Plantation City Council/CRA/PAID Meeting Agenda

Notice of City Council/CRA/PAID Meeting

November 23, 2026

City of Plantation
City Council Chambers

Subject:

Agreement No. 046-26; Fire Protection Assessments Study (Fire Fee)

Summary:

Requesting authorization and approval of the following:

Approval of the Selection Committee scores and ranking identifying Cypress Revenue Solutions LLC as the highest scored/most advantageous Firm in reference to RFSP No. 046-26; Fire Protection Assessment Study (Fire Fee).

Authorization and approval to execute the negotiated agreement (see attached) between the City and Cypress Revenue Solutions LLC for Fire Protection Assessment Study (Fire Fee) for total amount of $64,400.00.

Procurement:

The City publicly solicited sealed proposals from qualified firms pursuant to Sections 2-220(b) and 2-226(b) of the City Code for the Fire Protection Assessment Study (Fire Fee), Request for Sealed Proposals (RFSP) No. 046-26. On August 24, 2026, the City received a total of four (4) sealed proposals in response to the solicitation.

The RFSP was publicly advertised and posted on the DemandStar website for a period of twenty-eight (28) calendar days. Additionally, the solicitation was disseminated to 1,389 vendors and firms, resulting in twenty-seven (29) planholders.

The Procurement Department conducted a preliminary review of each firm's submission to determine compliance with the solicitation requirements and eligibility for consideration by the Selection Committee. Upon completion of its review, the Procurement Department determined that all four (4) firms had submitted proposals deemed qualified for further consideration.

On September 10, 2026, the Selection Committee convened a duly noticed public meeting to discuss, evaluate, and, as applicable, score and rank the proposals submitted in response to RFSP No. 046-26. The results and rankings arising from the Selection Committee's deliberations are set forth below.

FIRM	Raftelis Financial Consultants	Willdan Financial Services	Alfred Benesch & Company	Cypress Revenue Solution LLC
TOTAL SCORE	**377**	**335.6**	**338**	**355.6**

Following the scoring process, the Selection Committee further elected to conduct interviews and presentations with the two highest-scoring Firms: Cypress Revenue Solutions and Raftelis Financial Consultants.

On September 21, 2026 and September 30, 2026 the Selection Committee conducted oral interviews and presentations with the shortlisted Firms.

On September 30, 2026 the Selection Committee convened a duly noticed public meeting to discuss, evaluate, and, as applicable, score and rank both Raftlis Financial Services Consultants and Cypress Revenue Solutions. After scores were read into record, it provided the below outcome.

FIRM(S)	Raftelis Financial Consultants	Cypress Revenue Solution LLC
SCORE(S) for Oral Presentations/Interviews	**47**	**79**
Total Cumulative Score	**424**	**434.6**

The Committee was informed that City will pursue negotiations with the highest scoring Firm (Cypress Revenue Solution).

Selection Committee Members:

- Chief Don Todd, Fire Department
- Jason Nunemaker, Administration
- Carole Morris, Administration
- Iraldo Curbelo, Fire Department

On behalf of the Selection Committee, Administration and Procurement Departments, we request authorization and approval of the following:

- Approval of the Selection Committee scores and ranking identifying Cypress Revenue Solutions LLC as the highest scored/most advantageous Firm in reference to RFSP No. 046-26; Fire Protection Assessment Study (Fire Fee).

- Authorization and approval to execute the negotiated agreement (see attached) between the City and Cypress Revenue Solutions LLC for Fire Protection Assessment Study (Fire Fee) for total amount of $64,400.00.

Background:

Consultant shall conduct a comprehensive study and develop methodologies to implement:

1. The City's first Fire Protection Assessment (Fire Fee) to fund fire suppression, fire prevention, and fire readiness services; and

The Consultant shall perform all technical, legal-support, financial modeling, and public policy analysis necessary to design legally defensible, equitable, and administratively feasible assessments.

The consultant shall also assist the City with implementation through the Truth-in-Millage (TRIM) and Uniform Method of Collection process under Florida Statutes §197.3632, if the City elects to place the assessment on the annual property tax bill.

Primary Objectives:

- Develop legally defensible fire protection assessment methodologies consistent with Florida case law and statutory requirements.
- Allocate costs based on special benefit and fair apportionment principles.
- Provide financial models and policy options to City leadership.
- Establish separate assessment programs for Fire services.
- Provide implementation support, including ordinances, resolutions, public presentation materials, and TRIM-related documentation.

This item is now ready for City Council consideration.

Funding:

331-0000-512-3102 Consultants

Amount:

Task 1	**Project Initiation and Data Collection** a. Prepare data request & project schedule b. Prepare agenda and conduct kick-off meeting c. Collect, process, and organize data	**$5,600.00**
Task 2	**Legal Framework and Methodology Development** a. Prepare alternative approach using availability methodology based on readiness-to-serve staff time allocation. b. Prepare multiple iterations of demand-based methodology to determine appropriate property class types and billable unit basis for the City c. Prepare for and conduct work session with City staff to review options and narrow methodology options **d.** Create methodology summary schedules detailing the allocation of benefit	**$10,500.00**
Task 3	**Cost Allocation and Rate Development** a. Perform line-item allocation of fire department's budget b. Process and allocate capital improvement plan c. Create and deliver schedules detailing financial plan d. Separate fire and EMS incidents suing incident type and action type codes e. Remove incidents occurring on non-real property and excluded type codes f. Organize incidents by property use type g. Create output schedules summarizing call allocations	**$9,800.00**
Task 4	**Parcel Database Development** a. Process BCPA database to establish billable units for each parcel b. Establish exemption policies and apply to eligible parcels c. Create summary output tables for City review d. Create formatted staff roll and GIS-compatible data files	**7,000.00**

	Revenue Analysis and Financial Modeling	
	a. Calculate rates based on costs established in Task 2 and assessment methodologies from Task 4	
Task 5	b. Develop property impact schedules under each scenario of methodology and cost recovery %	**$7,000.00**
	c. Perform benchmark of regional and similar cities and prepare survey charts	
	d. Prepare for and conduct work session with City staff to review rates, cost recovery scenarios, and surveys	
	Implementation Strategy	
	a. Update financial data and property data as new data becomes available	
	b. Prepare fee schedules, property use classifications, exemptions for inclusion in ordinance	
	c. Prepare tax roll in preferred format outlined by Broward County Tax Collector's office	
Task 6	d. Prepare materials for public hearing / adoption hearings	**9,800.00**
	e. Prepare draft report detailing assessment methodology, benefit allocation, calculated rates, and financial plan	
	f. Review and address comments from City staff and City attorney on report	
	g. Prepare final report	
	Public and Stakeholder Engagement	
	a. Prepare draft presentation	
	b. Review and address comments from City staff and City attorney on presentation	
Task 7	c. Conduct meeting with City management to review presentation	**9,100.00**
	d. Prepare for and attend (2) City Council meetings to present findings and recommendations	
	e. Prepare for and attend (2) Public Hearings to present findings and recommendations	

	TRIM and Tax Roll Implementation Support	
Task 8	a. Prepare formatted files and documents for transmission to City	**$5,600.000**
	b. Prepare and coordinate delivery of TRIM and final tax roll with BCPA and BCTC	
SUBTOTAL	**TASKS 1 - 8**	**$64,400.00**

ADDITIONAL TASKS

The City may request additional tasks outside of the scope presented in this proposal. A change order will be offered to include additional tasks based on the estimated effort and an hourly rate of $300 per hour.

Finance Director/Budget Manager Recommendation:

This item is funded by the line-item consultants in the Designated Capital Fund.

Prepared By:

Charles Spencer

ATTACHMENTS:
Assembled Agreement_Firm Signed.pdf
Alfred Benesch and Company.pdf
Cypress Revenue Solutions.pdf
Raftelis Financial.pdf
Willdan Financial Services.pdf