

# BJM Consulting, Inc.

Joseph M. Mazurkiewicz Jr.  
President  
P O Box 101655  
Cape Coral, Florida 33910

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## Letter of Engagement

This letter will constitute an agreement between BJM Consulting, Inc. (BJM) and Brevard County (Client) for a feasibility study of incorporation for Merritt Island, Florida

Based on initial conversations with the Client's, BJM developed the following scope of services:

- Task 1-** A review of the existing services presently being provided in Merritt Island
- Task 2 -** Development of proposed incorporation revenue timeline and administrative review of charter submitted with the Feasibility Study
- Task 3-** Development of revenue analysis for the proposed incorporated area
- Task 4-** Development of expenditure analysis for the proposed incorporated area
- Task 5-** Development of the pro forma presentation of revenues vs. expenditures, forecasted for a period of five years

BJM will present its findings through the use of a comprehensive analysis based on information provided by the Client, a review of public records and interviews conducted by BJM. In addition to this report representatives of BJM will make a presentation detailing its findings to the Client. BJM will, on behalf of the client, make up to three (3) public presentations describing the report.

BJM agrees that a completed Feasibility Study must be presented to the Client within 120 days of the signing of this LOE. Thus, BJM will submit drafts of the work in progress to the client as work goes forward, with final revenue and expense pro forma and a final draft of the full study within 105 days of the signing of this LOE.

BJM will prepare the report in three (3) phases with the content and cost per phase as described below:

- Phase One is a report detailing the initial financial findings of Tasks 3 through 5, identified above, will be provided to the Client at a rate of \$150.00/hr. not to exceed \$10,000.00 for the initial report.

- Phase Two will present additional findings through the use of a SWOT (strengths, weakness, opportunities and threats) analysis based on information provided by the Client, a review of public records and interviews conducted by BJM with private citizens and government officials. The report detailing the findings of the SWOT analysis will be provided to the Client at a rate of \$150.00/hr. not to exceed \$17,000.00 for the analysis.
- Phase Three will present the complete Feasibility Report detailing the findings of tasks 1 through 5 will be provided to the Client at a rate of \$150.00/hr. not to exceed (NTE) \$13,000.00 for the report.

All services and products covered by this LOE as described in tasks 1 through 5 will be provided to the Client at a not to exceed (NTE) \$40,000.00 for all three phases of the report. Ten percent (10%) of the total NTE amount will be due within 10 days of the execution of this agreement, the balance being due upon the submission of monthly invoices for work performed in the prior month.

BJM agrees that the Client may terminate this contract at any point per the attached Terms and Conditions Agreement and that the Client shall only then be liable for services properly provided by BJM to that point.

BJM warrants that its completed work product will result in a review of the initial Feasibility Study completed on time and in accordance with the relevant Florida statutes and accepted as such by the proper Committee of the Florida House of Representatives and other relevant authorities.

*Joe Mazurkiewicz, Jr.*

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Joe Mazurkiewicz, Jr.  
President  
BJM Consulting, Inc.

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
December 6, 2022  
Date

\_\_\_\_\_  
Date

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## **Terms & Conditions for Letters of Engagement**

The initial retainer does not provide for any hours of services under this LOE, it is non refundable and is due when the LOE is signed and dated by client.

Please provide your billing information

Company: \_\_\_\_\_

ATTN: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

The balance owed being due upon the submission of monthly bills for services rendered during the prior month.

A monthly finance charge of 1.5% will be charge against any outstanding balance after 30 days.

The price quoted does not cover legal fees, survey fees, engineering/other professional fees to be provided by others associated with the study.

BJM Consulting Inc. realizes it may have access to confidential information as a result of this relationship and agrees to keep the information confidential in our relationships with other organizations and/or officials unless determined to be public information or otherwise stated by the client.

BJM Consulting reserves the right to engage outside collection agencies for any balances over 90 days.

This agreement will be good for a period of time it is acceptable to both parties, and can be canceled by either party immediately with thirty (30) days notice to the other party via, voice, electronic or in writing

\_\_\_\_\_ representing \_\_\_\_\_  
Name Company

Agree to the terms and conditions as outlined above. \_\_\_\_\_  
Date

Signature \_\_\_\_\_



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***"We insert common sense into the act of governing."***

## **Our Mission Statement**

We are experienced professionals who help others through complicated processes by using enhanced understanding and communication techniques.

## **Our Vision Statement**

We will exceed our customer's expectations for service, add value to every project we become involved with and enhance the quality of life for all our stakeholders.

BJM Consulting, Inc. is a government/organizational consulting firm with experienced people and innovative solutions to the problems facing today's growing communities and organizations. BJM Consulting was established in 1994 and presently has one employee, along with a group of very talented sub consultants. The staff at BJM Consulting knows how government works because they know what makes it tick. Thirty-plus years of local government experience includes some of the biggest capital projects and most amazing public policy turnarounds on record.

The driving force behind BJM Consulting is their President, Joe Mazurkiewicz, Jr., Ph.D. In 1983 he was elected Mayor of Cape Coral, a position he held for ten years. During his service as Mayor he led the City in its attempt to change from a bedroom community to an urban center. Presently, Joe works on a variety of local issues ranging from land use cases and strategic visioning to incorporation studies. His firm has completed incorporation studies for Pelican Bay (2), Fort Myers Beach, Golden Gate, Bonita

Springs, Boca Grande, Cape Haze, Captiva, Ruskin, Tierra Verde (2), Lehigh Acres (3), Marion Oaks, Navarre Hobe Sound and Indiantown; we have also been in contact with leaders from Palm City, Pine Island, Immokalee, North Collier and other South Florida communities.

Joe attended the University of Florida where he studied engineering, he earned his Bachelor's Degree in Administration from Barry University, a Master's of Science in Administration from Central Michigan University, and Ph.D in Business Administration with a Concentration in Public Administration from Stamford Hills University. He served as Vice President of Academic Affairs and Director of the Public Administration Program at IMPAC University for over nine years and is presently a MBA facilitator at Keiser University. Joe was appointed by Governor Crist to the Florida Transportation Commission. During his term he served as both Chair and Vice Chair.

# BJM Consulting, Inc.

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*"Innovative approaches to deal with today's management challenges"*

## **Scope of Services**

Government relations  
Community relations  
Project administration/ Public information  
Incorporation studies  
Annexation studies  
Organizational Design  
Land use issues  
Political consulting  
Legislative/Ordinance review  
Strategic Visioning

## **List of Clients**

Avatar  
Alliance of Lee County Chambers  
BGM Investments  
Bonita Springs Area Chamber of Commerce  
Camp Dresser & McKee, Inc.  
Cape Coral Council for Progress  
Coalition for Better Government  
Eagle Realty  
Fort Myers Beach Chamber of Commerce  
Florida Leadership Coalition  
Halverson Development  
Kraft Construction  
Landon Group  
Lee Memorial Health Systems  
Lehigh Acres Chamber of Commerce  
McCann Development  
National Development  
Porter Goss Reelection Team  
Sands Petroleum  
Southwest Florida Leadership Initiative  
Tierra Verde Community Association  
US Sugar  
Veolia Environmental Services  
Wal-Mart  
Yellow Cab



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## **List of Strategic Visioning Clients**

Caloosa Nature Center  
Cape Coral Community Foundation  
Cape Coral Construction Industry  
Cape Coral Council for Progress  
Cape Coral Goldcoast Rotary  
Chamber of Commerce of Cape Coral  
Charlotte County Behavioral Health  
Charlotte County United Way  
Goodwill Industries  
GoodWheels  
Greentree Investments  
IMPAC University  
Lee Mental Health  
Leadership Lee County Foundation  
Lee County School Foundation  
Math, Science and Technology Foundation  
Spiro and Associates