



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.8.

3/10/2020

### Subject:

Request Permission to Advertise a Request for Proposal to obtain consultant services to perform a Fire Assessment Study.

### Fiscal Impact:

Estimated Cost to Perform Assessment is \$75,000.00

### Dept/Office:

Central Services / Purchasing Services

### Requested Action:

It is requested that the Board of County Commissioners:

1. Authorize the Purchasing Services Department to develop and release for advertisement a Request for Proposal from established companies to conduct an Unincorporated County Wide Fire Assessment Study;
2. Approve the Selection Committee consisting of:
  - a. Housing and Human Services Director or designee
  - b. Utility Services Director or designee
  - c. Brevard County Fire Rescue Fire Chief or designee
3. Approve the Negotiation Committee consisting of:
  - a. Public Safety Director or designee
  - b. Budget Director or designee
  - c. Central Services Director or designee
4. Authorize the County Manager, or designee to execute all resulting contracts, contract related documents, and any necessary budget change requests, upon review and approval by the County Attorney's Office and Risk Management

### Summary Explanation and Background:

The Fire Assessment is one of two funding sources that funds fire operations (Fire Assessment and Municipal Service Taxing Unit (MSTU)). Brevard County is looking for a qualified firm to perform a review of existing fire assessment methodology, including pertinent ordinances and resolutions, with specific focus on the equitable distribution of assessment across land use types and legal defensibility and to thoroughly document findings and proposed funding mechanisms and develop a new methodology.

The last Fire Assessment of Unincorporated Brevard County was conducted in 2009. The previous consultant, Burton and Associates, was awarded the last Fire Assessment Study Contract in 2008 to develop the Fire Assessment for Fiscal Year 2009.

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Fire Rescue has requested that Purchasing Services seek Board approval for development and advertisement of a Fire Assessment Request for Proposal that would provide a complete assessment to the Board of County Commissioners in Fiscal Year 2021 with any implementation to take place in Fiscal Year 2022.

The Fire Assessment Study will assess the following categories:

- Personnel and Staffing
- Infrastructure
- Capital
- Reserves

The scope of work to be included in the Request for Proposal consists of, but not be limited to, the following tasks:

- Review the most recent Fire Assessment Methodology;
- Collect and Compile Required Data to Calculate/Confirm a Schedule of Fire Service Assessment Rates;
- Develop a Ten-Year Fire Service Financial Plan and Preliminary Fire Service Assessment;
- Review Preliminary Fire Service Assessment Results with County Management and the Board of County Commissioners;
- Prepare Fire Service Assessment Roll;
- Prepare and Present a Report of the Results of the Fire Assessment Study;
- Provide Implementation Assistance, as necessary;
- Assist in the Preparation of an Ordinance for Adoption of the Proposed Fire Service Assessments; and
- Attend Public Hearing(s) for Adoption of the Fire Service Assessment, as necessary

### **Clerk to the Board Instructions:**

None



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

March 11, 2020

**M E M O R A N D U M**

TO: Steven Darling, Central Services Director

RE: Item F.8., Permission to Advertise a Request for Proposal (RFP) to Obtain Consultant Services to Perform a Fire Assessment Study

The Board of County Commissioners, in regular session on March 10, 2020, authorized the Purchase Services Department to develop and release for advertise a Request for Proposal (RFP) from established companies to conduct an Unincorporated County Wide Fire Assessment Study; approved a Selection Committee consisting of Housing and Human Services Director, Utility Services Director, and Brevard County Fire Rescue Fire Chief, or their designee; approved a Negotiation Committee consisting of Public Safety Director, Budget Office Director, and Central Services Director, or their designee; and authorized the County Manager, or his designee, to execute all resulting contracts, contract related documents, and any necessary budget change requests, upon review and approval by the County Attorney's Office and Risk Management.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: Purchasing Services  
Committee Members  
Finance  
Budget