



## Recommendation for Action

**File #:** 19-3717, **Agenda Item #:** 56.

12/5/2019

### **Posting Language**

Authorize negotiation and execution of a contract with P3 Works, LLC, to provide public improvement district administration services, for up to five years for a total contract amount not to exceed \$1,500,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Financial Services Department.

### **Fiscal Note**

Funding for this contract will be provided by an assessment levied on the properties in each public improvement district.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 7400 LNH3010 for these services. The solicitation issued on April 22, 2019 and it closed on May 9, 2019. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=128391)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=128391](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=128391)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or

[AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Lynnette Hicks, at 512-974-3349 or [lynnette.hicks@austintexas.gov](mailto:lynnette.hicks@austintexas.gov) <<mailto:lynnette.hicks@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide public improvement district (PID) administration services for the City. The City currently has six established PIDs. Three of the six are development PIDs: Estancia Hill Country PID, Indian Hills PID, and Whisper Valley PID. The three others are maintenance and operating PIDs: Downtown PID, East 6th Street PID, and South Congress PID. Each PID requires a third-party administrator to assist the Financial Services Department with the management of various complex administrative tasks associated with them.

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The contractor will provide services customized to the different administrative needs of each of the PIDs. For development PIDs, the contractor will determine the annual assessment for each parcel, prepare annual assessment updates, provide customer service for property owners, review developer requests for disbursement of bond proceeds, prepare disclosure and annual trustee activity reports, and provide future bond issuance services. Maintenance and operating PID services will ensure quality control and facilitation of the annual assessment process including renewals. The contractor will also assist the City with updates and/or modifications to the City's existing PID policy. Additional services related to PID administration may be requested by the City as needed.

An evaluation team with expertise in this area evaluated the offers and scored P3 Works, LLC. as the best to provide these services based on relevant experience, personnel qualifications, pricing, quality of proposal, local preference, and service-disabled veteran business enterprise.

The requested authorization amount is based on forecasted estimates for these services.

**Contract Detail:**

| <b><u>Contract<br/>Term</u></b> | <b><u>Length<br/>of Term</u></b> | <b><u>Contract<br/>Authorization</u></b> |
|---------------------------------|----------------------------------|------------------------------------------|
| Initial Term                    | 3 yrs.                           | \$ 900,000                               |
| Optional Extension 1            | 1 yr.                            | \$ 300,000                               |
| Optional Extension 2            | 1 yr.                            | \$ 300,000                               |
| <b>TOTAL</b>                    | <b>5 yrs.</b>                    | <b>\$1,500,000</b>                       |

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.