

**REQUEST FOR PROPOSAL**  
**City of Tampa / Westshore Special Services District**  
**Non-Ad Valorem Assessment Roll Processing**

**A. Introduction**

The Westshore Alliance (“Alliance”) is a 501(c)(6) not-for-profit organization committed to supporting businesses in the Westshore District of Tampa, Florida. Established in 1983, the Alliance represents nearly 400 businesses in the Tampa Bay region. Our mission is to continue the Westshore District’s transformation into a premier mixed-use district and cultivate a thriving community for residents and businesses.

The Westshore Alliance serves as the master developer of the Westshore District through a Development of Regional Impact agreement with the City of Tampa (“City”) and operates the Westshore Special Services District through a separate agreement with the City. The Westshore Alliance also operates the Westshore District Foundation, a 501(c)(3) organization created to improve the Westshore District through public art and community programming.

**B. Scope of Work**

The Westshore Alliance is seeking written proposals from firms (“Firm”) with GIS data analysis capabilities to process a non-ad valorem assessment roll within the Westshore Special Services District boundaries of the City of Tampa and provide associated documentation.

**Phase I Preliminary Roll – May 2025:**

1. Work with Alliance staff to identify assessed and exempt parcels within the Westshore Special Services District boundaries based on specific rationale for assessing and exempting parcels.
2. Review preliminary assessment roll data, including prior year comparisons, and identify any data discrepancies. Work with Westshore Alliance, City of Tampa, and/or Hillsborough County Property Appraiser to correct any discrepancies identified.
3. Provide a list of properties determined to be assessed or exempt, including an explanation for the determination.
4. Determine the total assessed value of identified assessed parcels and apply the assessment rate to each parcel determined to be assessable.
5. Using the assessment amount as criteria, provide a current-year versus previous-year comparison of the top large (~20), medium (~10), and small (~5) assessed parcels.
6. Provide a map of the Westshore Special Services District showing the assessed or exempt status of all parcels.
7. Conduct an analysis and provide a list of assessed properties within the Westshore Special Services District boundaries in the following four (4) geographical sub-areas:
  - i. Rocky Point
  - ii. North of Tampa Bay Blvd
  - iii. South of Tampa Bay Blvd
  - iv. Drew Park
8. Provide a corresponding map to the analysis of assessed properties listed in item 6 above with the following two (2) figures:
  - i. Rocky Point, North of Tampa Bay Blvd, South of Tampa Bay Blvd
  - ii. Drew Park

**Phase II Final Roll – June 2025:**

1. Work with Alliance staff to identify assessed and exempt parcels within the Westshore Special Services District boundaries based on specific rationale for assessing and exempting parcels.
2. Review final assessment roll data, including prior year comparisons, and identify any data discrepancies. Work with Westshore Alliance, City of Tampa, and/or Hillsborough County Property Appraiser to correct any discrepancies identified.
3. Provide a list of properties determined to be assessed or exempt, including an explanation for the determination.
4. Determine the total assessed value of identified assessed parcels and apply the assessment rate to each parcel determined to be assessable.
5. Using the assessment amount as criteria, provide a current-year versus previous-year comparison of the top large (~20), medium (~10), and small (~5) assessed parcels.
6. Provide a map of the Westshore Special Services District showing the assessed or exempt status of all parcels.
7. Conduct an analysis and provide a list of assessed properties within the Westshore Special Services District boundaries in the following four (4) geographical sub-areas:
  - i. Rocky Point
  - ii. North of Tampa Bay Blvd
  - iii. South of Tampa Bay Blvd
  - iv. Drew Park
8. Provide a corresponding map to the analysis of assessed properties listed in item 6 above with the following two (2) figures:
  - i. Rocky Point, North of Tampa Bay Blvd, South of Tampa Bay Blvd
  - ii. Drew Park
9. Compare preliminary database and final database and submit findings.
10. Provide the final assessment roll, including the assessed amount levied for each parcel, for submission to the Hillsborough County Property Appraiser and Tax Collector offices.
11. Provide a Notice of Public Hearing for Adoption of the Special Assessment for each parcel determined to be assessable (template provided by the City of Tampa and Westshore Alliance).
12. Support Westshore Alliance staff in responding to property owners' comments within a time frame consistent with City requirements for the City Council Public Hearing (August 2025).

**C. Documentation used to determine assessed or exempt status includes:**

- a. Preliminary and final property rolls received from the Hillsborough County Property Appraiser containing all parcels located within the boundaries of the Westshore Special Services District
- b. Westshore Special Services District Boundary Map
- c. Drew Park CRA Boundary Map
- d. Hillsborough County Property Use (DOR) Codes
- e. List of Homestead Exempt properties provided by the Hillsborough County Property Appraiser
- f. Trim notices of assessable properties provided by the Hillsborough County Aviation Authority

**D. Submission Requirements**

In order for the Westshore Alliance to fully assess the Firm's ability to fulfill our need for assistance with the processing of a non-ad valorem assessment roll, please include the following in your response:

- a. Cover Page
  - i. Please include company name, principal business address, mailing address, phone number, web address, and number of years in business.
  - ii. Include the name, title, business address, phone number, and email address of the individual(s) responding to this RFP.
- b. Company Information and Past Experience
  - i. Please include a summary of your work with similar projects and organizations.

- ii. Provide the names and qualifications of those individuals who will work on this project and explain each team member's role.
- c. Fee Proposal
  - i. Please include the cost for services and deliverables, billing policies, and invoicing timelines.
- d. Westshore Alliance membership
  - i. Please note your current or previous Westshore Alliance membership or if the company has never been a member of the Westshore Alliance. The selected respondent must be a member of the Westshore Alliance before signing an agreement for service.
- e. References
  - i. Please include three references with a priority placed on projects similar in scope.

#### **E. Submission of Proposals**

- a. Proposals shall be organized in the format listed above and must be in searchable PDF format.
- b. Please submit proposals to:  
Shawn Fogarty, Director of Operations  
Email: [fogarty@choosewestshore.com](mailto:fogarty@choosewestshore.com)
- c. As a courtesy, the Westshore Alliance will endeavor to provide an email acknowledgment within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is the Firm's responsibility to confirm its submission has been received.

#### **F. Proposal Timeline and Evaluation**

- a. RFP released March 14, 2025
- b. Inquires/questions due by March 28, 2025
- c. Proposals must be received by 5:00 PM on April 11, 2025
- d. Notice of selection made by 5:00 PM on April 25, 2025
- e. Contract shall begin May 1, 2025, and end August 31, 2025, or upon satisfactory completion of the project as determined by Westshore Alliance.
- f. Proposal Evaluation and Selection Criteria:
  - i. The Westshore Alliance will evaluate all proposals with the intention of retaining cost-effective services that align with the outlined scope of work.
  - ii. The Westshore Alliance will consider the respondents' expertise and previous relevant experience when determining the award recipient.
  - iii. Respondents may be asked to participate in follow-up calls prior to the selection of the award recipient.

#### **G. Terms and Conditions**

- a. Respondents and potential respondents are asked to have no contact with Westshore Alliance Officers, Executive Committee members, Board of Directors, or employees regarding this RFP other than as explicitly stated in this document.
- b. The Westshore Alliance may cancel, withdraw, or modify this RFP at any time and reserves the right to reject any or all responses at its sole discretion and to waive irregularities, formalities, and informalities as it determines in the Westshore Alliance's best interest.
- c. Firms desiring to provide services to the Westshore Alliance must submit all materials listed in Section D of this document.
- d. All proposals submitted must include all costs, including taxes and fees, and must remain valid for 90 days after submission.
- e. The Westshore Alliance is not responsible for any expenses incurred in the preparation and submittal of proposals requested by this RFP, including but not limited to costs associated with travel accommodations, interviews, or presentations of proposals.
- f. The Westshore Alliance intends to retain the awarded Firm for the initial project and provide annual renewal options for up to four (4) years.

**H. Governing Law / Venue**

The laws of the State of Florida (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this request, including, without limitation, its interpretation, construction, performance, and enforcement. The parties hereto submit to the exclusive jurisdiction and venue of the state and federal courts located in Hillsborough County, Florida.

**I. Compliance with Laws**

The Firm shall comply with all applicable laws, ordinances, and codes of the Federal Government, State of Florida, Hillsborough County, and the City of Tampa. It shall be the responsibility of the Firm to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Failure to comply with all applicable laws, ordinances, and codes may lead to termination of the Contract.

As this project is to be funded by the Westshore Special Services District, Firm shall comply with any requirements of the City of Tampa.

**J. Force Majeure**

Neither the Westshore Alliance nor Firm shall be deemed in default with respect to the performance of, or compliance with the terms, covenants, agreements, conditions, or provisions of the Agreement if the failure to perform or comply shall be due to any strike, lockout, civil commotion, invasion, rebellion, hostilities, sabotage, acts of God or causes otherwise beyond the control of the Westshore Alliance or Firm.

**K. Contract Termination**

When deemed to be in the best interest of the organization, the Westshore Alliance may cancel any award resulting from this specification by the following means:

- 10-day written notice with cause; or
- 30-day written notice without cause.

**L. Assignment and Sub-contracting**

Firm shall not assign the award or any rights or obligations thereunder without the written consent of the Westshore Alliance.