

Agenda Item:

3.f

Meeting Date: September 17, 2026

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Nicole Delfino

Date: 2026-09-17

Subject: RFP 26-2611 Award of Bid - Fire Protection Special Assessment Program

Presenter(s): Nicole Delfino, Strategy & Sustainability Manager

Staff Recommendation: Staff recommends Commission approval of an award of contract for RFP 26-2611 "Fire Protection Special Assessment Program" to Cypress Revenue Solutions, LLC in the amount of \$74,200 (Project #222609).

Strategic Themes: Good Governance, City Services

Boards & Committees: N/A

Budget Impact: Cypress Revenue Solutions (Rate Study Consultant): \$74,200

Attorney Services by Chris Roe of Bryant Miller Olive, P.A.:
\$38,625

Total Project Cost for Fire Assessment Study and Legal Services (excludes additional services) = \$112,825
A future budget amendment will be brought before the Commission to formally appropriate the necessary funding.

Past Action: May 19, 2026 - Overview of a Fire Assessment by Attorney Chris Roe of Bryant Miller Olive, P.A.
July 7, 2026 - Approval by Commission to advertise RFP 26-211 Fire Protection Special Assessment

Next Action: Community Meetings; Draft Report Review to Commission

Attachments: [A. Purchasing Memo RFP 26-2611 Fire Assessment Fee.pdf](#)
[B. RFP 26-2611 Fire Protection Special Assessment CONTRACT Signed.pdf](#)
[C. RFP 26-2611 Fire Protection Special Assessment_Final](#)

[Version.pdf](#)

[D. Cypress Revenue Solutions Bidding document.pdf](#)

[E. Bryant Miller Olive Engagement Letter_Dunedin Fire Assessment.pdf](#)

[F. Budget Adjustment Fire - Fire Assessment Study Executed.pdf](#)

Background:

Following the discussion regarding implementation of a Fire Assessment, presented to the City Commission on May 19, 2026 by Attorney Chris Roe from Bryant Miller Olive, P.A.; City staff committed to bringing the Request for Proposal (RFP) document back to City Commission for a Fire Assessment Consultant to perform the study, data analysis, methodology, report and recommendations of creating a Fire Assessment.

A Fire Assessment is used as an alternative or supplemental funding mechanism for fire protection services. Fire assessments create a dedicated funding source specifically for fire protection operations and infrastructure, separate from general property tax revenues.

Special assessments have been used by Florida local governments since the 1800s as a recurring annual charge imposed on properties that receive a specific benefit from a service or improvement. Common special assessment examples include: stormwater, solid waste, street lighting, utility infrastructure, and fire protection services. The Florida League of Cities estimates approximately 140 cities in Florida have a recorded fire assessment in place in 2023. Additional cities have implemented assessments since this last data collection point, with current estimates between 175-200 cities and counties with active fire assessments.

Under Florida law, special assessments differ from ad valorem property taxes in several important ways:

- 1) Revenues must be dedicated to a specific service or purpose.
- 2) Homestead exemptions do not apply.
- 3) The assessment methodology is determined locally rather than by state statute.
- 4) Assessments may be collected on the annual property tax bill using the Uniform Method under Florida Statute 197.3632.

The assessment process to design and implement a legally defensible Fire Protection Special Assessment program first includes undertaking a study. A study is intended to: identify the full cost of assessable fire protection services, separate assessable fire operations from non-assessable EMS functions, develop a fair and equitable assessment methodology, analyze property classifications and fire service demand, evaluate long-term funding needs for fire operations, prevention, emergency management, apparatus, facilities, and training infrastructure and

provide implementation support. In conjunction with the study, legal support is necessary to ensure proper legal milestones are achieved including, but not limited to: public notices, letters, resolutions, ordinances, agreements, publications or other required legal documents.

Chris Roe from Bryant Miller Olive, P.A., has been providing cities and counties with consultation, information and background on the process and legal steps of implementing a fire assessment for many years. Mr. Roe presented to the City Commission on May 19, 2026 an introduction to fire assessments and what a typical process includes.

Commission direction was provided on May 19, 2026 to pursue the next step, which is to draft and then advertise an Request for Proposal (RFP). Staff drafted the Request for Proposal "RFP 26-2611: Fire Protection Special Assessment" for Commission to review on July 9, 2026. On July 9, 2026 City Commission approved the request to advertise RFP 26-2611. RFP 26-2611 was properly advertised via Demand Star and the Business Observer on July 10, 2026 and closed posting on August 7, 2026.

A committee consisting of 5 individuals was selected to review RFP 26-2611. The committee members included: Nicole Delfino, Project Manager; Jorge Quintas, Deputy City Manager; Les Tyler, Director of Finance; Chief Michael Handoga, Dunedin Fire Rescue; and Board of Finance Representative, Sharon Herman. RFP 26-2611 received two (2) responses (Cypress Revenue Solutions, LLC and Raftelis Financial Consultants, Inc.) which were evaluated by the committee on August 20, 2026. The initial evaluation by the committee rated each of the respondents proposals very closely and recommended to invite each consultant to provide a presentation, respond to committee questions, and interview each consultant in person committee meeting on August 27, 2026. Each of the evaluation committee meetings were properly advertised. Following the 2nd Committee meeting review on August 27, 2026, the committee ranked Cypress Revenue Solutions, LLC ("Cypress") highest amongst the two firms and recommends to the City Commission moving forward with Cypress to conduct the Fire Assessment study and address all key deliverables provided in RFP 26-2611.

The initial agreement with Cypress Revenue Solutions, LLC will address the key components of the "Fire Assessment" including Tasks 1-8: Task 1 (Data Analysis); Task 2 (Cost Allocation and Projection of Fire Protection Services); Task 3 (Call Data Analysis); Task 4 (Development of Assessment Apportionment methodology); Task 5 (Assessment rates and pro forma revenues); Task 6 (Assessment Report and Presentation); Task 7 (Implementation Assistance); and Task 8 (Source Files, Rate

Model and documentation).

Per the agreement, Cypress will complete Tasks 1-6 first. These tasks will include public outreach and information sharing, forum presentations, and Commission presentation(s). At the time of the report presentation to the City Commission, additional Commission direction/approval will be requested prior to moving forward with implementation and coordination with the tax assessor (Task 7). Task 8 includes file transfers, ownership of rate model and all related source files to be owned and maintained by the City of Dunedin.

RFP 26-2611 included optional add on services detailed in the respondents proposal, which will only be executed by additional Commission approval. This includes Task 9 and Task 10, which are each independent tasks. Task 9 includes optional services for ongoing support following the completion of Tasks 1-8, which will be quoted as needed and may include additional public support or meetings; responding to public protests, and annual updates to the assessment or expert testimony. The cost for Task 9 provides a range of fees pending the task order from hourly assistance (\$350/hour), annual updating and coordination with the tax assessors office (\$15,750) and preparation of general fund financial sustainability analysis (\$19,250). Task 10 includes a Fire Prevention Cost and Fee Study (cost model, benchmarking, fee schedule and recommendations) for the amount of \$30,000. Any components of Task 9 or Task 10 will be brought forward by staff to City Commission.

The total cost of the "Fire Protection Special Assessment Program" involves both work by the consultant and legal work to ensure the Fire Assessment aligns with all legal requirements. Therefore, the total cost to complete the program includes the RFP 26-2611 award of bid fee to Cypress Revenue Solutions in the amount of \$74,200 plus the additional attorney fees as quoted by Chris Roe of Bryant, Miller and Olive in an amount not to exceed \$38,625. The total cost of the project is reflected in the attached Budget Adjustment is in the amount of \$112,825.