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February 7, 2018

Via Electronic Mail

Ben Scott
Columbia County Manager
Post Office Box 1529
Lake City, Florida 32056-1529

Re: Proposal for legal services on the County's annual fire protection, solid waste, Rolling Oaks, Pine Ridge, Emerald Lakes, Spring Hollow and Carolyn Heights assessment programs

Dear Mr. Scott:

Enclosed please find this firm's proposal for special assessment legal services for the County. These services will be provided for the annual Columbia County Municipal Benefit Unit for Fire Protection Services, the annual Columbia County Municipal Services Benefit Unit for Solid Waste Services; the annual Rolling Oaks Municipal Services Benefit Unit, the Pine Ridge Court Services Benefit Unit, the Emerald Lakes street lighting assessment, the Spring Hollow street lighting, and the Carolyn Heights street lighting programs for Fiscal Year 2018-19.

Enclosed as Appendix A you will find our scope of services, proposed lump sum fee of \$16,500.00, and a payment schedule to assist the County in the ongoing updating and implementation of its assessment programs for Fiscal Year 2017-18.

In addition to the legal work needed to update and implement the County's assessment programs on an annual basis, we will also keep the County informed of any modifications that may be advisable or necessary due to judicial decisions or legislative action.

Please review the attached scope of services. The execution of this letter agreement indicates acceptance of this proposal and notice to proceed. Upon execution of this agreement, please provide me with one signed copy for our file.

Ben Scott
February 7, 2018
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We have enjoyed our past relationship with the County and look forward to working together again on this project. Please feel free to call me with any questions or concerns you may have.

Very truly yours,



Heather J. Encinosa

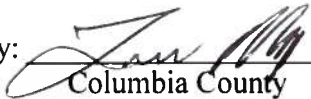
HJE:sib

Attachment

cc: Joel F. Foreman, County Attorney (w/att.)

Accepted and Agreed To:

Date:

By: 
Columbia County



**ANNUAL FIRE PROTECTION, SOLID WASTE, ROLLING OAKS,
PINE RIDGE, EMERALD LAKES, SPRING HOLLOW AND
CAROLYN HEIGHTS ASSESSMENT PROGRAMS**

Scope of Services

- 1) Advise the County on the legal requirements for imposing annual fire protection, solid waste, Rolling Oaks, Pine Ridge, Emerald Lakes, Spring Hollow and Carolyn Heights street lighting special assessments, including special benefit, fair apportionment, and procedures.
- 2) Advise the County on any judicial decisions or legislative actions that may affect or require modifications to the County's assessment programs.
- 3) Draft the preliminary and annual rate resolutions that conform to the assessment ordinances, already adopted.
- 4) Assist with the legal requirements for the adoption of the preliminary and annual rate resolutions and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including: (a) the development of the first class notice or TRIM notice, (b) publication of the public hearing, and (c) certification of the assessment roll.
- 5) If the County elects to implement a stormwater program or other assessment programs, we will provide those services included in Tasks 1-4 above for those additional assessment programs. Those services will be compensated at our hourly rates specified below.

Fees and Costs

For legal services provided by Nabors, Giblin & Nickerson, the County will be billed a lump sum fee of \$16,500.00. The fees will be due and payable in three equal payments as follows:

<u>Payment</u>	<u>Schedule</u>
1/3 of lump sum fee	April 2018
1/3 of lump sum fee	June 2018
1/3 of lump sum fee	September 2018

The lump sum fee includes reimbursement for all actual costs incurred, including by way of example and not limitation, photocopies, long distance telephone charges, and overnight delivery services.

Work will be completed in accordance with the County's proposed budget calendar and public hearing schedule. The annual rate resolutions must be adopted no later than September 15, 2018.

This proposed lump sum fee includes one on-site visit to the County by NG&N staff, as requested by the County. Additional meetings may be arranged at our standard hourly rates. Expenses related to additional meetings will be billed in conformance with section 112.061, Florida Statutes. In lieu of

on-site visits, we are available to participate in telephone conferences to discuss project status, assessment issues, and procedural concerns at our standard hourly rates:

Partners	\$275
Associates	\$250
Law Clerks	\$75