References shall include:
 - Client name, address, phone number, email address
 - Description of the scope of the work
 - Month and Year the project was started and completed
 - Total cost and professional services fees paid
 - Role of the firm and responsibilities
- g. Insurance Requirement – Provide proof of insurance in accordance with insurance requirements section included in this RFQ.

5. CONTACT INFORMATION

Please direct all technical inquiries concerning the Request for Qualification in writing to the following City Representative. Questions must be submitted by (5) days prior to the proposal due date.

Lynn Rives
Interim City Manager/Community Services Director
444 Causeway Boulevard
Belleair Beach, FL 33786
Phone: (727) 595.4646
Fax: (727) 593-1409
E-Mail: Lynn.Rives@cityofbelleairbeach.com

6. SUBMITTAL PROCEDURES:

Firms shall submit three (3) original submittals and one electronic copy (CD-PDF file format). Responses must be submitted by the date and time indicated below. Statement of Qualifications not submitted by that time will be refused. Statements of qualification shall not be valid unless sealed in a single envelope or box marked: "Professional Services for Undergrounding Utilities in Bellevue Estates." And received by:

City of Belleair Beach
444 Causeway Boulevard
Belleair Beach, FL 33786

Request for Qualifications will be received until 2:00 PM on **Month, day, 2017**, at the office of the City Clerk, Patricia A. Gentry, City of Belleair Beach, Florida 33786.

7. EVALUATION AND SELECTION OF CONSULTANT

The City will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. The selected group of proposers may be invited to make oral presentations of their proposals to the evaluation team. Following the evaluation process, the team will then select the firm that the City considers most qualified. The successful Firm will be requested to enter into negotiations to produce and contract for this assignment. The City reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The City reserves the right to terminate negotiations in the event it deems the progress towards and contract to be insufficient.

Selection Criteria are as follows:

- Qualification of the Project Team
- Qualification of Prime Consultants designated Project Manager
- Qualification of Prime Consultants designated Project Professional Engineer
- Qualifications of the Sub-Consultants
- Firm’s Experience with public utilities and undergrounding in residential areas
- Quality Assurance Control program/Policy
- Applicable Project References that reflect and demonstrate the Firms’ competence in the services request by the City.
- Consultants demonstrated understanding and experience with the City of Belleair Beach undergrounding utilities.
- Location of Firm

8. RESERVES THE RIGHT

The City reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal with is deemed to be in the best interest of the City. The City of Belleair Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualification’s as best serves the needs of the City.

9. DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract.

10. INSURANCE REQUIREMENTS

Included in Qualifications proof of Insurance furnished by the firm’s carrier to guarantee the engineering firm is insured.

The awarded firm must file with the City of Belleair Beach certificates of insurance prior to commencement of work evidencing the City as a certificate hold as additionally insured with the following minimum coverage:

Commercial General Liability insurance not less than \$2,000,000.00

- Personal injury liability \$1,000,000.00
- General aggregate \$2,000,000.00
- Products \$2,000,000.00

Owner’s and Consultant’s Protective Liability:

- Bodily injury liability \$1,000,000.00
- Property damage liability \$1,000,000.00
- Full Workers Comprehensive insurance required by Florida Law for all people employed by the contractor to perform work on this project

Automotive Liability (covering the operation, maintenance and all owned, non-owned and hired vehicles

- Bodily injury liability \$500,000.00 each occurrence
- Property damage liability \$500,000.00 each occurrence

Umbrella Liability

- \$200,000,000.00 each occurrence

Workers Compensation Insurance

- \$1,000.000.00

Professional Liability Insurance

- \$1,000,000.00 per claim
- \$3,000,000.00 annl aggr.

11. **INDEMNIFICATION**

The Respondent shall hold harmless the City, its officers and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent and any persons employed or utilized by the Respondent in the performance of the Contract.

12. **ASSURANCES**

The responding firm shall provide a statement of assurance that the firm is not presently in violation of any statutes or regulatory rules that might have an impact on the firm's operation. All applicable laws and regulation of the State of Florida and Ordinances and Regulation of the City of Belleair Beach will apply.

13. **PROJECT RECORDS**

The awarded firm shall maintain auditable records concerning the procurement to account for all receipts and expenditures, and to document compliance with the contract. These records shall be kept in accordance with generally accepted accounting methods, and the City of Belleair Beach reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for three (3) years after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Upon completion of the project, all reports, studies, recommendations, form, and other project specific information will need to be submitted in paper and in and electronic file format (.PDF, .JPEG) on CD or USB storage device.

14. **DEVIATIONS FROM SPECIFICATIONS**

Respondents shall clearly indicate, as applicable, all areas in which the item/services he/she proposes do not fully comply with the requirement of this submittal. The decision as to whether and item fully complies with the stated requirements rest solely with the City.