



March 23, 2017

California Statewide Communities Development Authority  
1700 North Broadway | Suite 405  
Walnut Creek, CA 94596  
**Attn:** James Hamill  
(925) 476-5644  
jhamill@cscda.org

**REQUEST FOR PROPOSAL  
FOR  
ASSESSMENT ENGINEERING and DISTRICT ADMINISTRATION**

**Proposals Due:** April 20, 2017 by 4:00 p.m.

## 1. Introduction and Objective

The California Statewide Communities Development Authority is seeking an engineering firm to perform Assessment Engineering and District Administration Services for the formation of the Assessment Districts associated with an upcoming pooled assessment district bond issuance, in accordance with professional services described in Section 9 of this Request for Proposal (RFP). The scope of work for this RFP will generally include the preparation of the Engineer's Report, district administration and providing professional services pertaining to the Statewide Communities Infrastructure Program (SCIP).

### Background

The California Statewide Communities Development Authority issues two pooled Assessment District transactions annually through SCIP and is seeking a firm to provide Assessment Engineering and District Administration Services related to these bond issues. The next bond issue is scheduled for fall 2017, and assessment proceedings are expected to commence in June, 2017. In general, the number of projects can range from 5 to 10 applications per series. Projects may fund impact fees and/or public improvements which are authorized under the 1913/1915 improvement and bond act.

## 2. Information Available from the Issuer

CSCDA maintains an online application system. Each developer submits an on-line application which is electronically distributed to the finance team which consists of bond counsel, the SCIP administrator, underwriter, trustee, appraiser and assessment engineer. In conjunction with the financing team the assessment engineer will vet each application to determine which fees and improvements are eligible to be financed, and request additional information from the developer as necessary. The SCIP underwriter also prepares the SCIP matrix summarizing each project. The application and matrix are available through CSCDA to assist the assessment engineer in preparation of the preliminary engineers' reports

## 3. Consultant's Representative

The consultant will assign a responsible representative and an alternate who shall be identified in the proposal, including the Registered Civil Engineer. The consultant's representatives shall have experience in assessment engineering with emphasis placed on the preparation of alternative benefit apportionment methodologies. This experience shall have been gained within the last five years. This related experience must be identified in the consultant's proposal. Related experience must include familiarity with California assessment district financings. The consultant's representative will remain in responsible charge of the consultant's duties through bond issuance. If the consultant's primary representative should be unable to continue with the project, then the consultant's alternate representative will become the primary representative.

## 4. Authority's Representative

James Hamill, Program Manager (925) 476-5644, [jhamill@cscda.org](mailto:jhamill@cscda.org) or an assigned designee, will be the responsible representative on behalf of CSCDA. All questions related to the proposals and the consultant selection process should be referred to Mr. Hamill at CSCDA.

## 5. Expenses

The Authority will collect deposits from each developer for the cost of the Engineer's Reports prepared for potential participants in the bond issue prior to the sale of the bonds. The Engineer's Reports' costs for the projects that participate in the issue will be paid for with bond proceeds, while the initial costs are reimbursed to the developer. The initial deposits collected for Engineer's Reports prepared for projects that do not participate will be paid to the assessment engineer.

## 6. Schedule of Work

It is the Authority's desire to complete the RFP process in an expeditious manner to meet the financing schedule for SCIP 2017B.

<b>Task</b>	<b>Date</b>
RFP Mailed	March 2017
Assessment Engineer Selected	April 2017
SCIP Applications Due	April 2017
Commence Preparation of Preliminary Engineer's Reports	May 2017
Adopt Resolution of Intention Adopt Preliminary Engineer's Reports	June 2017
Public Hearing Adopt Final Engineer's Reports	August 2017
Conduct Bond Sale	September 2017
Closing and Delivery of Funds	October 2017

## 7. Form of Agreement

The consultant will enter an agreement with CSCDA based upon the contents of this RFP, the consultant's proposal, and a standard form of agreement enclosed herewith (Attachment I). The consultant's proposal should describe any exceptions to CSCDA's standard form agreement. Any such exceptions will be considered negotiable and will not be considered in the selection process.

## 8. Proposal Requirements

Proposals in an electronic form shall be delivered to the California Statewide Communities Development Authority, Attn: James Hamill, Program Manager, jhamill@cscda.org no later than April 20, 2017, by 4:00 p.m.

The following features should be included or incorporated in the proposal:

- a. Cover letter of no more than one page;
- b. Brief description of firm, including length of existence, experience with public works design, firm size, and firm type (i.e. sole proprietorship, corporation, partnership);
- c. Introduction and discussion of project understanding;
- d. Proposed project team organization;
- e. Approach to project, including consultants proposed scope of work;

- f. Descriptions of similar projects by proposed design manager and design engineer(s);
- g. Brief overview of the firm's accounting procedures;
- h. Brief resumes of key members of the proposed project team, including principal in charge, design manager and design engineer;
- i. List of at least three other public agency references, including agency names, contact names, titles, phone numbers and project information;
- j. Description of final work products to be delivered to CSCDA; and
- k. Fee proposal.

## 9. Scope of Work / Fee

The consultant will perform the items of work listed below on a time and materials, not-to-exceed fee basis. Costs of items not specifically listed, but which must be accomplished to complete the work described, should be included with the other items of work. This assignment is intended to be a full service project wherein the consultant performs all tasks foreseeable to complete the work. Reasonably unforeseeable items of work will be treated as extra work.

### **ASSESSMENT ENGINEERING RESPONSIBILITIES:**

- A. Meet with Program staff to confirm project objectives, discuss scope of work to complete the project, and confirm a specific project schedule.
- B. Research materials, maps, Assessor's parcel information, utility company data, direct and indirect costs, and related data required to confirm the District boundary.
- C. Prepare property owner database/list based on the latest equalized tax roll from the applicable County Assessor. The database will be used for required mailings and benefit assessment spreads and will include the following:
  - Assessor's Parcel Number (APN)
  - Property Owner's Name
  - Property Owner's Mailing Address
  - Site Address
- D. Prepare benefit assessment methodology and assessment rate calculations for the assessment area. Factors that may be considered in developing the alternative benefit methodologies could include parcel size, street front footage, view benefit, safety benefit, neighborhood aesthetics and other, quantifiable benefit factors. Prepare an analysis and make recommendations on how to apply credits or reduced assessments to property owners that. Recommend the apportionment methodology that best meets the criteria set forth in both the Street Improvement Act of 1913 and Proposition 218 Omnibus Implementation Act. For impact fees, the assessment methodology is to assess the property for which the fees are being paid.
- E. Prepare and deliver the Proposed Boundary Map and Assessment Diagram.
- F. The Assessment Diagram will show the boundaries of the benefit zone, and each parcel with its assigned Assessment Number, Assessor's Parcel Number and Site Address.

- G. Collect, review and include in the Report the preliminary cost estimates, including improvement costs, incidental costs, bond issuance costs, and contributions (if any), as supplied by others.
- H. Prepare Preliminary Engineer's Report detailing the classes of benefit, estimated and real costs and proposed assessments for the recommended apportionment methodology. The Report will be prepared by a Registered Civil Engineer, and shall contain or reference at least the following information:
- Plans and Specifications (by reference)
  - Description of Works of Improvement
  - Assessment Diagram
  - Method of Benefit Assessment
  - Assessment Roll (The Spread)
  - Right-of-Way Certificate (executed by Superintendent of Streets) and other Certifications, as required (executed by appropriate official)

The Preliminary Engineer's Report shall be filed with CSCDA prior to adoption of the Resolution of Intention by the Board.

- I. Prepare Final Engineer's Report
1. Make amendments to the Boundary Map, Assessment Diagram, and prepare the Confirmed Final Engineer's Report, as ordered by CSCDA pursuant to the Public Hearing.
  2. Prepare Final Engineer's Report to reflect final incidental, financing and construction costs.
  3. File Final Engineer's Report CSCDA prior to the Public Hearing.
- J. Attend all All-Hands Project Team Meetings, and other meetings with staff as requested by the Authority. Coordinate with Disclosure Counsel, Bond Counsel, Developers, Underwriter, Appraiser, Property Owners, and other Program Staff as required for the project.
- K. Record all required Maps, Notices and Assessment Roles as required by the 1913 Act with the appropriate County Clerk/Recorder.
1. Services after the Public Hearing:
    - Preparation of the Paid/Unpaid List.
    - Other services directed and authorized by the Authority.
- L. Assist in the preparation of the acquisition agreements for projects financing public improvements, and follow up with Local Agencies to insure reimbursement to developers.

#### **DISTRICT ADMINISTRATION RESPONSIBILITIES:**

Upon successful formation of the assessment district, the Consultant will perform the following annual administration services.

- A. Determine the amount of assessments to collect for each fiscal year.

- B. Calculate the fiscal year assessment for each district parcel including debt service, administration fee, delinquency management fee, if applicable, and any excess interest credits deemed appropriate.
- C. Place the assessment on the County Assessor's Roll.
- D. Reconcile rejected parcels from the County, if any, and resubmit corrected assessment data.
- E. Prepare final roll summary and debt service schedule for CSCDA.
- F. Delinquency management will be performed to the extent required by CSCDA's foreclosure covenants for the district.
- G. Update and file an annual information report with the County Assessor's Office in accordance with Revenue and Taxation Code Section 163
- H. Provide an Annual Information Report that shows information for the District.
- I. Provide a toll-free phone number to property owners, the Authority and County staff, and all other interested parties.
- J. Upon request, provide payoff quotes of bond assessment liens for all interested parties. In the event of a payoff: provide documentation to be filed with the County, including the Release of Lien and, if applicable, a notice to remove unpaid assessments from the tax roll.
- K. Coordinate with the appropriate department to ensure liens are apportioned and recorded when parcels are developed or subdivided.
- L. In the event of a bond call authorized by the district, the Consultant will prepare the spread of principal to be called within the applicable guidelines of the Bond Indenture, coordinate the bond call and revision of debt service schedule with the Paying Agent trustee.

## **FEE PROPOSAL**

The consultant shall submit a proposed fee associated with the proposed scope of work at the same time and date the proposal is due. The proposed fee shall be in a spreadsheet format showing the number of hours and hourly rates. Consultants shall prepare cost proposals that allow item-by- item cost identification.

The consultant will perform the items of work listed above on a time and materials, not-to-exceed fee basis. Costs of items not specifically listed, but which must be accomplished to complete the work described, should be included with the other items of work. Reasonable, unforeseeable items of work will be treated as extra work. The estimate must include Direct Labor Costs, Other Direct and Indirect Costs, Sub consultant Costs (if any), and the estimated Net Fee per the following breakdown:

Assessment (Size)	Project Type			
	Fees Only	Improvements Only	Fees & Improvements	Annual Admin
5000,000 – 1,000,000				
1,000,000 – 3,000,000				
3,000,000 – 5,000,000				
5,000,000 – 10,000,000				
Greater than 10,000,000				

## 10. Selection Process

The RFP will be evaluated based on the following criteria (possible 100 points):

- a. Experience of key personnel with similar projects. (40 points)
- b. Project approach to address the technical and Local Agency challenges for the successful management of the SCIP program. (20 points)
- c. Ability of the firm and key personnel to be involved with the project over the duration of the project. (20 points)
- d. Cost reasonableness. (20 points)

During the evaluation process, CSCDA may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions CSCDA may have on a firm's proposal. Not all firms may be asked to make such oral presentation. The interview process will primarily focus on the individual(s) proposed by the consulting firm to act as the SCIP manager and inspector. CSCDA will focus on the individual's experience with similar types of projects in similar environments as well as their ability to communicate effectively and present themselves professionally. There is no expressed or implied obligation for CSCDA to reimburse responding firms for any expenses incurred in making an oral presentation to the Selection Committee. CSCDA reserves the right to not accept any proposals and reissue a solicitation for proposals.