



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6D. Consideration of Authorization to Negotiate a Scope of Work and Fee with NBS for the Preparation of the Analysis, Reports and Documentation Necessary for the Formation of a Community Facilities District for New Development within the District

RECOMMENDED ACTION:

Staff recommends the following action:

Move to authorize the General Manager to negotiate a Scope of Work and Fee with NBS for the preparation of the Analysis, Reports and Documentation necessary for the formation of a Community Facilities District for New Development within the District.

BACKGROUND:

Following a lengthy request for proposals process which concluded on June 12th, 2020, the district received and reviewed 8 very qualified proposals from municipal finance planning firms. After committee meetings were held to review the proposals a recommendation was made to the board on August 11th, 2020 to award the contract for the preparation of the development impact fee study to NBS.

NBS is very proficient in a wide variety of municipal finance functions, including the preparation of the documents, reports and analysis necessary for the formation of a community facilities district (CFD). A video produced by NBS on CFD formation is available at the following link: <https://www.nbsgov.com/videos/>. At our October 2020 regular board meeting, the board directed staff to proceed with the creation of a CFD within the district boundaries for the purpose of mitigating the impact of new development projects on our existing fire and park services. There are two main consultants needed for the formation of a CFD, with our legal counsel being one, and the other being a consultant specialized in municipal finance, and in particular the formation of CFD's.

Our policy is related to the procurement of consulting services do not require competitive bidding nor do they require awarding contracts for professional consulting services to the firm with the lowest cost proposal. Having just completed the RFP process for the development impact fee study and our in depth evaluation of the experience and qualifications of NBS, it would be appropriate to negotiate directly with NBS for the work necessary to implement the new CFD. Another option would be to undergo an

additional RFP process to again evaluate qualifications of consulting firms specifically related to community facilities district formation. It is staff's recommendation that we proceed to negotiate with NBS, and if we were able to come to agreement on the scope of work and fee, we will either amend our existing agreement with them for the new work or execute an additional separate agreement for the CFD project.

Should we be successful in our negotiations with NBS, we will provide their proposal and it's cost to the board of directors for approval at the next board meeting.

ATTACHMENTS:

None

FINANCIAL IMPACT:

No cost associated with this action, with the cost of their CFD formation services unknown at this time. The financial impact of consulting services related to the CFD formation will be considered for approval at the December 2020 Board meeting.