

September 17, 2021

**Via Electronic Mail**

Lalit Lalwani, Civil Engineer III  
Public Works\Hague Development Review  
Alachua County  
5620 NW 120<sup>th</sup> Land  
Gainesville, Florida 32653

**Re: Special Improvement District Assessment Programs for New Subdivision Maintenance and Capital Infrastructure Improvements  
Work to be Conducted During Fiscal Year 2021-22 (October 2021 through September 2022)**

Dear Lalit,

This correspondence is written to present a proposal for Government Services Group, Inc. (GSG) to provide specialized assistance to Alachua County (County) and its staff, on an as needed basis, with general information on assessment programs to fund maintenance and capital improvements for new development and/or subdivision Municipal Service Benefit Units (MSBUs). The work associated with this proposal will be conducted during Fiscal Year 2021-22 (October 2021 through September 2022).

**SCOPE OF SERVICES**

- Task 1: Advise and assist with Ordinance.** Provide advice, assistance and review of an assessment ordinance to establish the procedures for implementation of special improvement district assessment programs to fund maintenance and capital improvements for new development and/or subdivisions.
- Task 2: Community Outreach** GSG will assist with development of information for public education outreach efforts including information on special improvement district funding alternatives, general power point presentations, website information, standard public information documents, etc.
- Task 3: Participation in Workshops and Community Meetings** GSG will be available to attend and participate in BOCC meetings, community workshops, meeting with developers, etc.

**FEES AND COSTS**

For the professional services and specialized assistance provided by GSG, we will perform the work on an hourly basis at our standard hourly rates as outlined below. Expenses related to on-site meetings will be billed in accordance with section 112.061, Florida Statutes. This proposal assumes up to five on-site visits to the County by GSG staff and approximately 45-55 hours. Based on these assumptions, we anticipate that the fees and expenses related to this initial assistance will not exceed \$10,000.00.

The standard hourly rates for GSG are as follows:

**GOVERNMENT SERVICES GROUP, INC.**

Senior Advisor .....	\$285
Vice President/Managing Director .....	\$285
Assistant Director .....	\$235
Project Manager/Project Coordinator.....	\$185
Database Analyst/Technical Services .....	\$150
Lead Project Analyst .....	\$100
Project Analyst.....	\$ 90
Administrative Support .....	\$ 75

Our objective is to assist the County as it initiates the processes and procedures for new development and/or subdivisions in unincorporated Alachua County.

We look forward to working with Alachua County on this very important project. If you have any questions, please do not hesitate to contact me.

Sincerely,



Sandi Walker  
Assistant Director, Government Services Division

**ALACHUA COUNTY SPECIAL IMPROVEMENT DISTRICT ASSESSMENT  
PROGRAM GENERAL ASSISTANCE FISCAL YEAR 2021-2022 (OCTOBER 2021  
THROUGH SEPTEMBER 2022)  
ACCEPTED AND AGREED TO:**

By: \_\_\_\_\_  
Alachua County

\_\_\_\_\_  
Date