



CITY OF UHLAND

15 North Old Spanish Trail

Umland, TX 78640

512-398-7399

city@uhlandtx.us

Request for Qualifications for Professional Consulting Services to Prepare a Public Improvement District (PID) Feasibility Report

Per Section 372.007 of the Texas Local Government Code

Submission Date: October 16, 2020 by 3:00 p.m. (CST)

Request for Qualifications for Professional Consulting Services to Prepare a Public Improvement District (PID) Feasibility Report

Description

I. Purpose

The City of Umland is soliciting sealed qualifications from professional consultants to prepare a Public Improvement District (PID) Feasibility Report per section 372.007 of the Texas Local Government Code. Consultants are invited to submit qualifications and proposals for the provision of this service. In order to be considered, submissions must address each of the requests for information included in this RFQ. Any questions regarding this RFQ should be addressed to Amy Akers, City Attorney, via email at legal@uhlandtx.us, or Karen Gallaher, City Administrator via email at city@uhlandtx.us or telephone at 512-398-7399.

Submissions will be accepted at City Hall, 15 North Old Spanish Trail, Umland, Texas 78640 until 3:00 P.M., October 16, 2020. Mark envelope: "PID Feasibility Consultant RFQ." Submissions received after this time will be returned unopened. Top candidates will be requested to submit a proposal of the services to be provided, including fee structure, timeline and additional detailed information, no later than October 23, 2020. Interviews may be requested of top candidates. A PID Feasibility Consultant contract is anticipated to be awarded by the City Council on or after November 4, 2020. The City of Umland reserves the right to reject any and all proposals.

Requirements

II. Professional Credentialling

The firm / individual selected is to have an accounting or law degree or both from an accredited school(s), a valid and active CPA or Legal license or both in the State of Texas. Experience with Texas municipal PID projects and knowledge of Texas municipal financing of development projects.

III. Consulting Services

The following services will be required of the selected consultant:

1. Review and assess PID petition and associated documents.
2. Prepare a PID feasibility report to determine whether an improvement should be made as proposed by the petition or otherwise or whether the improvement

should be made in combination with other improvements authorized under subchapter A of Chapter 372 in the Texas Local Government code.

3. Prepare a preliminary estimate of the cost of the improvement or combination of improvements to be made, if any, as identified by the feasibility report.

4. Prepare for and attend City Council meetings, as needed, generally held on the 1st Wednesday of each month, and special called City Council meetings, as required, including any other board, committee, or commission meetings as requested by the City Mayor until the feasibility report is adopted by the City Council.

5. Provide consultation with City Council members and City staff via telephone and e-mail, as needed, during normal business hours until the feasibility report is adopted by the City Council.

IV. Response

Each response to this RFQ must include the following information:

1. Firm and individual name, designating the consultant assigned to the City.
2. The addresses of all firm offices, identifying in which office the work will be performed.
3. Names of principals in the firm and the number of years the firm has been in business. Attach a list of principals in the firm; including a biographical sketch of each. Include education, years of licensed experience, years of municipal experience, years of municipal PID experience, and any other areas of specialty within the field of municipal finance, development or legal services.
4. Municipal PID projects the firm has consulted on within the last five years, including name of City or population size and County of City, physical and financial scope of project and scope of services provided.

Each response to this RFQ may include the following information:

1. Proposal of the services to be provided.
2. Fee structure.
3. Timeline or schedule of activities to complete the feasibility report.
4. Any additional detailed information the respondent feels necessary.