



Staff Report

TO: City Council
FROM: Jennifer Ustation, Finance Director
DATE: February 7, 2023
SUBJECT: Award a Professional Services Agreement to Spicer Consulting Group for Community Facilities District (CFD) Administration, Special Tax Consulting and Annual Financial Reporting Services

Description Approve a contract for CFD Administration, Special Tax Consulting and Annual Financial Reporting Services upon completion of a Request for Proposal Process.

Background and Analysis:

The City uses a consultant for its CFD administration and special tax consulting to directly assist the City in managing its CFD program. This includes preparing budgets, tabulating the annual assessment, responding to property owner inquiries, preparing all regulatory reporting, and tracking payments for all the different assessments for the various CFD's and improvement areas.

The City's current CFD Administrator is Webb Municipal Finance, LLC who is at the end of a five-year contract with the City. Section 3.02.070 of the City's Municipal Code states that the term of any professional services contract awarded shall be a maximum of five years.

On November 22, 2022, staff solicited proposals in accordance with municipal code section 3.02.040 for Community Facilities District (CFD) Administration, Special Tax Consulting and Annual Financial Reporting Services for the City of Beaumont. The City received three (3) electronic proposals via the Public Purchase portal.

The proposals were reviewed by the Evaluation Committee, which consisted of a total of three (3) individuals. Scores were then compiled and averaged. See Attachment C for a summary of scoring.

The proposals received are summarized below:

NBS

Proposal Score: 82 of 100

Fees:

\$314,000/ annually + \$8,000 administrative fees

Annual COL increase based on actual CPI.

Webb Municipal Finance

Proposal Score: 91 of 100

Fees:

\$185,545/ annually

No annual fee escalator for initial term of contract.

Spicer Consulting Group

Proposal Score: 93 of 100

Fees:

\$180,001.00/ annually

2% annual increase

Webb Municipal Finance and Spicer Consulting Group scored very closely; however, the Evaluation Committee is recommending a contract be awarded to Spicer Consulting Services as their proposal best matched City needs. Spicer Consulting Group is currently utilizing STAX, an in-house proprietary software solution that uses a SQL Server database structure that allows them to maintain large amounts of data and provide current and historical property information to associates while Webb Municipal Finance is in the process of launching their client portal, WebbSTAR.

The RFP Review Sub-Committee was presented with the recommendations of the Evaluation Committee on January 24, 2023, and were in agreement with the recommendation.

City staff will work with the current CFD Administrator and Spicer Consulting for transition of the contract which could take up to six weeks.

Fiscal Impact:

The contract cost has been budgeted through the CFD Administrative Assessment Fund GL 250-0000-7068-0000 for \$180,001 with a 2% annual increase following FY 2023/24.

Recommended Action:

Approve a 3-year contract to Spicer Consulting effective February 7, 2023, with a total not to exceed initial annual cost of \$180,001 and an annual increase of 2% following FY 2023/24 for Community Facilities District (CFD) Administration, Special Tax Consulting and Annual Financial Reporting Services for the City of Beaumont.

Attachments:

- A. Request for Proposal
- B. Professional Services Contract and Spicer Consulting Group Proposal
- C. Fee Letter for Pricing
- D. Score Sheet