

**RESOLUTION NO. 2010 - 058**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE SELECTION AND NEGOTIATION COMMITTEE'S RECOMMENDATIONS AND RANKING FOR REVIEW OF THE TOWN'S FIRE ASSESSMENT PROGRAM; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT, IN SUBSTANTIALLY THE SAME FORM AS EXHIBIT "A", WITH WILLDAN FINANCIAL SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$24,000; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on October 5, 2009, in furtherance of the Town's Procurement Code, the Town published a legal advertisement procuring qualified firms to review and to recommend updates to the methodology and fees for the Town's Fire Assessment Program; and

**WHEREAS**, on October 28, 2009, the Town received four (4) responses to its request; and

**WHEREAS**, on January 12, 2010 the Town's Selection and Negotiation Committee ("SNC"), at a publicly advertised meeting, reviewed the proposals and ranked Willdan Financial Services, Inc. as the highest ranked proposal; and

**WHEREAS**, Willdan Financial Services, Inc., represents that it is willing and able to provide the required services, and to assist the TOWN in making policy decisions relating to the Town's Fire Assessment Program; and

**WHEREAS**, the Town Council has determined that the recommendation and ranking of the SNC is in the best interests of the Town.

**WHEREAS**, the Town Council desires to enter into an Agreement with the top ranked vendor in an amount not to exceed \$24,000, to complete a review of the Town's Fire Assessment Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.



**Section 2.** The Town Council hereby approves the SNC's ranking of the respondents to the Town's procurement relating to the Town's Fire Assessment Program as follows:

1. Willdan Financial Services, Inc. 258 points
2. Burton & Associates 245 points
3. New Community Strategies, Inc. 233 points
4. GSG Group (not requested to make a presentation)

**Section 3:** The Town Council of the Town of Southwest Ranches hereby authorizes the Mayor, Town Administrator, and Town Attorney to enter into an Agreement with the top ranked firm, Willdan Financial Services, Inc., in an amount not to exceed Twenty Four Thousand Dollars (\$24,000) to review and to recommend updates to the methodology and fees for the Town's Fire Assessment Program.

**Section 4:** The Town Council authorizes the Mayor, Town Administrator, and Town Attorney to enter into an Agreement in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

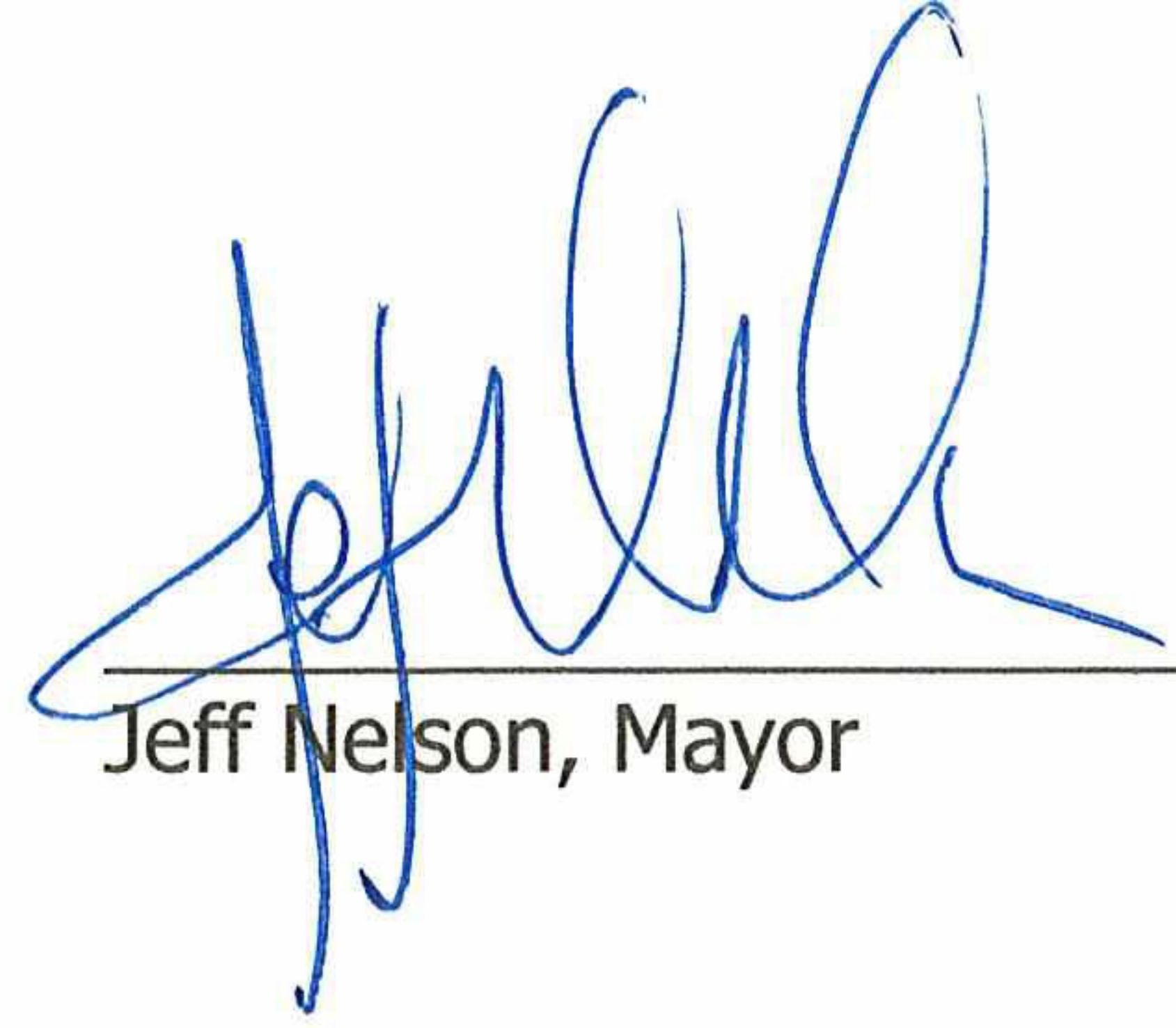
**Section 5:** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this 6th day of May 2010, on a motion by Council Member McKay and seconded by Vice Mayor Knight.

Nelson	<u>AYE</u>	Ayes	<u>3</u>
Knight	<u>AYE</u>	Nays	<u>2</u>
Breitkreuz	<u>NO</u>	Absent	<u>0</u>
Fisikelli	<u>NO</u>	Abstaining	<u>0</u>
McKay	<u>AYE</u>		

**[SIGNATURES ON FOLLOWING PAGE]**





---

Jeff Nelson, Mayor

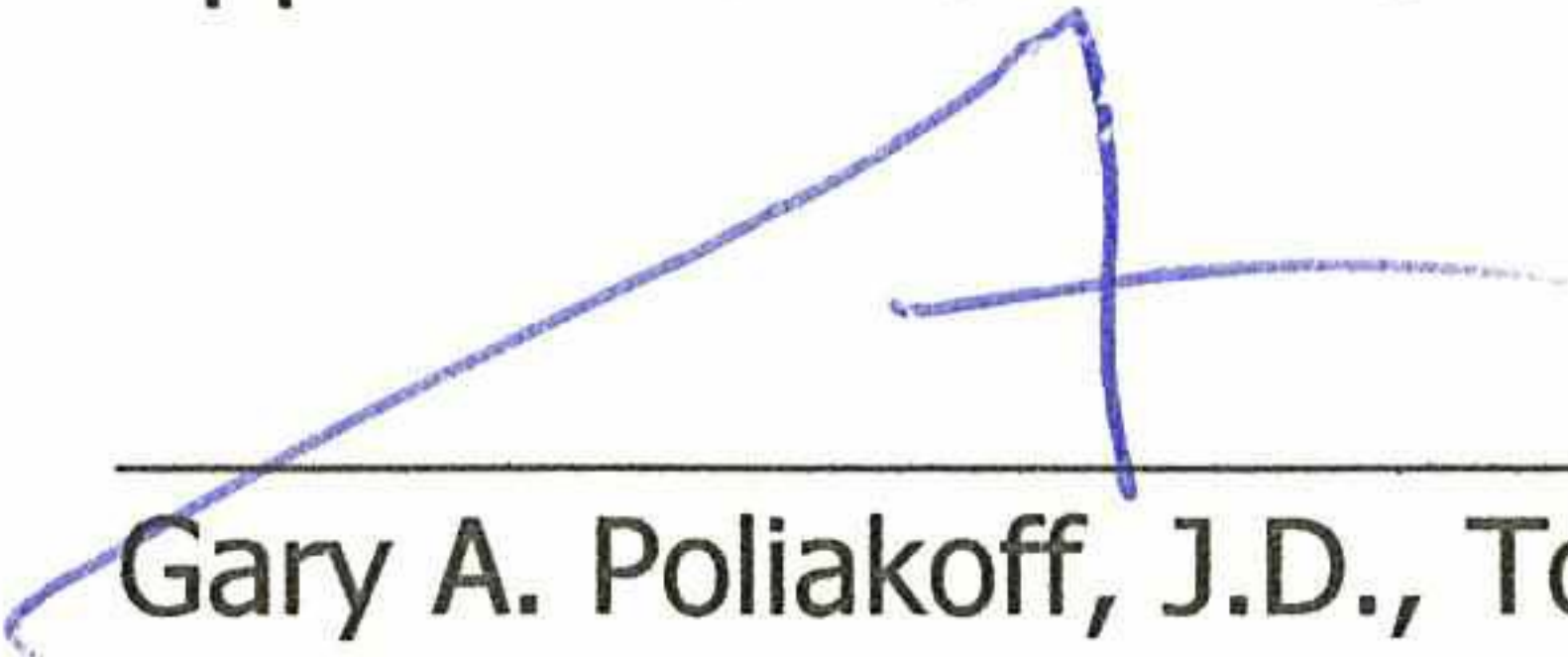
ATTEST:



---

Debra Doré-Thomas, CMC, Town Clerk

Approved as to Form and Correctness:



---

Gary A. Poliakoff, J.D., Town Attorney  
ACTIVE: 2897197\_1



**AGREEMENT BETWEEN THE TOWN OF SOUTHWEST RANCHES**  
**AND**  
**WILLDAN FINANCIAL SERVICES, INC. TO PROVIDE PROFESSIONAL**  
**CONSULTANT SERVICES FOR REVIEWING AND RECOMMENDING UPDATES**  
**TO THE METHODOLOGY AND FEES FOR THE TOWN'S**  
**FIRE ASSESSMENT PROGRAM**

THIS AGREEMENT, made and entered into by and between the TOWN OF SOUTHWEST RANCHES, a municipal corporation of the State of Florida, hereinafter referred to as "TOWN" and WILLDAN FINANCIAL SERVICES, INC., a California corporation, doing business in the State of Florida, hereinafter referred to as "CONSULTANT".

**WITNESSETH:**

WHEREAS, the TOWN has issued a Request for Letters of Interest ("RLI") for reviewing the methodology and fees of the Fire Assessment Program; and

WHEREAS, CONSULTANT submitted a proposal in response to the RLI, and was ranked first by the Town's Selection Committee; and

WHEREAS, the TOWN desires to obtain a provider to review and to recommend updates to the methodology and fees for the Town's Fire Assessment Program; and

WHEREAS, the CONSULTANT represents that it is willing and able to provide the required services, and to assist the TOWN in making policy decisions related to its Fire Assessment Program.

NOW, THEREFORE, in consideration of the mutual promises and representations set forth herein, the parties mutually agrees as follows:

Section 1: **Scope of Services**

Upon execution of this Agreement, CONSULTANT shall immediately commence its review of the current fire service methodology and assessment program for fire services, and to prepare an updated recommended rate study. CONSULTANT shall perform its work in accordance with the scope of services and requirements of the RLI, and applicable Florida Statutes, and case law relative to the municipal imposition of special assessments for fire services, including, but not limited to Florida Statutes, Section 170.201. The services to be performed hereunder by CONSULTANT shall be undertaken and completed in such sequence as to assure the expeditious completion and to carry out the purposes of this Agreement. Consultant understands and agrees that time is of the essence. All services required hereunder shall be completed in a timely manner and in order that the TOWN may comply with the time frames and requirements provided by Chapter 197, Florida Statutes relative to the uniform



methodology for collection of non-ad valorem assessments, and collection of any updated rates by Broward County through its 2010 tax bill. CONSULTANT shall attend such meetings as may be required by the TOWN, including meetings with the Town Council, and public meetings in order to develop an updated methodology and present its recommendations to the Town Council, and shall assist the Town in its budgeting process relative to the fire service program. As part of its scope of services, CONSULTANT shall also prepare any resolutions or ordinances which may be required to adopt and to implement an updated rate study. A copy of the RLI is attached hereto as Exhibit "A", and is incorporated herein by reference.

Section 2: **Compensation:**

The TOWN agrees to pay the CONSULTANT the total not to exceed the sum of Twenty-Four Thousand (\$24,000.00) Dollars. The fee shall be payable as follows:

Twenty Five Percent (25%) upon execution of this Agreement

Fifty Percent (50%) upon completion of CONSULTANT'S review and submittal of recommended updates

Twenty Five Percent (25%) upon final review and approval by the Town Council

CONSULTANT shall also be reimbursed for its actual out of pocket costs, provided that the TOWN must approve any such costs in writing in advance of such cost being incurred. Additional services, which the TOWN may require, but are not contemplated herein, shall be provided on an hourly basis at the rates set forth in CONSULTANT's Price Proposal attached hereto as Exhibit "B", and incorporated herein by reference. Such additional services, shall only be provided upon the written request of the TOWN.

Section 3: **Termination:**

Notwithstanding any other provision of this Agreement, this Agreement is terminable at will by the TOWN. Notice of Termination shall be provided in accordance with the "NOTICES" section of this Agreement. The TOWN may terminate this Agreement upon thirty (30) days written notice. In the event that this Agreement is terminated, CONSULTANT shall solely be paid for any Work performed up to the date of termination and CONSULTANT shall not be entitled to any additional compensation, of any kind or in any amount, from TOWN as a result of being terminated. CONSULTANT specifically waives any and all rights to seek any additional sums or damages from TOWN due to being terminated other than CONSULTANT's sole right to be paid for any Work performed up to the date this Agreement is terminated. Upon termination, CONSULTANT shall immediately refrain from performing further Work for the TOWN or incurring additional expenses.



Section 4: **Professional Assurances:**

CONSULTANT shall perform all services under this Agreement in accordance with the standard of care used by similar professionals in Broward County, Florida, under similar circumstances and shall exercise a reasonable degree of skill and care, as determined by the degree of skill and care ordinarily employed by others of the same profession.

Section 5: **Insurance & Indemnification:**

Prior to commencing work, CONSULTANT shall provide the TOWN with certified copies of all insurance policies providing coverage as required.

CONSULTANT shall secure and maintain, at its own expense, and keep in effect during the full period of the contract and at least one (1) year beyond Certificate a policy or policies of insurance, which must include the following coverages and minimum limits of liability:

- (a) Professional Liability Insurance in an amount not less than \$2,000,000 per claim, and \$4,000,000 annual aggregate.
- (b) Worker's Compensation and Employer's Liability Insurance for all employees engaged in work under the Contract in accordance with the laws of the State of Florida. CONSULTANT shall agree to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- (c) Comprehensive General Liability Insurance with the following minimum limits of liability:

<u>\$2,000,000.00</u>	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence, and \$4,000,000 general aggregate
-----------------------	----------------------------------------------------------------------------------------------------------------------

Coverage shall specifically include the following minimum limits not less than those required for Bodily Injury Liability and Property Damage:

---

<u>\$2,000,000.00</u>	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence
-----------------------	-----------------------------------------------------------------------------------

- (1) Premises and Operations;



- (2) Independent Contractors;
  - (3) Products and Completed Operations;
  - (4) Broad Form Property Damage;
  - (5) Broad Form Contractual Coverage applicable to the Contract and specifically confirming the indemnification and hold harmless agreement in the Contract;
  - (6) Personal Injury Coverage with employment and contractual exclusions removed and deleted; and
  - (7) Explosion, collapse, underground coverage (X-C-U)
- (d) Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by CONSULTANT in the performance of the work with the following minimum limits of liability:
- |                       |                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------|
| <u>\$1,000,000.00</u> | Combined Single Limit, Bodily<br>Injury and Property Damage<br>Liability per occurrence |
|-----------------------|-----------------------------------------------------------------------------------------|

ALL LIABILITY INSURANCE POLICIES REQUIRED BY SECTIONS VI 2.(c) AND 2.(d) SHALL SPECIFICALLY PROVIDE THAT THE TOWN OF SOUTHWEST RANCHES IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND THE OPERATIONS OF THE CONTRACTOR UNDER THE CONTRACT. ALL INSURANCE Companies selected must be acceptable to TOWN. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled until at least thirty (30) calendar days written notice has been given to TOWN by first class mail, ten (10) days notice if cancellation is due to nonpayment of premium.

The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability B+ to A+

These insurance requirements shall not relieve or limit the liability of the CONSULTANT. The TOWN does not in any way represent the type and amount of insurance required is sufficient or adequate to protect CONSULTANT'S interests or liabilities but is merely a requirement established by the TOWN. The Town reserves the right to require any other insurance coverages that Town deems necessary depending upon the risk of loss and exposure to liability.

**GENERAL INDEMNIFICATION:** To the fullest extent permitted by law, CONSULTANT shall indemnify, defend, and hold harmless the TOWN, its officers, agents and employees, from and against any and all claims, damages, losses, liability and



expenses, direct, indirect or consequential including, but not limited to reasonable costs and attorney's fees, at all tribunal levels, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of CONSULTANT and persons employed or utilized by CONSULTANT in performance of the contract. In the event that the TOWN is a party to any claim, threatened claim, action, legal proceeding or lawsuit, borne as a result of this Agreement or as a result of CONSULTANT'S methodology or proposed fee, CONSULTANT agrees to indemnify, defend, and protect the TOWN, its officers, agents, and employees harmless from and against any and all costs, losses, liabilities and expenses where the Town would be required to reply and/or defend. Town and Consultant agree that 1% of the compensation due to Consultant from Town pursuant to this Agreement is offered and accepted as sufficient separate consideration for Consultant's agreement to indemnify Town and Town's officers, agents, and employees as provided for in this paragraph.

**PATENT AND COPYRIGHT INDEMNIFICATION:** CONSULTANT further agrees to indemnify, defend, save and hold harmless the TOWN, its offices, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.

Section 6: **Notices:**

All written correspondences shall be addressed as follows, unless a party otherwise gives notice to the other party of such other address:

If to Town:

Charles H. Lynn, AICP, Town Administrator  
6589 SW 160 Avenue  
Southwest Ranches, FL 33331

With a copy to:

Gary A. Poliakoff, J.D., Town Attorney  
3111 Stirling Road  
Fort Lauderdale, FL 33312

If to Consultant:

Willdan Financial Services, Inc.  
Attn: Lee Evett  
7380 Sand Lake Road, Suite 500  
Orlando, Florida 32819



Section 7: **Relationship:**

7.1 CONSULTANT shall perform all of the services enumerated in this Agreement solely as an independent contractor, and not as an employee of the TOWN. The CONSULTANT, as directed in writing by the Town Administrator, shall be responsible for directing its efforts as to the manner and means of accomplishing the work to be performed hereunder by CONSULTANT, pursuant to good and workmanlike practices. The priority, order, performance of services or safety practices shall not effect CONSULTANT's status as an independent contractor and shall not relieve CONSULTANT of the obligations assumed under this Agreement.

7.2 Neither CONSULTANT nor TOWN intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

Section 8: **Audit Right and Retention of Records:**

TOWN shall have the right to audit the books, records, computer records, electronic stored data, and accounts of CONSULTANT that are related to this Agreement. CONSULTANT shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. CONSULTANT shall preserve and make available, at reasonable times for examination and audit by TOWN, all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes) if applicable, or, if the Florida Public Records Act is not applicable, of a minimum period of five (5) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period of five (5) years, whichever is longer, the books, records and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by TOWN to be applicable to CONSULTANT's records, CONSULTANT shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirements of either federal or state law shall be violated by CONSULTANT. Any incomplete or incorrect entry in such books, records and accounts shall be a basis for TOWN's disallowance and recovery of any payment upon such entry.

Section 9: **Subcontracting:**

All substantive work to be performed pursuant to the terms of this Agreement shall be performed by CONSULTANT, and no work shall be subcontracted to other



parties or firms by CONSULTANT without the prior written consent of the TOWN, which consent may be unreasonably withheld. CONSULTANT shall ensure that all subcontractors or sub-consultants performing any Work under this Agreement are bound in writing to all of the terms and conditions of this Agreement.

Section 10: **Ownership Rights:**

CONSULTANT agrees that this Agreement shall constitute a "work made for hire" and that all documents, programs, work product and documentation (hereinafter referred to as "Documentation") prepared by CONSULTANT pursuant to this Agreement shall be the property of TOWN, and CONSULTANT hereby assigns all of that Documentation to Town.

Section 11: **Nondiscrimination:**

11.1 CONSULTANT shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. CONSULTANT shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, CONSULTANT shall take affirmative steps to ensure nondiscrimination in employment against disabled persons.

11.2 CONSULTANT's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, national origin.

Section 12: **Entire Agreement:**

This Agreement incorporates and includes all prior negotiations and understandings applicable to the matters contained herein. The parties agree that this Agreement constitutes the entire understanding and Agreement between the parties and supersedes previous agreements and representations whether written or oral.

Section 13: **Construction:**

This Agreement has been a joint effort of the parties, and the resulting documents shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. The headings used in this Agreement are for convenience only and shall not be considered as part of this Agreement in any respect nor shall they in any way affect the substance of any provisions contained in this Agreement.



Section 14: **Further Assurances:**

TOWN and CONSULTANT agree to execute, acknowledge, and deliver, and cause to be done, executed, acknowledged, and delivered, all such further documents and perform such acts as shall be requested of it to carry out this Agreement and give effect hereto solely consistent with applicable Federal, State and local laws, rules or regulations. Accordingly, without, in any manner, limiting the specific rights and obligations set forth in this Agreement, the parties declare their intention to cooperate with each other in effecting the terms of this Agreement.

Section 15: **Counterparts:**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute the same Agreement.

Section 16: **No Amendment or Waiver:**

This Agreement may not be changed, altered, or modified except by an instrument in writing signed by all parties from whom enforcement of such change would be sought.

Section 17: **Severability**

In the event any term or provision of this Agreement shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning or be construed to be in full force and effect.

Section 18: **Resolution of Disputes:**

**18.1 To prevent litigation, it is agreed by the parties hereto that Town Administrator shall decide all questions, claims, difficulties and disputes of whatever nature which may arise relative to the technical interpretation of the Agreement and fulfillment of this Agreement as to the character, quality, amount and value of any work done and materials furnished, or proposed, to be done or furnished under or, by reason of, the Agreement. The Town Administrator's decision shall be reduced to writing and a copy furnished to CONSULTANT within a reasonable time following submission to the Town of the question, claim, difficulty or dispute as referenced above. The Town Administrator's decision shall be final and conclusive unless determined by a**



**court of competent jurisdiction to be fraudulent, capricious, arbitrary, so grossly erroneous as to necessarily imply bad faith, or not supported by competent evidence.**

18.2 To further prevent litigation, the parties shall endeavor to resolve any and all claims arising from this Contract by mediation. A request for mediation shall be filed, in writing, with the other party to the Contract. To the extent litigation is permitted under this Contract, the request shall be made prior to the filing of a legal or equitable proceeding, which shall not be filed prior to the outcome of mediation which will be completed within sixty (60) consecutive calendar days from the date a request for mediation is submitted to the other party unless the parties agree to an extension. The statute of limitations of any claim shall be tolled from the date mediation is requested until completed. To the extent the parties cannot mutually select a mediator, within fifteen (15) consecutive calendar days, from the date a request for mediation has been submitted, either party can request the American Arbitration Association to appoint a mediator with experience to serve as mediator. The mediator selected to serve shall be certified by the Florida Supreme Court. The mediation shall be conducted in Broward County, Florida.

Section 19: **Applicable Law & Venue; Waiver of Jury Trial:**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the exclusive jurisdiction and venue of an appropriate Court of competent jurisdiction in the Seventeenth Judicial Circuit of Broward County, Florida.

**BY ENTERING INTO THIS AGREEMENT, CONSULTANT AND TOWN HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO, OR ARISING OUT OF, THIS AGREEMENT.**

Section 20: **Enforcement; Costs; Attorney Fees:**

The TOWN and CONSULTANT are the beneficiaries of this Agreement and as such, may enforce this Agreement by action at law or in equity. In the event of any litigation between the TOWN and CONSULTANT resulting from and/or arising out of this Agreement, it is hereby acknowledged and agreed that the prevailing party shall be entitled to recover any and all reasonable attorney's fees and costs from the non-prevailing party in any such litigation, including attorneys fees and costs incurred at the trial level and on appeal.



Section 21: **Representation of Authority:**

The individuals executing this Agreement on behalf of any entity do hereby represent and warrant that they are, on the date of this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of their principal.

Section 22: **Non Exclusivity of Services:**

CONSULTANT may perform for other clients similar or identical to those services contemplated under this Agreement, subject to applicable confidentiality and ethical obligations of CONSULTANT. In the event TOWN desires an level of exclusivity or other limitations on CONSULTANT's services to its other clients, TOWN and CONSULTANT shall confer regarding the scope of requested exclusivity or other limitations and the additional compensation to be paid to CONSULTANT for the requested exclusivity or other limitations on providing similar or identical services shall be confirmed in writing signed by both parties and shall expressly state such provision shall supersede this Section 20. No fiduciary or agency obligations shall be created as a result of any exclusivity obligations or other limitations on CONSULTANT's services to other clients.

Section 23: **Reperformance of Services:**

If TOWN believes any of the services provided under this Agreement do not comply with the terms of this Agreement, TOWN shall promptly notify CONSULTANT to permit CONSULTANT an opportunity to investigate. If the services do not meet the applicable standard of care, it will promptly reperform the services at no additional cost to TOWN, including assisting TOWN in selecting remedial actions.

Section 24. **Survivability:**

Section 5 of this Agreement entitled "INSURANCE & INDEMNIFICATION"; Section 8 of this Agreement entitled "AUDIT RIGHT AND RETENTION OF RECORDS"; Section 10 of this Agreement entitled "OWNERSHIP RIGHTS"; Section 14 of this Agreement entitled "FURTHER ASSURANCES"; Section 18 of this Agreement entitled "RESOLUTION OF DISPUTES"; Section 19 of this Agreement entitled "APPLICABLE LAW & VENUE; WAIVER OF JURY TRIAL"; and Section 20 of this Agreement entitled "ENFORCEMENT; ATTORNEY'S FEES" shall survive the termination, cancellation, or expiration of this Agreement for any reason whatsoever.



Section 25. **Compliance With Laws:**

CONSULTANT shall comply with all federal, state, and local laws, codes, ordinances, rules and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

Section 26. **Miscellaneous:**

26.1 Performance: CONSULTANT represents that all persons performing the services required under this Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a skillful and respectable manner.

26.2 Materiality and Waiver of Breach: CONSULTANT and TOWN agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

Either party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

26.3 Conflicts: Neither party nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with that party's loyal and conscientious exercise of judgment related to its performance under this Agreement.

The parties agree that none of its officers or employees shall, during the term of this Agreement, serve as an expert witness against the other in any legal or administrative proceeding related to performance under this Agreement in which he or she is not a party, unless compelled by court process. Further, the parties agree that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of the other party or in connection with any such pending or threatened legal or administrative proceeding related to the performance under this Agreement. The limitations of this section shall not preclude either party or any other persons from representing themselves in any action or in any administrative or legal proceeding related to the performance under this Agreement.

In the event CONSULTANT is permitted to utilize subcontractors to perform any services required by this Agreement, CONSULTANT agrees to prohibit such



subcontractors, by written contract, from having any conflicts within the meaning of this section.

26.4 CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, TOWN shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the Agreement price or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

26.5 Severance. In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless TOWN elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.

26.6 No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement.

26.7 Prior Agreements. This Agreement and its attachments constitute the entire Agreement between CONSULTANT and TOWN, and this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

26.8 Drug-Free Workplace. CONSULTANT shall maintain a drug-free workplace.

26.9 Multiple Originals. This Agreement may be fully executed in three (3) copies by all parties each of which, bearing original signatures, shall have the force and effect of an original document.

26.10 Headings. Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

26.11 Truth-in-Negotiation Certificate. Signature of this Agreement by CONSULTANT shall act as the execution of a truth-in-negotiation certificate stating



that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting.


**[Signatures on Following Page]**



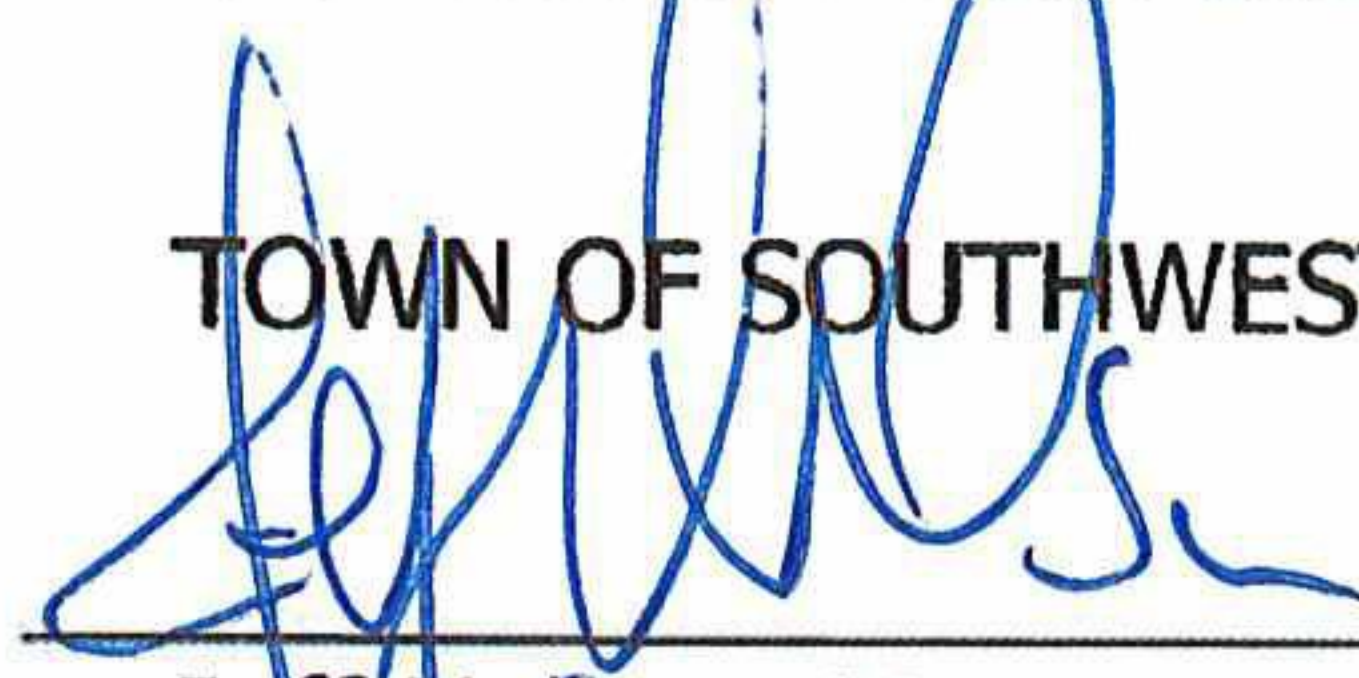
IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature Willdan Financial Services, Inc., through Lee Evett, Vice President, authorized to execute same, and TOWN OF SOUTHWEST RANCHES, signing by and through its Mayor duly authorized to execute same by Council action on the 6th day of MAY, 2010.

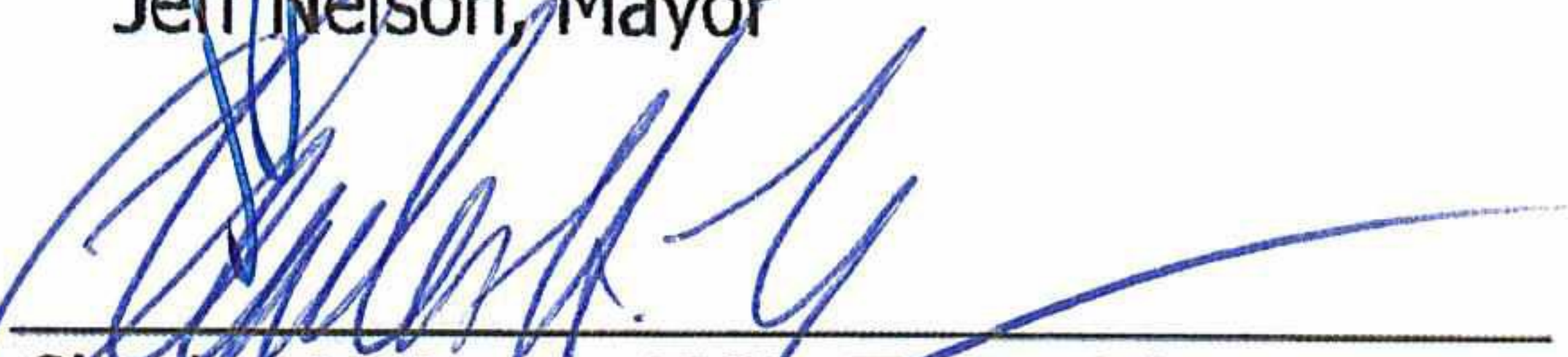
IN WITNESS WHEREOF, this Agreement is accepted and executed on the 12th day of MAY, 2010.


**WILLDAN FINANCIAL SERVICES, INC.**

By   
\_\_\_\_\_  
Lee Evett, Vice President

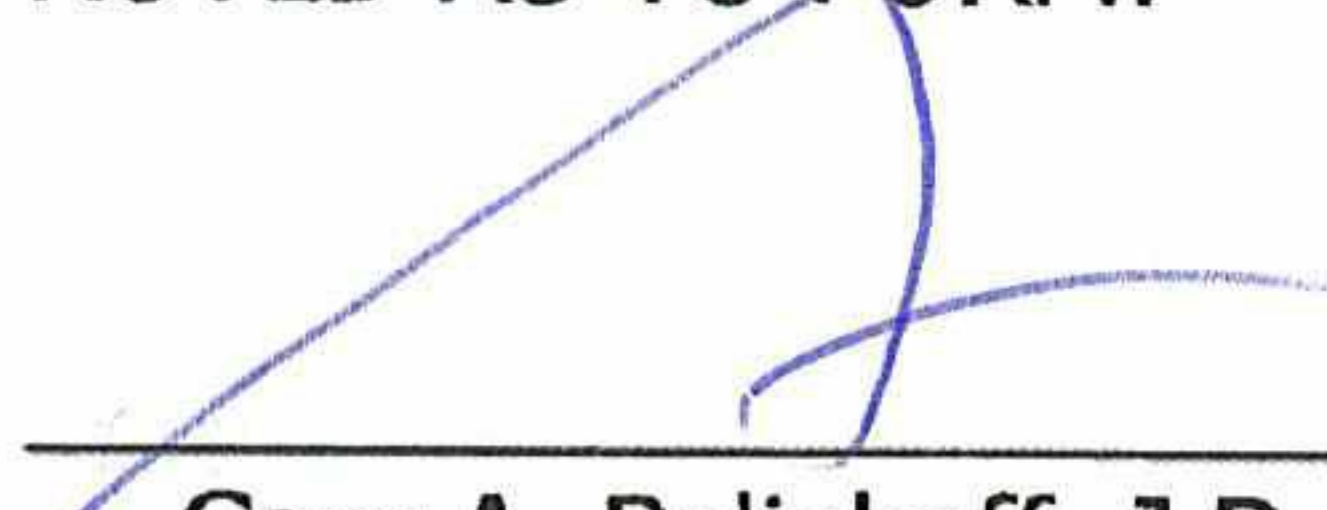
**FOR TOWN OF SOUTHWEST RANCHES**

TOWN OF SOUTHWEST RANCHES  
By:   
\_\_\_\_\_  
Jeff Nelson, Mayor

By:   
\_\_\_\_\_  
Charles H. Lynn, AICP, Town Administrator

ATTEST:  
  
\_\_\_\_\_  
Debra Doré-Thomas, CMC, Town Clerk

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Gary A. Poliakoff, J.D.  
Town Attorney



# Agreement Exhibit "A"

TOWN OF SOUTHWEST RANCHES  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM

TOWN OF SOUTHWEST RANCHES  
BROWARD COUNTY, FLORIDA

## REQUEST FOR LETTERS OF INTEREST (RLI) FOR CONSULTANT FOR UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM



Opening Date/Time: WEDNESDAY, OCTOBER 28, 2009 / 11:00 AM  
Submit To: Debra Doré-Thomas, CMC, Town Clerk  
6589 SW 160 Avenue  
Southwest Ranches, FL 33331

DATE: October 5, 2009



**TOWN OF SOUTHWEST RANCHES**  
**REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR**  
**UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM**

**I. REQUEST PROCEDURE**

Pursuant to the Request for Letters of Interest (RLI), TOWN is soliciting interested firms and entities to submit qualifications statements, performance data and other information relative to the proposed project. Responses to this RLI will be evaluated by a Selection/Negotiation Committee appointed by the Town Council in accordance with the list of evaluation criteria set forth in this RLI, and the terms of this RLI. Firms and entities which do not provide the information requested or which failed to meet the minimum qualification criteria shall be disqualified from further consideration. Selection of a firm shall be in accordance with this RLI and the Town's Procurement Code.

After review of all submissions, the selection committee will short list the firms and may require public presentations by no fewer than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. The Town shall select in order of preference no fewer than three (3) firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the TOWN shall consider such factors as: the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current and projected workloads of the firms, and such other factors as may be required by Florida Statutes. After firms are qualified and short listed, those firms will be notified by telephone within twenty-four hours; followed up by letter; and advised of date, time, and location of formal presentations, if required. The Selection Committee will vote on a final ranking after the presentations. Each voting member of the Selection Committee will indicate their choice of firms for final ranking in accordance with the terms of this RLI including the evaluation criteria. Once the firms are short-listed, the price proposals of the shortlisted firms shall be opened, and may be considered by the Committee during the ranking.

As the best interest of the TOWN may require, the right is reserved to reject any and all responses, or waive any minor irregularity or technicality in responses received.

**II. STATEMENT OF THE WORK**

Letters should contain all information relevant to the evaluation of these criteria:

***Qualifications and experience (20 Points)***

- Qualification level (degrees, professional certifications and other credentials) of prospective vendor's staff that will be devoted to fulfilling contract obligations.
- Experience of prospective individual/firm working with similar projects.

***Approach to tasks to be performed (20 Points)***

- Ability to meet desired timelines and deadlines
- Suitability of the methodologies and approaches used in achieving tasks



TOWN OF SOUTHWEST RANCHES  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM

- mobile home parks, recreational vehicle parks, vacant and any other type of assessable property?
2. Which expenditures can be assessed as a special non-ad valorem assessment against real property in the Town. The consultant shall be solely responsible to research the actual statistics and then compile them into a useable format/database to make documented and justified recommendations to the Town. The Town's 2009 estimated population is 8,500. The Town of Southwest Ranches consists of 13 square miles.

#### PREPARATION OF ASSESSMENT FEE PROGRAM

1. Evaluate existing Town documents, ad valorem tax roll information, fire call data, agreements, reports, levels of service, five-year budget requests, projected long-term capital needs and other data pertaining to the provision of the fire services.
2. Review and evaluate outstanding issues and assist the Town in identifying policy decisions necessary to update the Town's assessment program for Fiscal Year 2011.
3. Determine the full cost of fire service delivery, using the Town's most current financial information including direct and indirect costs.
4. Using a minimum of two years of fire incident reports, correlate the fixed property uses on the reports to comparable property uses on the tax roll. Analyze all property use categories within the Town to determine which parcels receive a special benefit from the provision of fire services and fairly apportion the assessable costs among all benefited parcels within each property use category.
5. Develop a fair and reasonable method of apportionment and accurate classification of parcels. Ensure that the recommended assessment rates and parcel classification conform to any and all statutory requirements.
6. Identify service delivery issues that may affect the apportionment methodology.
7. Determine assessment rates, which must meet Florida case law requirements to be valid as a special assessment.
8. Identify alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirement.
9. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Ensure that the data approach used is the data needed for the tax bill collection method in recurring years.
10. The successful consultant shall make a presentation of the completed program to the Town of Southwest Ranches Town Council.
11. Assist the Town with calculation, development and adoption of ensuing ordinances.
12. The successful consultant may be required to provide additional services to the Town on challenges, public protests, administrative hearings or similar matters. At a separate hourly fee, the consultant shall be available to represent the Town, serve as an expert witness and provide supporting documentation as necessary.



**TOWN OF SOUTHWEST RANCHES**  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM

A cone of silence is hereby imposed and made applicable to this RLI. The cone of silence shall become effective from the time this RLI is advertised, and shall terminate at the time that the Town Council makes a final decision regarding a contract award, rejects all responses, or takes other action which ends the RLI process. During the effective time period of the cone of silence, any person or entity which submits a response, or that will be subject to evaluation under the terms of this RLI, shall not have any communication with the members of the Town Council or the Selection / Negotiation Committee relative to this RLI, except as may be required during such presentations or interviews which may be provided by the terms of this RLI. Note: Respondents and/or Vendors which violate the cone of silence shall be subject to automatic disqualification from further consideration.

VI. INSURANCE

1. Prior to Award and in any event prior to commencing work, the selected firm shall provide TOWN with certified copies of all insurance policies providing coverage as required.
2. The selected firm shall secure and maintain, at its own expense, and keep in effect during the full period of the contract and at least one (1) year beyond Certificate a policy or policies of insurance, which must include the following coverages and minimum limits of liability:
  - (a) Professional Liability Insurance in an amount not less than \$2,000,000 per occurrence.
  - (b) Worker's Compensation and Employer's Liability Insurance for all employees of the Successful Proposer engaged in work under the Contract in accordance with the laws of the State of Florida. The Successful Proposer shall agree to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
  - (c) Comprehensive General Liability Insurance with the following minimum limits of liability:

<u>\$2,000,000.00</u>	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence
-----------------------	-----------------------------------------------------------------------------------



**TOWN OF SOUTHWEST RANCHES**  
**REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR**  
**UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM**

agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be provided by and signed by the agent of the insurance carrier.

VII. INDEMNIFICATION

1. GENERAL INDEMNIFICATION: To the fullest extent permitted by law, the selected firm shall indemnify, defend, and hold harmless the TOWN, its officers, and employees, from and against any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the selected firm and persons employed or utilized by the selected firm in performance of the contract.
  
2. PATENT AND COPYRIGHT INDEMNIFICATION: Successful Proposer agrees to indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.

VIII. PUBLIC ENTITY CRIMES INFORMATION STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

IX. SCHEDULE OF EVENTS

The schedule of events, relative to this procurement shall be as follows:

<u>Event</u>	<u>Date (on or by)</u>
1. Issuance of Request for Letters of Interest	<u>October 5, 2009</u>
2. Opening of Responses	<u>October 28, 2009</u>
3. Submission Evaluations	<u>November, 2009</u>
4. Presentations from short listed firms	<u>December, 2009</u>
5. Contract Negotiations	<u>To Be Determined</u>
6. Award of Contract	<u>To Be Determined</u>



**TOWN OF SOUTHWEST RANCHES**  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM

OFFEROR'S CERTIFICATION WHEN OFFEROR IS AN INDIVIDUAL

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

By: \_\_\_\_\_

Signature of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Business Phone Number

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp,  
or type as Commissioned)



**TOWN OF SOUTHWEST RANCHES**  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM  
OFFEROR'S CERTIFICATION WHEN OFFEROR IS A PARTNERSHIP

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

IN WITNESS WHEREOF, the Offeror hereto has executed this Form this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Printed Name of Partnership

By: \_\_\_\_\_  
Signature of General or Managing Partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of partner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Town/State/Zip

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
State of Registration

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_, by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of Company) who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp, or type as Commissioned)



TOWN OF SOUTHWEST RANCHES  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM

NON-COLLUSIVE AFFIDAVIT

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )ss.

\_\_\_\_\_ being first duly sworn,  
deposes and says that:

- (1) He/she is the \_\_\_\_\_,  
(Owner, Partner, Officer, Representative or Agent) of  
\_\_\_\_\_ the Proposer that has  
submitted the attached Letter;
- (2) He/she is fully informed respecting the preparation and contents of the attached  
response to the Request for Letters of Interest (RLI) and of all pertinent  
circumstances respecting such Request;
- (3) Such response to the RLI is genuine and is not a collusive or sham Letter;
- (4) Neither the said Responder nor any of its officers, partners, owners, agents,  
representatives, employees or parties in interest, including this affiant, have in any  
way colluded, conspired, connived or agreed, directly or indirectly, with any other  
Responder, firm, or person to submit a collusive or sham letter in connection with  
the Work for which the attached Letter has been submitted; or to refrain from  
bidding in connection with such Work; or have in any manner, directly or  
indirectly, sought by agreement or collusion, or communication, or conference  
with any Responder, firm, or person to fix the price or prices which may be  
offered or of any other Responder, or to fix any overhead, profit, or cost elements  
of the its price or the price of any other Responder, which may be offered, or to  
secure trough any collusion, conspiracy, connivance, or unlawful agreement any  
advantage against (Recipient), or any person interested in the proposed Work.



**TOWN OF SOUTHWEST RANCHES  
REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR  
UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM**

**OFFEROR'S  
QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO:                   Town of Southwest Ranches  
                                          Debra Doré-Thomas, CMC, Town Clerk

ADDRESS:                         6589 SW 160 Avenue  
                                          Southwest Ranches, Florida 33331

**CIRCLE ONE**

SUBMITTED BY: \_\_\_\_\_  
                          Corporation  
                          Limited Liability Company  
                          Joint Venture  
                          Partnership  
                          Other

NAME: \_\_\_\_\_  
          Individual

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

1. State the true, exact, correct and complete name of the partnership, corporation, limited liability company, joint venture, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: \_\_\_\_\_

The address of the principal place of business is: \_\_\_\_\_

\_\_\_\_\_



**TOWN OF SOUTHWEST RANCHES**  
**REQUEST FOR LETTERS OF INTEREST FOR CONSULTANT FOR**  
**UPDATING THE METHODOLOGY AND FEES FOR THE FIRE ASSESSMENT PROGRAM**

---

---

---

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this Letter. Please attach certificate of competency and/or state registration.

---

---

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

---

---

---

9. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided, and to which you refer (governmental entities are preferred as references).

---

(name)	(address)	(phone number)
--------	-----------	----------------

---

(name)	(address)	(phone number)
--------	-----------	----------------

---

(name)	(address)	(phone number)
--------	-----------	----------------

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

---

---

---

11. State the name of the individual who will have personal supervision of the work:

---



## Agreement Exhibit "B"

# Price Proposal

Willdan Financial Services proposes a *fixed, not-to-exceed fee of \$24,000*. This amount includes direct expenses associated with the project.

**Please Note:**

Willdan has concurrently submitted a proposal for the Town's Solid Waste Assessment Program update. Because of certain task overlaps within each scope of work, an economy of scale will be passed along to the client. Accordingly, should Willdan be selected for both Assessment Program updates, the Town will receive a cost savings equal to \$10,000 (\$5,000 per study).

## Additional Services

Additional services may be authorized by the Town and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are presented below.

Willdan Financial Services Hourly Rate Schedule	
Position	Hourly Rate
Vice President	\$ 210
Principal Consultant	200
Senior Project Manager	165
Project Manager	145
Senior Project Analyst	130
Senior Analyst	120
Analyst	100
Analyst Assistant	75
Property Owner Services Representative	55
Support Staff	50