



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

February 24, 2012

**ADDENDUM #1, RFP H-21-12
FIRE ASSESSMENT FEE PROGRAM UPDATE**

To Whom It May Concern,

Please review the following questions and answers:

Q1: Can you please make the previous study accessible. --and--
Where can we find a copy of the last Study?

A1: A copy of the 7/10/09 Study will be posted to the website with this Addendum.

Q2: We are also very interested in obtaining the current rate schedule.

A2: A copy of Resolution 2011-310 that adopted the current rates will be posted to the website with this Addendum.

Q3: What firm conducted the last update in 2009?

A3: Management Research and Consulting Associates, Inc.

Q4: What were the total fees paid for the 2009 update?

A4: \$28,500

Q5: Is there a budget for this project? If so, what is it? --and--
Does the City have a budget for this update and if so, what is the budget?

A5: No budget

Q6: In the introduction, and as it appears at the top of page 2 of 15 of the RFP, it is noted that all of the services must be completed by June 30, 2012. The Broward County Property Appraiser's office has demanded in their new agreements with taxing authorities who use the TRIM notice as their notice of assessment that any changes in existing methodologies be sent to them by May 1st of each year. This would require the assessment (if it is changing how the assessment is levied) to be adopted by the end of April by the City so that it can be transmitted to the Property Appraiser. If the RFP is to be awarded by March 12th, then that leaves the period of about a month, and maybe less, to complete the assessment methodology report. This would only be a problem if a different assessment method were used (for instance, changing from a series of tranches for commercial property to a per square foot method).

So, the questions are: (a) does the City intend to use the property appraisers mailing of TRIM notices as the method of notification, or is the City going to be doing its own notices?

A6: City intends to use the TRIM notices.

Q7: Is the city wanting to evaluate methods other than the one currently used by the City in apportioning the costs of fire services?

A7: Not for the upcoming FY for the reasons noted above, but following FY's.

Q8: Has or will the City be executing the new agreement with the Broward County Property Appraiser's office?

A8: We have already executed the new Agreement.

Q9: The Service Demand section contemplates using only the CY2011 fire call data. Would the City consider letting us use 2 or more years worth of call data so that the data is better averaged?

A9: Yes.

Q10: We always review the call data to identify potentially errors in the recording of certain characteristics of the call data that might influence the apportionment. Our review process generally requires Fire personnel to review our recommendations prior to apportioning the costs of fire services. Will the fire department be available to review these recommendations with a very quick turnaround?

A10: Yes.

Q11: We will require that the City instruct the BCPA to provide us the data files for the assessment and also the full tax roll. Will the City give that authorization Or will we be required to go thru the City to get it?

A11: Yes, and any assistance needed to obtain the data.

Q12: Our firm is a small business enterprise and we note that the City encourages all small businesses to participate in this and other procurements. However, in this instance the rating criteria gives up to 20 points for experience and expertise. While we have successfully performed fire assessment methodology reports and other special assessment reports, we have not conducted hundreds of them, but enough to demonstrate more than sufficient experience in this area. This rating could potentially hurt us when compared to much larger firms. Would the City contemplate an amendment to the RFP so that firms are either pre-qualified to bid and then price determines the award, or, alternatively, would the City consider adding another criteria and giving point consideration to SBE businesses?

A12: Not at this point in time. If the firm has performed three or more in the past that should suffice and provide enough background in terms of determining the firms qualifications.

Q13: In the Criteria section, item 4, Cost, asks for an itemization of the overall project-tax budget, which we can do, but we generally quote a fixed fee based upon the scope of the work. Will a lump-sum fee for all services be considered non-responsive or diminished in the rankings in any way?

A13: No, but please provide a budget showing the breakdown of costs as requested.

Q14: The RFP, in the Scope of Service section (item 4) refers to providing "...legal sufficiency, equity, and completeness." We take this to mean that the City would like an opinion of Counsel that this test has been met. Does the City want us to include in our proposal, as a separate item, the cost of this opinion, or is it to be included in our fees as part of our response?

A14: The City already has outside counsel to assist, but the firm should have the legal knowledge of the case laws that have governed the use of the fee.

The remainder of the solicitation is unchanged at this time. Acknowledge receipt of this Addendum in the area provided on Page 15 of the RFP.

Very truly yours,

Leeta Hardin
General Services Director

enclosures

cc: website
file