1. **BACKGROUND**

The purpose of this solicitation is for Lake County to acquire the services of a consultant with experience in development and rate setting for MSTUs. This will be a multi-year contract generally up to five years in length.

Consultant may be requested to provide a scope of services and proposal to assist County in establishing other Municipal Services Benefit Unit implementation or Municipal Services Tax Unit areas which may include, but not be limited to, operation and maintenance, fee/rate, and schedules for subdivision road improvements, sewage systems, utilities, and any other infrastructure as needed.

The first project is to develop strategies to implement the millage rate for the Wellness Way MSTU. The Wellness Way MSTU was adopted by the Board of County Commissioners on December 6, 2022. The Wellness Way Area Plan was adopted by the Board of County Commissioners

Wellness Way Area Plan

The Wellness Way Area Plan was developed in 2016. The Wellness Way Implementation Plan and final comprehensive plan amendments were approved in May 2022. The plan addresses growth demands for an area that has significant potential for economic development in southeast Lake County. This area is projected as an emerging center for new employment with supporting residential development. The Wellness Way Transportation Network incorporates all arterial and collector roads within the identified Municipal Services Taxing Unit (MSTU) boundaries.

The Wellness Way Design Guidelines have been adopted. The Wellness Way Design Standards for the arterial and collector roads is underway and expected to be completed by April 1, 2023. The Wellness Way MSTU shall provide funding of maintenance, and operation of Lake County Collector roads within the Wellness Way MSTU. Funds may be used for the maintenance of streets, sidewalks, street lighting, drainage improvements, stormwater ponds, landscaping, trails, signals, signage, and other improvements.

The roads and amenities are proposed to be constructed with the Transportation Impact Fee funding. Wellness Way will have specialty lighting, mast arms, colored pavement, enhanced lighted crosswalks, and additional upgrades that will have to be operated and maintained. The majority of the maintenance and repair work will be contracted to external suppliers and providers.

The assessment is planned to be placed on the fiscal year 2025 tax bill. Construction of collector and arterial road network is in the early stages. Initial roads have been constructed or will be constructed as two-lane with curb & gutter, closed stormwater systems, bike lanes, sidewalk, and trails. The final construction phase will implement all the design guidelines and standards. The initial road plans have minimal aesthetics, street lighting, and landscaping which will be constructed with the final four lane construction. The final four lane layout will have the majority of the improvements to be maintained by the MSTU.

**SCOPE OF SERVICES**

1. Consultant shall work under a lump sum professional fee arrangement based on a schedule of payments. Consultant shall provide a fee rate analysis of the Wellness Way (MSTU) approved by the Lake County Board of County Commissioners on December 6, 2022 (See Exhibit D – Ordinance No. 2022-53). The basic tasks under the effort are to:
	1. Provide an evaluation of the appropriate millage rate to be assessed for each property within the Wellness Way MSTU for each year from 2025 through 2029 based on project road improvement completion dates, that is conducive to using the County’s ad valorem tax roll database; and
	2. Develop a system using spreadsheet or other means to be delivered to County staff for use in estimating current and future project operational and maintenance costs and millage rate to be assessed to each property
2. The following deliverables will be required during this project:
	1. A calculation which provides (a) the description of the methodology and (b) the millage rate calculation;
	2. Provide actual spreadsheet formulas in full sufficient detail to enable County staff to input to assist in future millage rate calculations;
	3. The final MSTU Millage rate developed from the data available at the time of the Consultant-supported effort;
	4. Assistance with the implementing resolutions for the annual assessment program;
	5. The statutorily required notice and billing documentation that is required for using the tax bill collection method for the annual assessment program; and,
	6. An assessment roll in an electronic format that will merge with the County's real property tax roll in conformity with the requirements of the uniform method of collection.

County staff will provide the current Five-Year Transportation Construction Program, executed developer agreements for road improvements, and expected road project completion dates.

1. The performance period for completion of the initial study effort must be completed and for Board presentation by end of December 2023. The following is a generalized task list is provided as a guide to delineate all services required by the County. Consultant may suggest alternatives to the County for this task list in order to provide the most efficient evaluation and results:
	1. Task 1: Evaluate Reports and Research Issues: Evaluate the County's existing documents, ad valorem tax roll information, agreements, reports, and other data pertaining to the provision of the MSTU services.
	2. Task 2: Identify Full Costs of Service: Evaluate the full cost of the MSTU service delivery using the County's most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements.
	3. Task 3: Methodology: Using the current ad valorem tax roll provide classification of properties and the use of the data on the proposed assessment roll. Provide the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.
	4. Task 4: Determine Preliminary Revenue Requirements: Advise the County in determining the MSTU assessment revenue requirements to ensure the County recovers the costs of: (a) net revenue requirements, (b) implementing the program, and (c) collecting the assessments.
	5. Task 5: Develop Preliminary Assessment Roll Database: Using the current ad valorem tax roll, create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
	6. Task 6: Apply Apportionment Methodology to Database: Apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
	7. Task 7: Calculate a Preliminary Schedule of Rates: Using the developed assessment roll, calculate schedule of rates based on the developed apportionment methodology and revenue requirements for the MSTU program.
	8. Task 8: Prepare and Present Assessment Memorandum: Prepare and present an Assessment Memorandum that fully supports and justifies the proposed apportionment methodologies and assessment rates.
	9. Task 9: Assist with Assessment Resolutions: Advise and assist County's legal counsel in drafting the preliminary and final assessment resolutions that conform to the assessment ordinance and that implement County's policy decisions, proposed methodology and adopts final assessment rates.
	10. Task 10: Assist with Rate Adoption Process: Advise and assist with fulfilling the legal requirements for the adoption of the final assessment rate resolution and certification of the assessment roll in accordance with Section 197.3632, Florida Statutes as required.
	11. Task 11: Option to conduct periodic review and update of the initial study effort: Consultant shall provide all effort to update the initial study based on the most current demand data to examine, and either confirm or amend, and assessment value established during the initial study effort.
2. COUNTY RESPONSIBILITIES
	1. County is responsible for any newspaper publications, including, but not limited to, arranging for publications and any costs associated with those publications.
	2. County is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the MSTU assessment program.
	3. County will work with Consultant for five (5) years after completion of the initial study effort, to:
		1. Exercise, as determined to be required, the optional effort included within the pricing table for periodic updates based on the most current historical or other associated data to support continued accuracy of fee assessments, and
		2. Provide a structure enabling Consultant to provide, at the hourly rates specified in the pricing table, technical and representative support regarding any litigation defense services that may be required during Contract duration.

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