

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.6  
(ID # 18318)

**MEETING DATE:**

Tuesday, March 08, 2022

**FROM :** EXECUTIVE OFFICE:

**SUBJECT:** EXECUTIVE OFFICE: Ratify and approve Amendment No. 1 to the Professional Service Agreement for Special Tax Assessment Services with Webb Municipal Finance, LLC to extend the period of performance for one year through December 31, 2022, All Districts. [\$60,500 from January 1, 2022 – December 31, 2022; up to \$6,050 in additional compensation, 100% Special Tax Collection]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Professional Service Agreement for Special Tax Assessment Services with Webb Municipal Finance, LLC without seeking competitive bids, to extend the period of performance for one year through December 31, 2022, for an amount not to exceed \$60,500, and authorize the Chair of the Board to sign said Amendment No. 1 on behalf of the County; and,
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based upon the availability of fiscal funding and as approved as to form by County Counsel to: a) sign amendments that make modifications to the scope of services that stay within the intent of the agreement and; b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total cost of the agreement.

**ACTION:Policy**

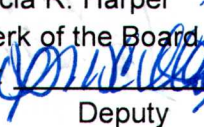
  
Dave Rogers, Chief Administrative Officer 3/3/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: March 8, 2022  
xc: E.O.

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 30,250	\$ 30,250	\$ 60,500	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Special Tax Collection held in Trustee accounts.</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	21/22 & 22/23

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The County requires the use of a Special Tax Consultant to provide direction and guidance for the formation and administration of the County's land secured districts. The Special Tax Consultant performs many duties for the Community Facilities Districts Administration, some of which are the submission and collection of data for the levy of the annual tax assessments, keeping track of delinquencies, maintaining databases, and dealing with the public on special tax assessment issues. The Consultant's services are necessary to comply with Federal and State requirements.

**Impact on Residents and Businesses**

The vendor has agreed to maintain their pricing for this year (which has been reduced from prior years) and will reflect in the assessments to residents who are within a County CFD boundary.

**Contract History and Price Reasonableness**

On October 6, 2016, the County Purchasing & Fleet Services Department released Request for Proposal (RFP) #: EOARC-039, soliciting proposal for special tax assessment services on behalf of the Executive Office. The RFP was sent to twenty-three (23) potential bidders and was advertised on the Purchasing web site as well as on publicpurchase.com. Two (2) bid responses were submitted in response to the RFP. The proposals were reviewed by an evaluation team from the Executive Office. Each bid response was evaluated based on the criteria set forth in the RFP: overall responses to the RFP requirements, bidders experience and technical ability, references, credentials, resumes, licenses, certifications, and financials. The cost proposal submitted ranged from \$49,500 to \$63,000. The Purchasing Department entered into negotiations and the recommended awarded vendor reduced their annual cost down to \$60,500.

Based on the overall summation of the proposals submitted, it was the recommendation of the evaluation team to select Albert A. Webb & Associates, as the most responsive/responsible bidder for these services.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

On January 17, 2017 (Agenda Item 3.6), the Board of Supervisors approved the agreement with Albert A. Webb & Associates for Special Tax Assessment Services for five years through December 31, 2021.

Effective as of October 1, 2018, the County of Riverside signed a Consent to Assignment, assigning the original agreement with Albert A. Webb & Associates to Webb Municipal Finance, LLC.

The vendor is willing to extend the same pricing for an additional year. The Executive Office will work with the Purchasing Department on issuing an RFP to competitively bid these services in the latter part of this calendar year.

**ATTACHMENTS:**

**ATTACHMENT A:** Single Source Justification (SSJ) for Webb Municipal Finance, LLC 22-069

**ATTACHMENT B:** Amendment No. 1 to the Service Agreement with Webb Municipal Finance, LLC

  
Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

2/25/2022

  
Don Kent, Director of Finance

3/1/2022

  
Gregory V. Priarios, Director County Counsel

3/1/2022

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT  
FOR SPECIAL TAX ASSESSMENT SERVICES BETWEEN COUNTY OF RIVERSIDE  
AND WEBB MUNICIPAL FINANCE, LLC

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Original Period of Performance: 01/17/2017 through 12/31/2021  
Period of Performance Extended To: 12/31/2022  
Effective Date of Amendment No. 1: 01/01/2022  
Original Annual Maximum Payment Amount: \$60,500  
Amended Annual Maximum Payment Amount: \$60,500 for 01/01/2022 through 12/31/2022  
Contract ID: EOARC-94682-001-12/21

This AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT FOR SPECIAL TAX ASSESSMENT SERVICES BETWEEN COUNTY OF RIVERSIDE AND WEBB MUNICIPAL FINANCE, LLC (herein referred to as "Amendment No. 1") is made and entered into by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY") and WEBB MUNICIPAL FINANCE, LLC, a California limited liability company, (herein referred to as "CONTRACTOR").

RECITALS

WHEREAS, COUNTY and CONTRACTOR'S predecessor in interest, Albert A. Webb & Associates, a California corporation, entered into that certain Professional Service Agreement for Special Tax Assessment Services, approved January 17, 2017; Agenda Item 3.6, (herein referred to as "Agreement"); and

WHEREAS, effective as of October 1, 2018, the County of Riverside approved and signed a Consent to Assignment, assigning the original agreement with Albert A. Webb Associates to Webb Municipal Finance, LLC; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to extend the period of performance and set the maximum payment amount for the period of January 1, 2022 through December 31, 2022.

NOW THEREFORE, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.
2. **Period of Performance.** The first sentence of Subsection 2.1 of Section 2. Period of Performance of the Agreement is hereby amended to extend the period of performance for twelve (12) months commencing on January 1, 2022 and continuing in effect through December 31, 2022, as follows:

"This Agreement shall be effective on January 1, 2022 and continues in effect through January 31, 2022, unless terminated earlier."

3. **Compensation.** The second sentence of Subsection 3.1 of Section 3. Compensation is hereby amended to set the maximum payment amount at \$60,500 for the period of January 1, 2022 through December 31, 2022, as follows:

MAR 08 2022 36

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT  
FOR SPECIAL TAX ASSESSMENT SERVICES BETWEEN COUNTY OF RIVERSIDE  
AND WEBB MUNICIPAL FINANCE, LLC

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“Maximum payments by COUNTY to CONTRACTOR shall not exceed \$60,500 annually, including all expenses, for the period of January 1, 2022 through December 31, 2022.”

4. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
5. **Effective Date.** This Amendment No. 1 shall be effective January 1, 2022.
6. **Electronic Signatures.** This Amendment No. 1 may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Amendment No. 1 agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment No. 1. The parties further agree that the electronic signatures of the parties included in this Amendment No. 1 are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[Signature Provisions on Following Page]

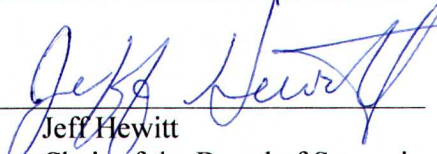
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AND WEBB MUNICIPAL FINANCE, LLC

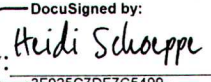
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IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

COUNTY OF RIVERSIDE, a political  
subdivision of the State of California

WEBB MUNICIPAL FINANCE, LLC,  
a California limited liability company

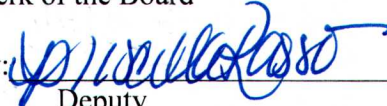
By:   
Jeff Hewitt  
Chair of the Board of Supervisors

DocuSigned by:  
By:   
3F925C7DF7C5499  
Heidi Schoeppe  
President/Managing Director

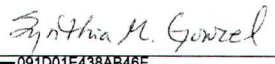
Dated: MAR 08 2022

Dated: 2/24/2022

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

DocuSigned by:  
By:   
091D01E438A646E  
Cynthia M. Gunzel  
Chief Deputy County Counsel



EXECUTIVE OFFICE

JEFFREY A. VAN WAGENEN, JR.  
COUNTY EXECUTIVE OFFICER

JUAN C. PEREZ  
CHIEF OPERATING OFFICER

DAVE ROGERS  
CHIEF ADMINISTRATIVE OFFICER

SAYORI BALDWIN, ASSISTANT CEO  
HUMAN SERVICES

BRENDA DIEDERICH, ASSISTANT CEO  
HUMAN RESOURCES

CHARISSA LEACH, ASSISTANT CEO  
PUBLIC WORKS & COMMUNITY SERVICES

ZAREH SARRAFIAN, ASSISTANT CEO  
HEALTH SYSTEM

Date: 2/1/22  
From: Don Kent, Director of Finance  
To: Board of Supervisors/Purchasing Agent  
Via: Suzanna Hinckley, x57550

Subject: Sole or Single Source Procurement; Request for Special Tax Assessment Services

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested:** Albert A. Webb and Associates

2. **Vendor ID:**

3.  **Single Source**  **Sole Source**

(*Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available*)

(*Sole Source - is a purchase of a commodity or service that is proprietary, or no other vendor is qualified or willing to meet the county specified requirements*)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department? (If yes, please provide the approved sole or single source number).**

**Yes** \_\_\_\_\_  **No**

4a. **Was the request approved for a different project?**

**Yes**  **No**

5. **Supply/Service being requested:**

(*If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.*)

The County requires the use of a Special Tax Consultant to provide direction and guidance for the formation and administration of the County's land secured districts. The Special Tax Consultant performs many duties for the Community Facilities Districts Administration, some of which are submission and collection of data for the levy of the annual tax assessments, maintaining databases and dealing with the public on special tax assessment issues.

6. **Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

The data and tools required to perform at the level of a Special Tax Consultant are not cost effective to develop and maintain for any single bond issuer, like Riverside County. By having a special tax consultant, the county obtains an "economy of scale" without incurring the training, cost and effort. These vendors add value, improve transparency and decrease the risks associated with complying with Federal and State requirements. The service these vendors provides are specific to Riverside County. They have specific historical knowledge of the county and can provide continuity of services which is imperative to the overall financial wellbeing of the County.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

While County staff has some experience with financial issues, that experience is limited. These firms provide additional assistance and oversight, thus assisting in compliance with various Federal and State requirements. Keeping track of delinquencies reduces delinquency rates. In addition, the vendor has agreed to maintain their pricing for this year.

8. **Period of Performance:** From: January 2022 to December 2022  
(total number of years)

Is this an annually renewable contract?  No  Yes  
Is this a fixed-term agreement:  No  Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)*

9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

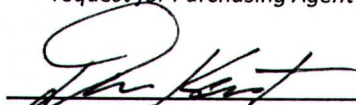


Description:	FY21/22	FY22/23	Total
One-time Costs:			
Tax Consulting (max)	30,250	30,250	60,500
Ongoing Costs:			
<i>(Insert description)</i>			
Total Costs	30,250	30,250	60,500

**10. Price Reasonableness:** *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*

The fees were negotiated in the RFP from 2016 and the vendor is willing to extend the same pricing for an additional year.

**11. Projected Board of Supervisor Date (if applicable):** 3-8-22  
*(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)*

	Don Kent	02-01-2022
Department Head Signature (or designee)	Print Name	Date

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**The section below is to be completed by the Purchasing Agent or designee.**  
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Purchasing Department Comments:

Approve                       Approve with Condition/s                      Disapprove

Condition/s:

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Not to exceed:

One-time \$ \_\_\_\_\_

Annual Amount \$ 30,250 / per fiscal year through 6/30/23 (date)

*(If Annual Amount Varies each FY)*

FY 21/22: \$ 30,250

FY 22/23: \$ 30,250

FY \_\_\_\_\_: \$ \_\_\_\_\_

FY \_\_\_\_\_: \$ \_\_\_\_\_

FY \_\_\_\_\_: \$ \_\_\_\_\_



Suzanna Hinckley, Assistant Director

22-069

Purchasing Agent

Date

Approval Number

(Reference on Purchasing Documents)