

# PROPOSAL

NOVEMBER 12, 2020  
RFP # 1010-21-1



SUBMITTED BY:

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# IMPACT FEE STUDY

CITY OF RIVIERA BEACH, FLORIDA



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## TAB I - LETTER OF TRANSMITTAL

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November 10, 2020



Glendora Williams, Buyer  
City of Riviera Beach  
Office of the City Clerk  
600 West Blue Heron Boulevard, Suite #140  
Riviera Beach, FL 33404

**Subject: Impact Fee Study in Response to RFP# 1010-21-1**

Dear Ms. Williams:

MGT of America Consulting, LLC (MGT) appreciates the opportunity to provide the City of Riviera Beach (City) with this proposal for an Impact Fee Study as described in RFP# 1010-21-1. We believe that our firm offers the City solutions that will meet your specific objectives while providing the best overall value.

Our team of experienced and talented professionals will complete your project as a partnership, with significant stakeholder input. Our success in providing high quality services to cities, counties, and both state and local government agencies across the nation, has resulted in over half of our business coming from former clients. We genuinely care about our clients and want to ensure our services are value-added not only when the project is completed, but also for future decision-making.

We understand that the City requests an impact fee study that will review and evaluate its existing Development Impact Fees (DIFs), including the following existing fees: Affordable Housing, Parks and Recreation, Public Safety (Police/Fire) and Sewer.

The study will include an update to the current DIFs as well as provide a new study including general government, transportation, water, cultural art, library impact fees, and any other impact fee that may be recommended consistent and pursuant to the Florida Impact Fee Act. It is expected that we use proposed facility requirements to determine the DIFs, and suggest unique areas or separate zones where appropriate and necessary.

MGT of America Consulting, LLC (MGT) will be the prime contractor for this project, and will be partnering with David Taussig & Associates, Inc. dba DTA, for this engagement. Information throughout this proposal includes data and capabilities associated with both firms.

MGT has thoroughly reviewed the City's RFP and is committed to fulfilling all the requirements expressed by the City in that document. Thank you for the opportunity to submit this proposal for this important study.



Please contact **Bret Schlyer** if you have any questions or comments about this proposal (which is valid for 90 days) at **316.214.3163**, or at [bschlyer@mgtconsulting.com](mailto:bschlyer@mgtconsulting.com).

Sincerely,



J. Bradley Burgess, Executive Vice President  
*Authorized to Bind the Firm*

**FIRM NAME AND  
AUTHORIZED TO BIND  
THE FIRM**

**MGT of America Consulting, LLC**  
**J. Bradley Burgess, Executive Vice President**  
2251 Harvard St., Ste. 134 | Sacramento, CA 95815  
P: 916.443.3411 | Email: [bburgess@mgtconsulting.com](mailto:bburgess@mgtconsulting.com)

## TAB 2 - COMPANY OVERVIEW/QUALIFICATIONS OF FIRM

### MGT HISTORY AND ORGANIZATION STRUCTURE

MGT of America Consulting, LLC (MGT) began operations in 1974, and has judiciously expanded its consulting capabilities over the years. We are a national consulting firm specializing in **assisting public sector clients in operating more efficiently and effectively**. A significant portion of MGT's work is repeat business, reflecting the high level of customer satisfaction in the firm's ability to do the job and do it right.

MGT is organized as a privately held, employee-owned and financially stable limited liability company with a deep roster of experienced cost allocation experts, resources, and desire to serve the City. MGT is not a Minority or Woman owned Business, but is owned by the current and retired partners, principals, and consultants of the firm. The advantage of this ownership structure to our clients is that every member of the firm has a vested interest in the successful completion of every project, for every client. Additionally, this ownership structure creates a mindset that permeates through every MGT owner: **we are continuously building a growing, yet stable firm based on trusting long-term relationships, both within our own firm and with all our clients.**

MGT has acquired a keen understanding of the structures, operations, and issues facing state government agencies. This understanding comes from **over 46 years** of extensive experience in providing financial and management consulting for state and local governments, and the prior work experience of our consultants. We are not the biggest, oldest, or highest profile consulting firm; just the best for combining firm qualifications and consultants' cost allocation expertise with the needs of cities, counties and state agencies.



Prior to working as consultants, many of our consultants worked in government agencies as managers and staff. This inside knowledge and understanding of government structures and processes gives our consultants an ability to hit the ground running from the very start of a project. MGT consultants understand what it means to work within constrained timelines, and the need to produce a study that will concisely and clearly articulate findings and results.

### FIRM PROFILE

MGT of America Consulting, LLC is a financially stable national consulting firm with local offices and 250+ staff throughout the country.

Founded in Florida in 1974 as a public-sector research firm, MGT has always taken pride in providing fiercely independent analysis and thoughtful advice to each client.

MGT Consulting is a privately held, employee-owned and quickly growing limited liability company with a deep roster of experienced cost allocation experts and resources.



## MGT FINANCIAL SOLUTIONS SERVICES

MGT of America Consulting, LLC has been preparing government cost of services calculations for the past 40 years. MGT will be joining forces with our partners from DTA. Combined, our project team provides a long history of experience providing the services requested by the City.

## MGT ADVANTAGES

MGT consultants are experts in government cost of service studies. We know that the City will look at many factors in making their decision on this important project and we believe that the following factors make the difference:

- ◆ **LOCAL EXPERIENCE** – MGT has deep experience in the state of Florida, as well as the qualified staff necessary to deliver on the tasks requested by the City. MGT has provided Comprehensive User Fee and Rate Study to Collier County and the City of Miami, as well as User Fee Studies for Nassau, Pasco and Wakulla Counties.
- ◆ **TRACK RECORD** – MGT has a track record in Florida and around the country of delivering high quality, innovative, on-time projects.
- ◆ **STABILITY** – MGT has two basic management tenets: **(1)** retain experienced, high-character consultants; and **(2)** assign these consultants to engagements to develop long-term professional relationships.
- ◆ **SENIOR LEVEL MANAGEMENT INVOLVEMENT** – MGT assigns an *executive level* consultant to work directly on all projects; Mr. Schlyer will be directly assigned to this project.
- ◆ **ON-TIME DELIVERY** – MGT will meet all delivery deadlines.

## COMPANY CAPABILITIES & PRIMARY BUSINESS

**MGT of America Consulting, LLC** began operations in 1974 as MGT of America, Inc. The firm has judiciously expanded its consulting capabilities over the years. Our firm is structured into primary consulting divisions aligned to the firm’s core competencies. MGT’s Financial Solutions Division will be responsible for completion of the project. Our Financial Solutions Division consists of 40 experienced costing consultants. We are headquartered in and fully licensed to do business in the state of Florida.



### Government Consulting

Everything from an organizational analysis to a jail privatization study to a strategic plan to move an organization from reactive mode to proactive mode.



### Diversity and Inclusion

Disparity research and diversity studies to provide an organization or community with a more equitable and inclusive environment.



### Education Solutions

From student outcomes and performance, to operational effectiveness, our solutions have impacted more than 50 million students across the globe.



### Financial Solutions

Our nationally-recognized experts help clients weather fluctuating market conditions and rising demands on their budgets using a variety of proven solutions.



### Human Capital

Specializing in classification and compensation studies, this practice helps public agencies retain and attract the right talent.



### Cyber Security and Technology

We help IT and Cyber leaders navigate and manage cyber threats through a Cyber Security Office program that provides an “a la carte” menu for customization.



**DTA** is a public finance consulting firm with offices in Newport Beach, San Jose, San Francisco, and Riverside, California, as well as Dallas and Houston, Texas, Raleigh, North Carolina, and Tampa, Florida. Since its establishment in 1985, DTA has completed consulting assignments for more than 3,000 clients in 10 states. During this period, the firm has been involved in the formation of more than 2,000 public finance districts, with total bond authorizations exceeding \$60 billion. DTA is licensed and registered with the U.S. Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor (No. 867-01160) and follows all the fiduciary requirements associated with this designation.

### MGT OFFICE LOCATIONS

MGT's home office is located in **Tampa, Florida**, and the firm has over 250 professionals located across the nation and regional offices as shown below.

### NATIONAL FIRM LOCAL FOCUS

**CALIFORNIA**  
Sacramento | Pasadena

**COLORADO**  
Denver

**FLORIDA**  
Tallahassee | Tampa

**KANSAS**  
Wichita

**ILLINOIS**  
Chicago

**MASSACHUSETTS**  
Boston

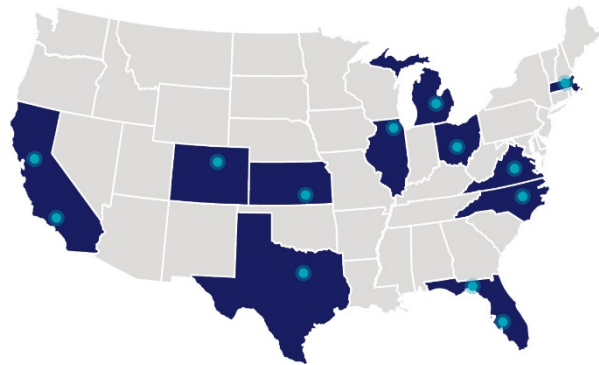
**MICHIGAN**  
Bay City

**NORTH CAROLINA**  
Raleigh

**OHIO**  
Columbus

**TEXAS**  
Dallas

**VIRGINIA**  
Richmond





COMPANY CONTACT INFORMATION

<p><b>MGT HEADQUARTERS</b></p>	<p><b>MGT of America Consulting, LLC</b>                  4320 West Kennedy Boulevard   Tampa, Florida 33609                  P: 813.327.4717   Fax: 850.385.4501   Main Email: <a href="mailto:rcvrfp@mgtconsulting.com">rcvrfp@mgtconsulting.com</a>                  FEIN: 81-0890071   <a href="http://www.mgtconsulting.com">www.mgtconsulting.com</a></p>
<p><b>PROJECT LEADER / PRIMARY CONTACT</b></p>	<p><b>Bret Schlyer, Vice President</b>                  6478 Winchester Blvd #124   Canal Winchester, OH 43110                  P: 316.214.3163   Email: <a href="mailto:bschlyer@mgtconsulting.com">bschlyer@mgtconsulting.com</a></p>
<p><b>INDIVIDUALS AUTHORIZED TO COMMIT FIRM</b></p>	<p><b>J. Bradley Burgess, Executive Vice President</b>                  2251 Harvard St., Ste. 134   Sacramento, CA 95815                  P: 916.443.3411   Email: <a href="mailto:bburgess@mgtconsulting.com">bburgess@mgtconsulting.com</a></p> <p><b>Dr. Fred Seamon, Executive Vice President</b>                  516 North Adams Street   Tallahassee, FL 32301                  P: 850.386.3191   E-mail: <a href="mailto:fseamon@mgtconsulting.com">fseamon@mgtconsulting.com</a></p> <p><b>A. Trey Traviesa   CEO and Chairman of the Board</b>                  4320 West Kennedy Boulevard, Suite 200   Tampa, FL 33609                  P: 850.386.3191   E-mail: <a href="mailto:ttraviesa@mgtconsulting.com">ttraviesa@mgtconsulting.com</a></p>

**EXPERIENCE & QUALIFICATIONS OF THE FIRM**

DEVELOPMENT IMPACT FEE EXPERIENCE

DTA, our partnering public finance consulting firm, will be providing impact fee expertise for this engagement. Each of DTA’s Development Impact Fee (DIF) studies includes a benefit cost analysis and the determination of nexus between the facilities financed and financing mechanism. DTA has prepared approximately 500 fee justification studies to date for a variety of public improvements, including transportation, water, sewer and flood control facilities, fire and police stations, parks, libraries, and other types of infrastructure. In addition, DTA staff has extensive experience working with various stakeholder groups, including public agencies, public agency municipal staff, residents, local Chambers of Commerce, and other interested parties.

DTA has been performing public facilities fee consulting services for 33 years, since 1987. DTA has extensive experience preparing DIF studies that have withstood legal scrutiny to the extent that none of our prior studies have been subject to any type of litigation. DTA also retains in-house legal counsel who is engaged in this project and can assist our firm in clarifying legal issues that may arise related to the review or preparation of a Fee Study.

DTA has a staff of approximately 50 employees, all of whom are directly involved solely in public finance. Staff members come from backgrounds in several fields, including land development, public





administration, civil engineering, investment banking, economic consulting, redevelopment, law, and land use planning. This diversity of experience and expertise allows DTA to meet a wide variety of challenges related to both the actual work product and client management. DTA’s staff members have considerable experience in computer-based financial analyses and modeling, which is a key component of the firm’s consulting services. This ensures that the development of computer models utilized in the potential Fee Study will be in experienced hands.

**OTHER MANAGEMENT AND COST OF SERVICE EXPERIENCE**

**MGT annually prepares over 300 cost of service projects each year for local and state governments.**

Our clients range from small cities, counties, and districts to the largest urban areas in the nation, as well as multiple state and U.S. territories.

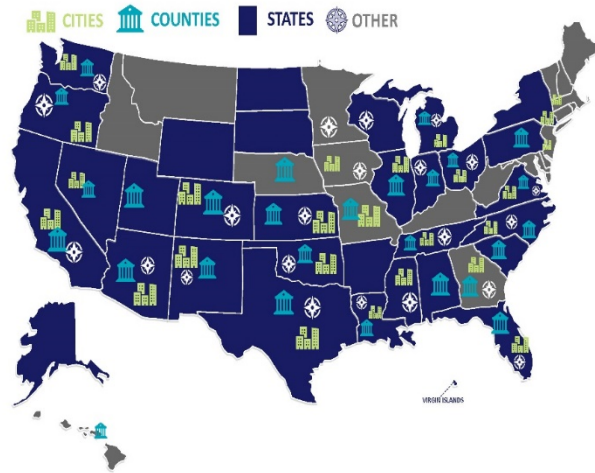
MGT is thoroughly familiar with all relevant federal and state of Florida cost plan requirements, and the legal issues surrounding user fees. With over 50 years of experience in governmental cost determination, the expert consulting team proposed for your project is proficient at managing user fee/cost plan projects exactly like the one being requested by the City. The following table shows a small selection of current MGT cost of service clients.

◆ <b>Alachua County, Florida</b>	◆ <b>Pasco County, Florida</b>
◆ <b>Wakulla County, Florida</b>	◆ <b>Nasau County, Florida</b>
◆ <b>Town of Longboat Key, Florida</b>	◆ <b>City of Melbourne, Florida</b>
◆ <b>Miami, Florida</b>	◆ <b>Collier County, Florida</b>
◆ <b>Fulton County, Georgia</b>	◆ <b>Riverside County, California</b>
◆ <b>Mobile County, Alabama</b>	◆ <b>Spokane County, Washington</b>
◆ <b>Muskegon County, Michigan</b>	◆ <b>Coconino County, Arizona</b>
◆ <b>Jefferson County, Colorado</b>	◆ <b>New Orleans, Louisiana</b>
◆ <b>Jefferson Parish, Louisiana</b>	◆ <b>City of Atlanta, Georgia</b>
◆ <b>Johnson County, Kansas</b>	◆ <b>Tulsa, Oklahoma</b>
◆ <b>City of Flint, Michigan</b>	◆ <b>Colorado Springs, Colorado</b>
◆ <b>Orange County, California</b>	◆ <b>Fulton County, Georgia</b>



The map to the right highlights the states where MGT is preparing cost allocation plans, management studies and related services.

Our projects are staffed and scheduled to allow for multiple meetings and interviews with department personnel, to present formal or informal training sessions to project stakeholders or personnel new to the project, and to provide multiple revisions and reviews of draft plans with designated personnel.



## SIMILAR PAST PROJECTS

CLIENT NAME	PROJECT LOCATION	PROJECT DESCRIPTION	PROJECT DATES
City of Palo Alto	Palo Alto, CA	DIF Update	2012-Ongoing
County of Yuba	Yuba County, CA	DIF Report	2014
City of Anaheim	Anaheim, CA	DIF Update; Special Tax Consultant/Assessment Engineer Services	1990 - present
El Dorado Hills Community Services District	El Dorado Hills, CA	Fee Study; District Administration Services	November 2016-Ongoing
City of Kingsburg	Kingsburg, CA	DIF Update; Special Tax Consultant Services	June 2015-June 2017
County of Madera	Madera County, CA	EIFD Formation and Administration	2000-Present

DIF UPDATE | CITY OF PALO ALTO, CA

**CITY OF PALO ALTO | Ms. KIM NGUYEN | 650.329.2271 | [Kim.Nguyen@CityofPaloAlto.org](mailto:Kim.Nguyen@CityofPaloAlto.org)**

The purpose of the updated study was to recommend fee justification methodologies and fee levels based on a legally supportable analysis of Citywide impact fees required for new residential and non-residential development within the City. DTA reviewed the City’s impact fees levels against eight (8) peer communities and ultimately created two (2) entirely new fees, specifically Public Safety (fire, police, etc.) and General Government Facilities Fees. The project was completed on time, within budget, and adopted by the client.

Notably, DTA was also recently selected by the City to conduct a Park, Library, and Community Center DIF Nexus Study that recommends the appropriate fee justification methodology and fee levels to support



specific types of City-selected park and recreational capital facilities to serve new growth and provide resources to expand vital open space facilities. The study will also further the City’s goals of fostering an attractive, clean, and well-maintained community.

DIF REPORT | COUNTY OF YUBA, CA

**COUNTY OF YUBA | MR. KEVIN MALLEN | 530.749.5430 | [KMallen@Co.Yuba.CA.US](mailto:KMallen@Co.Yuba.CA.US)**

The purpose of the updated study was to recommend fee justification methodologies and fee levels based on a legally supportable analysis of Countywide impact fees required for new residential and non-residential development within the City. Interestingly, DTA developed separated needs lists and fee categories for both the incorporated and unincorporated communities in the County, thereby reflecting the unique nature and demographics of the County. Finally, DTA also developed a zonal drainage impact fee program for the East Linda Specific Plan and a dual General Government fee (at the County’s request), with one element for Countywide facilities and an additional element for those communities solely in unincorporated territory. The project was completed on time, within budget, and adopted by the client.

In addition, DTA is involved in the South Yuba Transportation Improvement Authority’s (SYTIA’s) impact fee study. DTA was retained to provide demographic assistance to ensure consistency with the recent Countywide fee update and technical assistance to ensure compliance with applicable regulatory frameworks and legal requirements. Specifically, DTA led the effort to create a database of baseline and future demographics, including land use quantities for residential and non-residential uses, population and employment numbers, and anticipated demographic shifts in adjacent jurisdictions that may affect the study area, including other cities within Yuba and adjacent counties, such as Placer County and Sutter County. The study continues with DTA developing a comprehensive and future demographic database for the entire SYTIA operating area.

CITY OF ANAHEIM, CALIFORNIA

**DEBBIE MORENO, FINANCE MANAGER | 714-765-5195 | [DMoreno@Anaheim.net](mailto:DMoreno@Anaheim.net)**

**RUDY EMAMI, PUBLIC WORKS DIRECTOR | 714-765-5176 | [REmami@Anaheim.net](mailto:REmami@Anaheim.net)**

DTA is currently assisting in analyzing the City of Anaheim’s stormwater user fee revenues and developing a Financing Plan to fund annual operation and maintenance costs, capital improvements, and reserves. Our work involves the collection of land use and parcel data from the County of Orange, the City, and outside consultants. The goal of this work is to assess the feasibility of using new legislation to create a Storm Drain Fee. We are also working on a water quality credit program for the City.

In 2017, DTA assisted the City with an update of the City’s DIF program. DTA prepared the demographics data, needs lists, and fee models for police, fire, library, parks, and transportation facilities. The park fee was developed pursuant to the Quimby Act of 1975, while all other fees were developed under AB 1600. In addition, as part of our role, DTA restructured the City’s existing fee program in a manner that is more transparent and user-friendly for all constituents, including City staff and future developers. For instance, DTA worked with the City’s Planning Department to establish the

relevant land use classes for the study and eliminate or combine other land uses. These changes have resulted in a fee program that is easier to implement and better tracks the development that is occurring in the City. We are also currently assisting the City with an update of the City's Sewer Capacity Fee.

DTA is also the Assessment Engineer/Special Tax Consultant for an existing Maintenance Assessment District (MAD) for the City's Disneyland resort area and two existing CFDs. DTA is currently assisting the City with the formation of an MAD for the Platinum Triangle area. As the Special Tax Consultant, DTA has prepared the RMAs, Public Reports, and boundary maps. As the Assessment Engineer, DTA will formulate the benefit apportionment methodology for the AD in strict accordance with Prop 218 and prepare the required Engineer's Report and assessment diagram.

#### EL DORADO HILLS COMMUNITY SERVICES DISTRICT, CALIFORNIA

**KEVIN LOEWEN, GENERAL MANAGER | 916-933-6624 | [KLoewen@EDHCSD.org](mailto:KLoewen@EDHCSD.org)**

DTA recently completed a park AB 1600 fee study for the El Dorado Hills Community Services District intended to update their 2009 park AB 1600 fee study. The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels based on a legally supportable analysis of the levels of park impact fees required for new residential development within the District. DTA provided professional and technical assistance to the District in preparing a comprehensive review of required impact fee levels documented in a written report prepared under AB 1600. Furthermore, DTA facilitated numerous meetings and workshops involving the BIA, the County of El Dorado, and individual stakeholders to ensure proper transparency was provided throughout the update process.

In addition, DTA administers the District's 28 LLDs with a total annual levy well over \$1 million. To complete these tasks, DTA performs background research based on data provided by the District, including reviewing the Engineer's Reports and analyzing particular services provided by each underfunded LLD in the District, such as the costs assigned for those services and rationale for the apportionment of costs for those services.

#### CITY OF KINGSBURG, CALIFORNIA

**ALEX HENDERSON, CITY MANAGER | 559-897-5821 | [AHenderson@CityofKingsburg-CA.gov](mailto:AHenderson@CityofKingsburg-CA.gov)**

DTA recently completed an update of the City of Kingsburg's mitigation fee program and fee justification study for all Citywide facilities. DTA developed a new fee structure that allocated costs Citywide to both residential and various non-residential land uses. The updated impact fee levels were documented in a written report prepared under California Government Code 66000. DTA further assisted with cost estimating, demographic research, presentations before the City Council, and the benchmarking of current and proposed fees against those of peer communities. In addition, DTA is currently working on the formation of a Mello-Roos CFD to mitigate police and fire protection services shortfalls.



COUNTY OF MADERA, CALIFORNIA

**ERIC FLEMING, COUNTY ADMINISTRATIVE OFFICER | 559-675-7703 | [Eric.Fleming@Co.Madera.CA.gov](mailto:Eric.Fleming@Co.Madera.CA.gov)**

DTA was recently hired by the County of Madera to establish two Enhanced Infrastructure Financing Districts (EIFDs) within the southern portion of the County, where approximately 33,000 homes and appurtenant commercial industrial land uses have been entitled for development. DTA met with two major landowners, both entitled to build over 5,000 units each within the Tesoro Viejo and Riverstone project areas, in order to move forward with the formation of separate EIFDs for both properties. At build-out, utilizing 25% of the tax increment, each of these developments will generate a sufficient amount of property tax and vehicle in-lieu tax increment revenues through their EIFDs to ultimately support \$18.3 million in bond construction proceeds for the County through the Riverstone project area and \$15.4 million in bond construction proceeds for the County through the Tesoro Viejo development. Specifically, these bond construction proceeds are committed to funding the widening of State Route 41 between Avenue 10 ½ and Avenue 15, a regional sports complex and park, the expansion of Avenue 12 to Road 40, and other public improvements as determined by the EIFD Public Financing Authorities.

**Both EIFDs were officially formed and registered with the State Board of Equalization in 2018.**

Notably, the initial participating property in the EIFD, Tesoro Viejo, also formed a CFD to fund some of the regional roads as a means of supplementing their EIFD. As EIFDs do not generate sufficient revenues to finance bonds until after development has occurred and roads are often needed prior to that development, this CFD was critical in providing upfront funding for the roads necessary to cater to this new development area, with reimbursement provided to local property owners at a later point in time through EIFD bond sales once property tax increment has been generated. The CFD was disaggregated into a series of separate improvement areas that will ultimately provide over \$150 million in infrastructure financing for the project.

MGT CLIENT LIST

Additionally, jurisdictions listed below recently received fee study services throughout the United States, within the last five years by MGT consultants similar to those requested by the City.

MGT User Fee Clients		
ARIZONA		
City of Buckeye	City of Phoenix	Maricopa County
City of Flagstaff	Coconino County	
CALIFORNIA		
City and County of San Francisco	City of Newport Beach	Butte County
City of Beaumont	City of Oxnard	County of Calaveras
City of Beverly Hills	City of Pomona	County of Los Angeles
City of Burbank	City of Port Hueneme	County of Monterey
City of Calistoga	City of Redlands	County of Sacramento Environmental Management Dept (EMD)
City of Corona	City of Rohnert Park	County of Stanislaus

TAB 2 - COMPANY OVERVIEW/QUALIFICATIONS OF FIRM



City of Cypress	City of Sacramento Fire/Police Department	El Dorado County Public Health
City of Daly City	City of San Diego	Lassen County
City of Dublin	City of San Marcos	Mono County
City of Encinitas	City of Santa Ana	Napa County
City of Healdsburg	City of Santa Clara	Orange County
City of Industry	City of Santa Monica	San Diego Development Services Department
City of Inglewood	City of Solvang	San Juan Water District
City of La Habra	City of Vallejo	San Mateo County Sheriff
City of La Mesa	City of West Hollywood	Santa Barbara County
City of Long Beach	City of Whittier	Santa Barbara County EHS
	City of Woodland Fire Dept	Yolo County Community Services

**COLORADO**

City of Fort Collins	City & County of Denver	Fremont County
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**FLORIDA**

<b>City of Fort Myers</b>	<b>Collier County</b>	<b>County of Sarasota</b>
<b>City of Tamarac</b>	<b>Southwest Florida Water Management District</b>	

**GEORGIA**

Henry County

**ILLINOIS**

Boone County  
Winnebago County

**KANSAS**

Johnson County	Kansas City Board of Public Utilities
Johnson County Tech Svcs	Unified Government WYCO/KCK

**LOUISIANA**

State of Louisiana	Louisiana Office of Aircraft Services
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**MICHIGAN**

City of Detroit	Marquette County
Huron County Building & Zoning	Ottawa County

**NORTH CAROLINA**

City of Greenville

**OREGON**

City of Bend	Clatsop County
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**TENNESSEE**

Nashville and Davidson County - Metro Government

**TEXAS**

TAB 2 - COMPANY OVERVIEW/QUALIFICATIONS OF FIRM



City of Corpus Christi

City of Houston

City of Plano

City of Dallas

City of Lewisville

**VIRGINIA**

Loudoun County

**WASHINGTON**

City of Kirkland

King County Environmental Health

## TAB 3 – EXPERIENCE OF THE PROJECT TEAM

### PROJECT TEAM INFORMATION

We believe MGT has designated a project team for the City’s project with exceptional qualifications for completing the scope of work and assisting Riviera Beach. We intend to only assign senior consultants with extensive experience in preparing impact fee studies and providing high level management and financial analysis.

This project team has the availability and bandwidth to successfully complete this project. The personnel described in our proposal are the professionals who will provide the services for this project. The key staff will all be available and actively engaged in this project for the duration.

### PROJECT STAFF ROLES AND RESPONSIBILITIES

#### Riviera Beach Project Officer

MGT suggests the City appoint a single point of contact to serve as the Project Officer. The Project Officer will have primary responsibility and final authority over all activities, and he/she will provide project guidance and direction to the MGT team. The Project Officer will approve the contract, work plan, and final report. All project correspondence, progress reports, and final reports will be delivered to the Project Officer.

#### MGT Project Executive      ■ **Bret Schlyer, Vice President, Financial Solutions [Columbus, Ohio]**

The Project Executive will be the primary person responsible for ensuring the resources to conduct the study are available from start to finish and that the team fulfills all contractual requirements, produces a quality report, and meets all project deadlines. The MGT Project Executive is the main point of quality control, has final authority for the project and deliverables, and helps resolve conflicts over any project issues. Mr. Schlyer will address any questions or concerns throughout the project and will be available to attend on-site interviews, necessary meetings and present the final report findings to City staff. Mr. Schlyer will ensure that the City is unconditionally satisfied with the services received from MGT consultants.

#### MGT Project Manager      ■ **Mark Carpenter, Director [Richmond, Virginia]**

The MGT Project Manager will conduct on-site interviews, training and coordination over the life of this engagement and will be responsible for the day-to-day management of all project activities, which includes refining procedures, assigning and monitoring all activities, and maintaining frequent contact with the City Project Officer throughout the lifecycle of the project. Mr. Carpenter will participate on-site for key meetings and presentations. He will also closely monitor the project timeline against milestones and deadlines.

#### Consultant Team

- **Ricardo Cepin, MGT Consultant [Tampa, Florida]**
- **David Taussig, DTA Project Manager [San Jose, California]**
- **Nathan Perez, DTA Project Consultant [San Jose, California]**
- **Steve Runk, DTA Project Engineer [San Jose, California]**

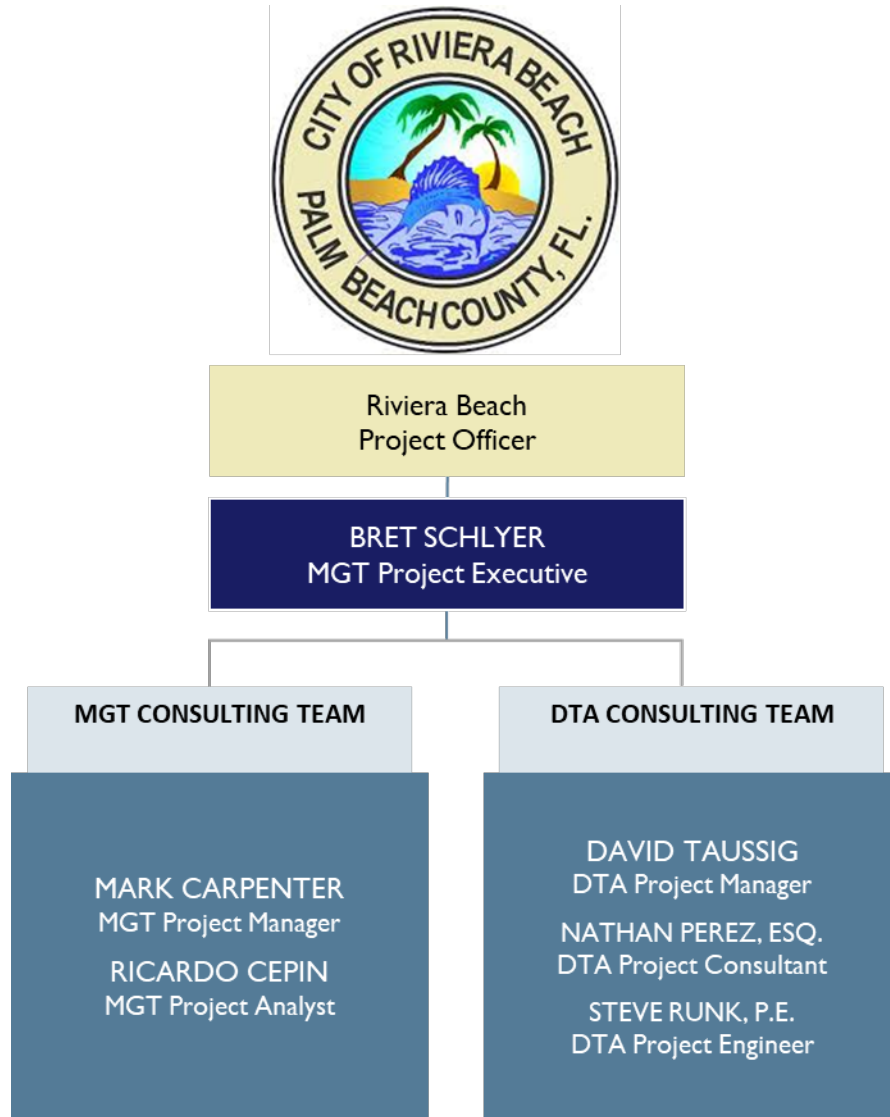
These individuals will work in close contact with MGT’s Project Executive, Project Manager, and key City officials, as appropriate, to customize and execute each work task and fulfill the City’s stated expectations. This team will be actively involved in data gathering, data analysis, report writing, follow up phone calls and e-mails. Under the supervision of the Project Manager, they will review, document, evaluate, and generate recommendations in accordance with each component of the work plan.





### ORGANIZATION CHART

The management organization chart below graphically reflects our proposed project team and structure.





## STAFFING COMMITMENTS AND CAPACITY

MGT is committed to providing responsive service and understand that time is money. Our current workload will not hinder our ability or commitment to provide the City with the same quality and timely service as received by all of our clients. Each proposed team member is available to begin your project upon receipt of a signed contract.

Should additional resources become required throughout the course of providing services, or should the project schedule become accelerated, MGT can draw from the expertise and resources of our entire firm of 100+ employees to help meet your needs. We will commit the resources necessary to get the job done.

We have thoughtfully brought together a team to provide outstanding services in a responsive, cost-effective, innovative and creative manner to the City. This high-powered team provides the City with the local knowledge and experience needed and covers the range of projects that may arise under this contract.

MGT and DTA have several projects similar to this scope/RFP concurrently being completed. MGT has 40+ experts and DTA has 50+ public finance professionals that are capable and have the capacity to assist on the City project. Most project consultants have 2 to 3 active projects that they are assigned to that are in various stages of completion. The proposed team is available to start the project immediately and has the capacity to meet the timelines requested by the City.

## PERSONNEL RESUMES

Resumes of proposed personnel are provided on the following pages.



## BRET SCHLYER

**Vice President | Financial Solutions**  
MGT CONSULTING GROUP



Mr. Schlyer has more than 25 years of experience assisting state and local government clients. His work and consulting project experiences have provided him with both theoretical and practical experience in the analysis and costing of governmental operations. He has extensive experience with federal cost determination standards; generally accepted accounting principles and procedures; and governmental budgeting, finance, accounting, and operations.

Mr. Schlyer is nationally recognized as an authority on federal cost principles and its impact on state and local governments. He has made numerous presentations to and published articles for governmental organizations on the development and application of federal cost allocation plans, indirect cost rates, charge-back rates, and compliance with federal cost principles. He has provided training at several state Association of Governmental Accountants and Governmental Finance Officer Association professional development conferences. In addition, he has given presentations on federal costing principles, cost analysis, and cost recovery subjects to state agencies and local entities in more than a dozen states.

### AREAS OF EXPERTISE

- ◆ Cost Allocation Plans (CAPs) in accordance with federal cost principles (2 CFR Part 200) and generally accepted accounting principles (GAAP)
- ◆ Statewide Cost Allocation Plans (SWCAPs).
- ◆ Indirect Cost Rate Proposals (ICRPs).
- ◆ Development and negotiation of charge-back rate methodologies and rates for Internal Service Funds.
- ◆ Daily Jail Rate, Booking Fee Analyses
- ◆ Indirect cost policies, procedures, and models for sub-grantees.
- ◆ Activity based cost of services and user fee studies
- ◆ Assisting agencies in maximizing general fund cost recoveries from federally funded programs, enterprise and special revenue funds, and other non-general fund sources
- ◆ Development and implementation of personnel activity reporting systems

### EDUCATION

Bachelor of Science, Business Accounting, University of Kansas

### PROFESSIONAL EXPERIENCE

MGT of America Consulting, LLC, *Vice President, Financial Solutions, 2008-Present*

Maximus, Inc., *Director, Financial Services Division*

David M. Griffith & Associates, LTD. (DMG), *Consultant*

Kansas Corporation Commission, *Administrative Officer*

### STATE GOVERNMENT EXPERTISE

Mr. Schlyer has extensive experience and knowledge of 2 CFR Part 200 and its application and relevance to state governments in a variety of settings including the development and negotiation of cost allocation plans (CAP), state wide cost allocation plans (SWCAPs) and indirect cost rate proposals (ICRPs). He also has experience with implementing and administering random moment sampling systems, and rate setting and administrative claiming for the Medicaid program.

### LOCAL GOVERNMENT AND NOT-FOR-PROFIT EXPERTISE

Mr. Schlyer has significant experience with local government and not-for-profit cost recovery operations. His experiences have included managing and preparation of indirect cost rate proposals (ICRPs), cost allocation plans (CAPs) in accordance with 2 CFR Part 200 and GAAP for the identification of general fund costs provided



**BRET SCHLYER**

**Vice President | Financial Solutions**  
MGT CONSULTING GROUP

to non-general fund entities, charge-back rates for billed services, and user fee studies. He has successfully negotiated CAPs and ICRPs with the over a dozen federal cognizant agencies including the U.S. Department of Health and Human Services, Department of Interior, Housing and Urban Development, Department of Education, Department of Agriculture, and the Department of Justice.

**CLIENT SERVICE HIGHLIGHTS**

**Indirect Cost Rate Proposal | Navajo Nation**

Mr. Schlyer prepared ICRPs for the Navajo Nation and successfully negotiated them with the U.S. Department of Interior. Prior to engaging with MGT, the Nation had not had a timely submission or a current indirect cost rate for over a decade. MGT initiated a project plan which brought the nation back into compliance with timely filing and successful negotiations. Mr. Schlyer also revised and negotiated previously submitted ICRPs to maximize the indirect cost recovery.

**Cost Allocation Plans and Indirect Cost Rates | St. Louis County, MO**

MGT prepared the 2 CFR Part 200 and Full Cost Allocation Plans with departmental indirect cost rates for St. Louis County. Mr. Schlyer led this project by successfully transitioning from a previous long-term vendor and enhancing the project through the increased inclusion of departmental staff throughout the process. Mr. Schlyer developed and presented a training session which was designed to increase the client staff's understanding of federal cost recovery as well as their understanding of the specific methodology utilized for the County's calculations.

**Statewide Cost Allocation Plans | State of Nevada**

Mr. Schlyer annually prepares the Statewide Cost Allocation Plan (SWCAP) for the State. This project includes both a central services cost allocation plan as well as the development of fund balance reconciliations for all billed service and insurance funds. The plan has been successfully negotiated with the U.S. Department of Health & Human Services each year, enabling the State to recover millions of dollars in federal funding. Mr. Schlyer also provides an annual training session to state budget and finance staff to review the methodology and identify any potential federal cost recovery issues that need to be addressed.

**Internal Service Fund Rate Setting | State of Louisiana**

Mr. Schlyer assisted the State of Louisiana with transitioning several services to Internal Service Funds by developing billing rate methodologies, cost models, procedure manuals and providing training for the Office of Aviation, Office of State Procurement, Office of Human Capital and the Division of Administrative Law. These projects enabled the State to accelerate cash flow, maintain compliance with federal cost principles, and to be able to maintain the models and rate setting process without the on-going need for consulting assistance.

**Enterprise Fund Transfer Policy | City of Harrisonville, MO**

Following a state audit finding, Mr. Schlyer developed an enterprise fund transfer policy for the City to calculate and justify the transfers made to the General Fund. The project included the development of a cost allocation model, a Payment-In-Lieu of Tax calculation, as well as a Franchise Fee calculation and policy for the City's enterprise funds. Mr. Schlyer provided a presentation and training to transition the annual maintenance of the project back to City staff at completion. The completion of the project protected more than \$2.5 million in annual transfers to the General Fund.



## J. MARK CARPENTER

**Director | Financial Solutions**

MGT CONSULTING GROUP



Mr. Carpenter has been performing governmental cost-of-service studies since 1989. Over the past 31 years, he has developed a broad background in local government consulting, with a primary focus on cost of services and user fee rate development, cost allocation development, human capital, and management auditing of government operations. He has worked with city, county, state and special district government agencies on cost analysis, cost accounting and management audit projects. His user fee experience includes analyzing costs for nearly all government functions including development services, emergency medical services, and parks and recreation. His cost allocation experience includes local government agencies across the United States, including Florida, Virginia, North Carolina, Maryland, and Texas.

Mr. Carpenter has personally prepared over 200 cost allocation plans and over 60 user fee and cost of services studies for government clients in nine states.

### AREAS OF EXPERTISE

- ◆ Government Cost Allocation Plans (2 CFR Part 200)
- ◆ Full Cost Allocation Plans (GAAP)
- ◆ User Fee Studies
- ◆ Indirect Cost Rate Proposals
- ◆ Jail Rate Studies
- ◆ Long-range Financial Forecasting
- ◆ Dual Taxation Analysis
- ◆ Development of Special Taxing and Benefit Districts
- ◆ EMS Cost Analysis

### EDUCATION

Master of Public Administration, University of North Carolina, Chapel Hill  
 Bachelor of Arts, Davidson College, North Carolina

### PROFESSIONAL EXPERIENCE

MGT Consulting of America, LLC, *Director, 2010-present*  
 Matrix Consulting Group, *Vice President*  
 MAXIMUS, Inc., *Senior Manager*  
 DMG Maximus, Inc., *Senior Manager*  
 David M. Griffith and Associates, Ltd. (DMG), *Senior Consultant*

### PROFESSIONAL HISTORY

In August 2010, Mr. Carpenter joined MGT. Prior to joining MGT, he was a Vice President with the Matrix Consulting Group for four years. Between 1989 and 2006 he held positions of responsibility with MAXIMUS, Inc., DMG-MAXIMUS, and David M. Griffith and Associates, Ltd. (DMG). Before becoming a local government consultant, Mr. Carpenter worked for the City of Fort Worth, Texas as a Management Analyst in the City’s Office of Management Services and as the Fiscal Administrator for the Fort Worth Police Department. He began his career interning in the Charlotte, NC City Manager’s Office.

### CLIENT SERVICE HIGHLIGHTS

#### **Development Services Fee Policies | City of Raleigh, North Carolina**

Mr. Carpenter managed a project team that assisted the City of Raleigh in developing new fee structures for development services functions. The scope included engaging stakeholders in the process and successfully



## J. MARK CARPENTER

**Director | Financial Solutions**

MGT CONSULTING GROUP

implementing simplified and enhanced fee structures that reflect the full cost of services. The City also utilizes the cost model to update its fee schedules each year.

### **2 CFR Part 200 and Full Cost Allocation Plans, and Indirect Cost Rates | City of Houston, Texas**

Mr. Carpenter managed the cost allocation and ICRP development process in the nation's fourth largest city for nearly a decade. These plans included strict cognizant agency audit and approval. Each year, the project team provided six separate cost plans and indirect cost rates for multiple departments.

### **User Fee Studies | City of Dallas, Texas**

Mr. Carpenter has managed the cost of service/user fee analysis in the City of Dallas for eight years. This analysis encompasses all governmental services including, but not limited to, Sustainable Development & Construction, Transportation, Parks & Recreation, Sanitation, Police and Fire.



## RICARDO CEPIN, CPA, CFE

**Senior Consultant, Principal Auditor**

MGT CONSULTING GROUP

Mr. Cepin, a Senior Consultant for MGT, is a skilled audit and accounting professional with over six years of experience conducting financial, operational, compliance, and performance audits. He is a detailed-oriented team member and has proven success in conducting accurate appraisals of state and local agencies with conditions and financial controls.



### AREAS OF EXPERTISE

- ◆ Data Analytics
- ◆ Fluent in Spanish

- ◆ Experience in FLAIR Accounting software and AutoAudit

### EDUCATION

- M.B.A., Florida State University, 2019
- B.S., Accounting, University of South Florida, 2007

### PROFESSIONAL AFFILIATIONS

- Certified Public Accountant (CPA), licensed in Florida - 2015
- Certified Fraud Examiner (CFE) – 2016

### WORK EXPERIENCE

- MGT of America Consulting, LLC, Tampa, Florida, June 2018-Present
- Hillsborough County Internal Auditor’s Office, Tampa, Florida, May 2017-March 2018
- State of Florida Auditor General Office, Tallahassee, Florida, May 2014-April 2017

### PROJECT EXPERIENCE

- Adams 14 School District (CO) | School Turnaround
- Alachua County School District (FL) | Performance Audit
- City of Charlottesville (VA) | Disproportionate Minority Study
- City of Dallas (TX) | Availability and Disparity Study
- City of Dayton (OH) | Third Generation Disparity Study
- City of Fort Lauderdale (FL) | Disparity Study
- City of New York City (NY) | Local Hiring Study
- City of Port St. Lucie (FL) | User Fee Study
- City of Safety Harbor (FL) | Building Permit Application Review Fee Study
- City of Scottsdale (AZ) | General IT Controls Audit
- City of Tallahassee (FL) | Disparity Study
- City of Westminster (CO) | Cost Allocation Plan
- City of Winston-Salem (NC) | Disparity Study
- County of Broward (FL) | Performance Audit
- County of Collier (FL) | Performance Audit
- County of Garfield (CO) | Uniform Guidance Compliance Review
- County of Maui (HI) | Fiscal and Performance Audit
- County of Okaloosa (FL) | Performance Audit
- County of Peoria (IL) | Cost Allocation Plan
- County of St. Lucie (FL) | Performance Audit
- Florida Department of Education | Review of Florida Safe School Assessment Tool
- Florida Office of Program Policy Analysis and Government Accountability | Florida Clerks of Court Organizational Review
- Gwinnett County Public Schools (GA) | SPLOST Audit Review (Years 1 & 2)
- Indiana Department of Administration | Emergency Management Services: Gary Community School Corporation
- Inter American University of Puerto Rico | Feasibility/Impact Study
- North Texas Tollway Authority | Disparity Study
- Pinellas County (FL) | Cost Allocation Plan
- Prince Georges County and Community College (MD) | Availability and Utilization Studies
- The Government of Washington, D.C. | MWSDBE Program Evaluation and Review
- Virginia Mines, Minerals and Energy | Indirect Cost Recovery Rate

**Performance Audits of Florida Counties (4) and a School District** – Principal Auditor. Mr. Cepin led the performance audit engagements successfully from beginning to end, including development of the audit plan, audit program, testing plan, review of work papers, and documenting findings and conclusions in draft and final reports. As part of these audits, the team assessed and evaluated the procurement and contracting processes for construction and improvement projects relevant to the applicable audit scope. The scope of the performance audits included:

- **Alachua County School District:** program areas related to safety and security improvements; repair, renovation and remodeling of board-owned schools, including modernization of classrooms, science labs and other spaces;



## RICARDO CEPIN, CPA, CFE

**Senior Consultant, Principal Auditor**

MGT CONSULTING GROUP

technology; elimination of portable classrooms; new construction; land acquisition and improvement; and other school facilities projects.

- **Broward County:** program areas related to the planning, development, operation, and maintenance of roads and bridges, bus systems, fixed guideway rapid transit systems, and on-demand transportation services; as well as the County’s payment of principal and interest on bonds issued for authorized transportation and transit projects.
- **Collier County:** program areas related to the construction, repair or maintenance of roads, bridges, signals, sidewalks, parks, as well as evacuation shelters, governmental, mental health, and emergency services facilities; and the acquisition of land and construction support for workforce housing and career and technical training, veterans’ nursing home(s), and expanded mental health facilities
- **Okaloosa County:** program areas related to law enforcement and public safety facilities and vital equipment; the reduction of traffic congestion; construction and repairing of roads and bridges; flood control and water quality improvements; the construction of other public facility improvements; and debt service functions.
- **St. Lucie County:** program areas related to financing, construction, reconstruction, maintenance, repair and improvement of public infrastructure projects such as roadway expansion and major resurfacing, reduced traffic congestion, new and improved sidewalks near schools, local flood control, and improved water quality.

**Special Purpose Local Option Sales Tax (SPLOST) Audit – Principal Auditor.** As the Principal Auditor, Mr. Cepin was responsible for ensuring the audit methodology and approach provided for the collection and review of sufficient and appropriate audit evidence to meet the audit objectives and adequately supported all findings and conclusions.

**Operational Audits of State Agencies – Auditor/Senior Auditor.** During his time with the Auditor General’s Office, Mr. Cepin evaluated state agencies’ compliance with a wide range of state and federal laws, including:

- **Florida Department of Revenue (FDOR):** Led the audit of the FDOR’s Child Support Program, including detail expenditure testing, reporting, and sub-recipient monitoring testing to verify adherence with federal compliance requirements.
- **Northwest Regional Data Center:** Oversaw the cost allocation audit of the data center including the creation of an audit plan and budget, coordination of on-site visits, and performing detail testing.
- **Office of Insurance Regulation (OIR):** Led the audit of the OIR’s Property and Casualty Insurance unit, including creation of a testing plan, obtaining an understanding of the office’s internal controls, and performing analytics and detail testing to determine whether the office complied with applicable laws and regulations.

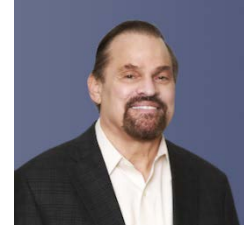




## DAVID TAUSSIG

President

DTA



Mr. Taussig has over 45 years of experience in the fields of real estate finance and urban economics. His areas of expertise include municipal finance programs for infrastructure and public facilities development, fiscal and redevelopment impact analyses, and land development project feasibility studies. He has an extensive background in computerized financial analyses. Since founding DTA in 1985, Mr. Taussig has developed several state-of-the-art analytical methods and modeling approaches, in addition to directing the formation of over 1,000 public financing districts and subsequent sale of tax-exempt municipal bonds. These districts have funded public infrastructure and services for many types of residential and non-residential development and included several hundred master-planned communities built throughout California and in several other western states. Mr. Taussig’s work has involved both the preparation and implementation of financing plans and his public sector clients have included virtually every major urban county and city within California and hundreds of special districts. He has provided similar consulting services to many of the largest land development firms in the State of California. The financing programs implemented by Mr. Taussig have ranged from land-secured Community Facilities Districts (CFDs) to redevelopment tax increment programs and lease revenue-based Certificates of Participation.

Mr. Taussig has also overseen the preparation of numerous feasibility and impact studies involving the computerized analyses of project cash flows and/or impacts on public agencies and landowners. He has assumed project management responsibilities for several dozen DIF justification studies, including recent studies prepared on behalf of the Cities of Blythe, Coachella, Live Oak, Paso Robles, Perris, Red Bluff, San Luis Obispo, Torrance, and Tustin and the Counties of Riverside, Santa Barbara, and Colusa. He has also handled the preparation of over 100 fiscal impact studies utilized by public agencies to determine the impact of new development or annexations on a municipality.

### EDUCATION

Mr. Taussig’s educational background includes a Master’s Degree in City Planning from the University of California at Berkeley and B.A. in Economics from Cornell University.

### CERTIFICATIONS & ASSOCIATIONS

Mr. Taussig has received full certification from the American Institute of Certified Planners.

Mr. Taussig and the firm are a registered Municipal Advisor with the SEC/MSRB. He holds a Series 54 license as a Principal Municipal Advisor and Series 50 license as a Municipal Advisor under regulations promulgated by the SEC and MSRB.

### SPECIALIZED EXPERTISE

- ◆ Municipal finance programs for infrastructure and public facilities development
- ◆ Fiscal and redevelopment impact analyses
- ◆ Land development project feasibility studies
- ◆ Computerized financial analyses



## NATHAN PEREZ, ESQ.

*Managing Director & General Counsel*

DTA



Since joining DTA, Mr. Perez has been involved in all aspects of the formation and implementation of hundreds of Mello-Roos Community Facilities Districts and Assessment Districts throughout California, New Mexico, Texas, and Washington, with responsibilities related to the development of tax spread pro forma analyses and the preparation of Rate and Method of Apportionments, Public Reports, and overlapping debt analyses. Mr. Perez also serves as DTA’s Project Manager for the Statewide Community Infrastructure Program (SCIP), for which DTA acts as the Assessment Engineer and Administrator for new districts all over the State.

Mr. Perez also has expertise in the preparation, peer review, and defense of hundreds of DIF studies. This includes considerable work related to the preparation of facilities needs lists and the apportionment of infrastructure and services costs to a variety of land uses based on benefit criteria. He has also specialized in the apportionment of costs and the setting of service levels for the construction and maintenance of law enforcement and fire protection facilities, open space acquisition, parkland, transportation facilities, drainage facilities, government services facilities, community centers, and library facilities. He has also completed nearly 175 Fiscal Impact Reports and 75 economic development analyses for a variety of residential, commercial, and mixed-use developments throughout California, New Mexico, Texas, and Washington.

Finally, his experience as an attorney has allowed Mr. Perez to effectively and efficiently evaluate dozens of state and Federal legal, regulatory, and administrative frameworks related to public finance and infrastructure development.

### EDUCATION

Mr. Perez received his law degree from Harvard Law School and B.A. in Economics and History, with highest distinction, from the University of North Carolina at Chapel Hill.

### PROFESSIONAL LICENSES

Mr. Perez is admitted to the bar in both Massachusetts and California. He also holds a Series 50 license as a registered Municipal Advisor with the SEC/MSRB under rules promulgated following the Dodd-Frank Act in 2010.

### GROUPS & ASSOCIATIONS

Mr. Perez is an active member of the Urban Land Institute (where he regularly volunteers with the UrbanPlan Program), California Bar Association, and Hispanic National Bar Association. He also sits on the Board of Directors and Executive Board that governs his local Business Improvement District, presently volunteering as the district’s Treasurer ([https://www.willowglen.org/About\\_WGBA](https://www.willowglen.org/About_WGBA)).

### SPECIALIZED EXPERTISE

- ◆ Impact fee studies and Fiscal Impact Reports ◆
- ◆ Public Facilities Financing Plans
- ◆ Expert witness testimony
- ◆ Special district formation and administration



**STEVE RUNK, P.E.**

*Vice President, Engineering Services*

DTA



Mr. Runk has over 45 years of experience in the design and construction management of major civil engineering projects, including roadways, bridges, sewer and water improvements, and flood control facilities, grading for public works projects, and construction of commercial and industrial buildings. Mr. Runk’s specific responsibilities have included design, quality control, specifications, estimates, construction bid packages, construction coordination and management, cost analyses and cost control, scheduling, manpower forecasting, staffing, and marketing.

Mr. Runk has a proven track record of meeting schedules and adhering to budgets. Since joining DTA in 2000, he has worked with local agencies to resolve community issues and negotiate scope changes with contractors to ensure the timely and satisfactory completion of construction projects. He has also acted as the Project Manager for the establishment of ADs and preparation of numerous DIF justification studies. Mr. Runk specializes in preparing assessment apportionment formulas and fee studies for roads, storm drains, and water and wastewater facilities.

**EDUCATION**

Mr. Runk holds a B.S. in Engineering from the University of California at Los Angeles and an M.S. in Civil Engineering from California State University at Long Beach.

**REGISTERED CIVIL ENGINEER**

Mr. Runk is a registered Civil Engineer in the State of California.

(State License Number C23473 – California Registered Civil Engineer)

**SPECIALIZED EXPERTISE**

- ◆ Project management
- ◆ Design and construction management
- ◆ Cost analyses
- ◆ DIF studies

## TAB 4 –APPROACH TO SCOPE OF WORK

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With respect to the Fee Study, the project team would provide all-inclusive professional and technical support to the City in conducting a comprehensive review of required impact fee levels documented in the formal Nexus Study. The Final Report would present a fee methodology that satisfies the “rational nexus” tests used by the courts to determine the legality of development exactions.

### GENERAL APPROACH TO DEVELOPMENT IMPACT REVIEWS AND NEXUS STUDIES

In determining a reasonable nexus for each specific type of public facility, the project team will utilize one or more of the methodologies discussed below depending upon the data and other information available from the City and its current infrastructure policies. All the fee methodologies employ the concept of an Equivalent Dwelling Unit (EDU) to allocate benefit among various land use classes. EDUs are a means of quantifying different land uses in terms of their equivalence to a residential dwelling unit, where equivalence is measured in terms of potential infrastructure use or benefit from each type of public facility. For many types of facilities, EDUs are calculated based on the number of residents or employees generated by each land use class. For other facilities, different measures, such as the number of service calls, quantity of trip miles, or amount of storm water run-off, more accurately represent the benefit provided to each land use class. Transportation facilities typically demand EDU calculations predicated on a per unit or per trip basis.

The three types of fee methodologies used by the project team are based on either an existing infrastructure plan, a predetermined capacity amount, or a generic standard.

#### PLAN-BASED FEES

The first method of apportioning fees is based on a “Plan,” such as a Master Plan of Facilities, that identifies a finite set of improvements. These Facilities Plans generally identify a finite set of facilities needed by the public agency and are developed according to assessments of facilities needs prepared by staff and/or outside consultants and adopted by the public agency’s legislative body. With this plan-based approach, specific costs can be projected and assigned to all land uses planned in the future, often with a specific time period in mind that reflects new development projections. In preparing an impact fee analysis, facilities costs can be allocated in proportion to the amount of demand caused by each type of future development. It works well when it is difficult to measure the actual service needed by a land use type or where capacity cannot be directly related to demand. Roads and flood control improvements are examples where plan-based fees are often used. These fees are typically per unit assessments.

#### CAPACITY-BASED FEES

A second method of fee assessment is based on the “capacity” of a service or system, such as a water tank or a sewer plant. This kind of fee is not dependent on a particular Land Use Plan (i.e., amount or intensity), but rather it is based on a rate or cost per unit of capacity that can be applied to any type of development as long as the system has adequate capacity. This type of fee is useful when the costs of the facility or system are unknown at the outset, but it requires that the amount of capacity used by a particular land use type be measurable or estimable. Capacity-based impact fees are assessed based on



the demand rate per unit. This type of fee would most typically be assessed for water or wastewater systems.

### STANDARD-BASED FEES

A third method of assessing fees is based on “standards” where costs are based on units of demand. This method establishes a generic unit cost for capacity, which is then applied to each land use per unit of demand. This methodology provides several advantages, including not needing to know the cost of a specific facility and/or how much capacity or service is provided by the current system or having to commit to a specific size of facility.

In preparing its analysis, the project team will apply one or more of these three methodologies to each facility type to generate applicable fee levels. However, the results of our quantitative analysis will be tempered by real-world factors to be at least considered by the City prior to the adoption of revised fee levels. For example:

- ◆ How do the proposed fee levels compare with those imposed in neighboring jurisdictions? Do any of the fee components need to be substantially modified or eliminated?
- ◆ Will the calculated fee levels be so high they discourage future development? If so, the list of needed facilities could be shortened, with more facilities being assigned to individual development projects through conditions of approval, so they are not funded through the City’s fee program and, therefore, fee levels can be decreased.
- ◆ Should a “fee credit” program be established for developers who build or oversize facilities on the City’s facilities needs list?
- ◆ Should the automatic fee escalator be reviewed to possibly further mitigate the impacts of inflation on the fee program prior to the preparation and adoption of the next fee program by the City?

These questions and related issues will be discussed during the kickoff meeting and affect the implementation of the scope of work.

### DELIVERABLES

- 1) An impact fee study that is consistent with the Florida Impact Fee Act;
- 2) A methodology report with population and employment forecasts;
- 3) Detailed information regarding inventory of current eligible facilities and level of service;
- 4) Detailed calculations of the impact costs for parks, public safety, and roads;
- 5) Update and revise impact fee schedule and include impact fee for transportation meeting all legal, administrative and DCA requirements;
- 6) Update impact fee ordinance to conform to state law requirements;
- 7) Amend and update CIE to conform to DCA requirements for inclusion in City’s comprehensive plan;
- 8) Implementation handbook for administrative processes (appeals, annual reporting, etc.);



- 9) Installation of computerized fee assessment and collection program that integrates with City software;
- 10) Training sessions for City staff;
- 11) Procedures manual with detailed procedures for operation of computerized assessment program; and
- 12) Continuing services.

## PROJECT METHODOLOGY, TASKS & SCHEDULE

### PROPOSED SCOPE OF SERVICES

Work products stemming from the work plan described in this section will include a memorandum (memo) summarizing the fee methodology options and Draft and Final Administrative Reports.

The project team has an enviable reputation for producing high-quality work in a quick and efficient manner to correspond with even the most aggressive project schedule. Ours clients also receive high levels of personal attention from senior staff, with senior management always available to meet with public agency staff and other groups.

#### TASK 1.0: DEVELOPMENT OF PROJECT STRATEGY AND KICKOFF MEETING

Project team staff will meet with City staff in a project kickoff meeting to finalize the details of the project, deliverables, timetables, and tasks, discuss the fee methodologies and best practices, identify needed information (i.e., reports, project/needs lists, stakeholder groups, data, etc.), prepare the final schedule, discuss the public process, and resolve other concerns, as appropriate.

#### TASK 2.0: DEVELOP POPULATION AND DWELLING UNIT PROJECTIONS

The project team will compile and document existing and future population and development estimates for the City. The projections resulting from this task will ultimately calculate fee levels. At this stage, the team will evaluate City resources, influences, all factors affecting the existing Fee Study, and pertinent impact fees as outlined by the City (including Fire and Rescue Fees, Police Fees, Parks Fees, Library Fees, Public Buildings Fees, and Road Fees).

This task comprises four subtasks.

##### SUBTASK 2A – POPULATION PROJECTIONS

The project team will gather existing information on present and future population for the City from various sources, including City staff, the General Plan, existing Master Plans, the U.S. Census, the State Department of Banking and Finance, and from other data sources, including the City’s Capital Improvement Program (CIP).

##### SUBTASK 2B – CONDUCT ENTITLEMENT RESEARCH AND PROJECTIONS

The team will coordinate with the City Planning and Zoning Department to determine existing and future residential and non-residential development within the City over the planning horizon (**5 years**, or otherwise). To complete this subtask, we will:



- Review the General Plan/CIP and related plans to determine expected development land use patterns in the City;
- Review City records to identify existing entitlements for dwelling units and commercial/industrial development; and
- Project the number of new dwelling units and commercial/industrial development based on existing entitlements and population projections through 2035, or such other target year as selected by City staff.

#### **SUBTASK 2C – REVIEW CURRENT CITY FEE STRUCTURE**

The project team shall review and summarize the City’s current development fee structures, City policies and procedures, and other regulatory requirements affecting potential fee structures and revenue program requirements.

#### **SUBTASK 2D – REVIEW PRIOR CITY FEE JUSTIFICATION STUDIES**

The project team shall review the approach and methodology utilized in prior City fee justification studies so they can be evaluated in light of the City’s current needs.

### **TASK 3.0: REVIEW FACILITY/CAPITAL NEEDS AND LEVELS OF SERVICE**

This task entails the review of the facilities and capital needs required to serve new development in the study area projected in Task 2. The team will use existing City materials (and any relevant Developer’s Facilities Reports) as base documents and focus our effort on updating this information.

For any fee program to be comprehensive in its scope, it is necessary to complete a thorough identification and review of all the facilities that will be impacted by additional growth, including those already discussed in the General Plan or CIP. This task will require close coordination with all appropriate City departments.

#### **SUBTASK 3A – SURVEY/INTERVIEW CITY STAFF**

We shall survey/interview City staff to review projected facilities in the City, along with major equipment needs, the timing at which improvements will be needed, and any physical data that would assist in developing the costs estimated below in Subtask 3C. Based upon the results of the surveys and interviews, we will verify and, if appropriate, expand the list of new facilities found in the General Plan/CIP to be included within the fee program for the City.

#### **SUBTASK 3B – FACILITIES LIST**

Based on the information collected in Subtask 3A, we shall prepare a facilities needs list that details the new facilities and equipment to serve new development in the City.

#### **SUBTASK 3C – REVIEW COST ESTIMATES**

The project team’s engineering and technical staff will, as necessary, consult with City department heads and/or engineering staff or equivalent to ascertain and understand in-house cost data for existing and projected facilities and equipment, apply inflation and cost-of-living escalators to the list of projected public facilities to determine future costs, review and/or refine existing cost data, examine major sources of revenue to fund the construction of new public facilities, and provide a proportional estimate between projected costs for new facilities and projected revenue from mitigation fees and other sources.



**TASK 4.0: DEVELOP METHODOLOGY FOR CALCULATING NEW FEE AMOUNTS**

This task entails developing the methodology used to establish the fee amount for each fee component to the extent appropriate. There are two critical issues that must be considered in developing a fee program. The fee program must generate revenues in a timely manner and the methodology must meet the nexus or benefit requirements. Since fees of any sort are controversial, it is critical that any fee established be legally defensible.

The project team’s Fee Study methodology must meet nexus or benefit requirements, which necessitate that there be a nexus between the fees imposed, use of the fees, and development projects on which the fees are imposed. Furthermore, there must be a relationship between the amount of the fee and cost of the improvements. In order to impose a fee as a condition for a development project, the methodology must:

- Identify the purpose of the fee;
- Ascertain the use to which the fee is to be put (if the use is financing public facilities, the facilities must be identified);
- Determine how there is a reasonable relationship between the fee’s use and type of development project on which the fee is imposed; and
- Identify how there is a reasonable relationship between the need for the public facility and type of development project on which the fee is being imposed.

Implicit in these requirements is a stipulation that a public agency cannot impose a fee to cure existing deficiencies in public facilities or improve public facilities beyond what is required based on the specific impacts of new development. The benefit methodology established in this task will be documented in the Final Report.

The project team shall prepare a memo to City staff summarizing available methodologies and their respective pros and cons and providing detailed examples of other counties’ or agencies’ impact fee programs. Methodologies to review will include programs based on auto vehicle trips, all mode trips (e.g., auto, transit, bike, walk), square footages, household units, etc. The memo will also discuss, as applicable, context-sensitive and transportation demand management adjustments and “credits” for capital improvements required as part of a project application. The project team will recommend a Fee Expenditure Plan to ensure that projects can be fully funded and implemented within any required time limits for expenditures of such funds and possible flexibility to allow collected fees to be used to provide the City with a match for grant applications. Finally, the memo will include recommendations for methodology and next steps. Upon review and discussion by City staff, a methodology will be selected.

**Deliverable:** Memo Summarizing the Fee Methodology Options

**TASK 5.0: DETERMINE FEE LEVELS**

This task entails calculating the fee amounts based upon the dwelling unit and commercial/industrial development projections completed in Task 2, facilities needs and costs determined in Task 3, and methodology selected in Task 4.





**SUBTASK 5A – CALCULATE RECOMMENDED FEE AMOUNTS**

We shall calculate fees for the City by inputting the data compiled under the preceding tasks and computing each fee to be levied. This work will be done in a spreadsheet format that can be updated annually.

We will also evaluate this data in comparison to surrounding cities, such as the Cities of Boca Raton, Boynton Beach, Lake Worth, Palm Beach, Palm Beach Gardens, and West Palm Beach, so as to arrive at comparable and palatable fee levels.

**SUBTASK 5B – DOCUMENT FEE DERIVATION**

We shall document the methodology utilized for the fee calculation model that can be understood by the City and public. We shall prepare written statements documenting the validity of the methodology for deriving each of the fees for the City. These statements will be made to meet the requirements of DIFA and documented in the Final Report discussed below.

**TASK 6.0: PREPARE DRAFT AND FINAL REPORTS**

This task entails the preparation of the Draft and Final Reports for consideration by the City Council and City staff.

**SUBTASK 6A – PREPARE DRAFT REPORT FOR COMMENTS**

Based on the work completed in Tasks 1-5, we will prepare the Draft Report for review and consideration by City staff. The Draft Report will be prepared under the standards of DIFA and is expected to include:

- Executive summary;
- Population projections;
- Facilities and improvements list;
- Areas of benefit (if applicable);
- Fee calculations;
- Recommended fee levels; and
- Suggested process for keeping fees current.

**SUBTASK 6B – PREPARE FINAL REPORT**

Based on the incorporation of City staff comments and concerns on the Draft Report, we will prepare the Final Report for presentation to the City Council and City staff.

**Deliverable:** Draft and Final Reports

**TASK 7.0: OUTLINE TASKS REQUIRED FOR THE IMPLEMENTATION AND ADMINISTRATION OF THE FEE PROGRAM**

The project team will prepare a list of tasks required of the City once they have adopted their new fee program. These tasks include the determination of actual fee levels if the City decides not to impose the maximum fee levels allowed under the Fee Study, the implementation of the fee credit program, and



other issues the City may face when implementing the fee program. In addition, we shall prepare a Draft Ordinance to adopt the fee program, subject to review and approval by the City's legal counsel.

**TASK 8.0: ATTEND MEETINGS AND PUBLIC OUTREACH**

This task entails attendance at a total of four (4) meetings/workshops, including the kickoff meeting, with the City Administrator (or similar), other City staff, focus groups, stakeholders, and the City Council to present information regarding the status of the impact fee program update, draft study, and Final Report to obtain input.

During these meetings, we will take into account community and stakeholder input. For this purpose, we will develop handouts for these meetings that summarize the findings and analysis from the Public Review Draft.

The project team will also prepare and distribute updated information, as necessary, to facilitate discussion in Focus Group Meetings in which the project team is unable to attend.

**TASK 9.0: CONDUCT FOCUS GROUP MEETINGS (OPTIONAL)**

The project will be prepared to lead meetings and workshops with selected groups to gain better project understanding, gauge community sentiment, and determine the key objectives.

**PROPOSED PROJECT SCHEDULE**

Impact Fee Study	Month: Week:	1				2				3				4				5				6				7			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1. Development of Project Strategy and Project Initiation		█	█	█	█																								
2. Develop Population and Dwelling Unit Projections						█	█	█	█	█	█	█	█	█	█	█	█												
3. Review Facility/Capital Needs and Levels of Service						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█								
4. Develop Methodology for Calculating New Fee Amounts										█	█	█	█	█	█	█	█	█	█	█	█								
5. Determine Fee Levels														█	█	█	█	█	█	█	█	█	█	█	█				
6. Prepare Draft and Final Reports																						█	█	█	█	█	█	█	█
7. Outline Tasks Required for the Implementation and Administration of the Fee																										█	█	█	█
8. Attend Meetings and Public Outreach										█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

## TAB 5 – PRICE PROPOSAL

MGT proposes to perform the services included in this proposal for a fixed fee of **\$65,000**. This budget will provide the City with over 300 consulting hours, which will provide the City with ample time and resources to produce a study as described in the scope of services. Due to the current pandemic, it is anticipated that all work will be completed remotely.

Impact Fee Study		Hours	Labor	Total
1.	Development of Project Strategy and Project Initiation	40	\$ 8,040	\$ 8,040
2.	Develop Population and Dwelling Unit Projections	40	\$ 8,040	\$ 8,040
3.	Review Facility/Capital Needs and Levels of Service	80	\$ 16,080	\$ 16,080
4.	Develop Methodology for Calculating New Fee Amounts	32	\$ 6,432	\$ 6,432
5.	Determine Fee Levels	38	\$ 7,638	\$ 7,638
6.	Prepare Draft and Final Reports	32	\$ 6,432	\$ 6,432
7.	Outline Tasks Required for the Implementation and Administration of the Fee Program	38	\$ 7,638	\$ 7,638
8.	Attend Meetings and Public Outreach	24	\$ 4,700	\$ 4,700
<b>TOTAL</b>		<b>324</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>

### METHOD OF PAYMENT

MGT will provide monthly invoices to the City. It is customary for MGT to invoice 10% of the contract price at the time of contract execution. This invoiced amount covers MGT efforts on strategy sessions, preliminary on-site meetings, project planning and items not tied to fixed fee tasks outlined in the proposal. The amount due per month will then be based on the remaining amount of the fixed fee amount divided by the anticipated number of months to complete the project.

## TAB 6 - REFERENCES

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MGT of America Consulting, LLC (MGT) will be the prime contractor for this project, and will be partnering with David Taussig & Associates, Inc. dba DTA. References for MGT and DTA are provided below.

### MGT AND DTA REFERENCES

#### CITY OF ATLANTA, GEORGIA | COST ALLOCATION PLANS

**CONTACT INFORMATION:** Youlanda C. Carr, CPA, Controller | 404-865-8453 | [ycarr@atlantaga.gov](mailto:ycarr@atlantaga.gov) | 68 Mitchell Street SW, Suite 4100, Atlanta, GA 30303

**PROJECT DESCRIPTION:** Cost Allocation Plan Project: Full Cost and 2 CFR Part 200 Cost Plans.  
Project Dates: 2015 – current.

#### FULTON COUNTY, GEORGIA | COST ALLOCATION PLANS

**CONTACT INFORMATION:** Ray Turner, CPA, Deputy Director of Finance | 404-612-7737 | [Ray.Turner@fultoncounty.ga.gov](mailto:Ray.Turner@fultoncounty.ga.gov) | 141 Pryor Street S.W. Suite 7001, Atlanta, GA 30303

**PROJECT DESCRIPTION:** Cost Allocation Plan Project: Full Cost and 2 CFR Part 200 Cost Plans.  
Project Dates: Current client.

#### BROWARD COUNTY, FLORIDA | COST ALLOCATION PLANS

**CONTACT INFORMATION:** Maureen Shields, Program Manager | 954.357.6358  
[MSHIELDS@broward.org](mailto:MSHIELDS@broward.org) | 115 South Andrews Avenue, Room 220, Ft. Lauderdale FL 33301

**PROJECT DESCRIPTION:** MGT prepared the County's annual 2 CFR part 200 and full cost allocation plans and indirect rates for the past 7 years. The plan was filed and approved by DHHS. The County annually implements the results of the plan.  
Project Dates: 2013 – ongoing.

#### CITY OF KINGSBURG, CALIFORNIA

**CONTACT INFORMATION:** Alex Henderson, City Manager | 559-897-5821 | [AHenderson@CityofKingsburg-CA.gov](mailto:AHenderson@CityofKingsburg-CA.gov) | 1401 Draper Street, Kingsburg, CA 93531

**PROJECT DESCRIPTION:** DTA recently completed an update of the City of Kingsburg's mitigation fee program and fee justification study for all Citywide facilities. DTA developed a new fee structure that allocated costs Citywide to both residential and various non-residential land uses. The updated impact fee levels were documented in a written report prepared under California Government Code 66000. DTA further assisted with cost estimating, demographic research, presentations before the City Council, and the benchmarking of current and proposed fees against those of peer communities. In addition, DTA is currently working on the formation of a Mello-Roos CFD to mitigate police and fire protection services shortfalls.  
Project Dates: July 2015 – ongoing.



## COUNTY OF MADERA, CALIFORNIA

**CONTACT INFORMATION:** Eric Fleming, County Administrative Officer | 559-675-7703 | [Eric.Fleming@Co.Madera.CA.gov](mailto:Eric.Fleming@Co.Madera.CA.gov) | 200 West 4th Street, Suite 4200, Madera, CA 93637

**PROJECT DESCRIPTION:** DTA was recently hired by the County of Madera to establish two Enhanced Infrastructure Financing Districts (EIFDs) within the southern portion of the County, where approximately 33,000 homes and appurtenant commercial/industrial land uses have been entitled for development. DTA met with two major landowners, both entitled to build over 5,000 units each within the Tesoro Viejo and Riverstone project areas, in order to move forward with the formation of separate EIFDs for both properties. At build-out, utilizing 25% of the tax increment, each of these developments will generate a sufficient amount of property tax and Vehicle License Fee (VLF) tax increment revenues through their EIFDs to ultimately support \$18.3 million and \$15.4 million in bond construction proceeds for the County through the Riverstone project area and Tesoro Viejo development, respectively. Both EIFDs were officially formed and registered with the State Board of Equalization in 2018. DTA's next challenge is to continue partnering with the County in attracting additional local property owners to participate in the County's EIFD program so that the County can fund a more complete regional network of roads and other needed regional improvements.

Project Dates: 2000 – ongoing.

## EL DORADO HILLS COMMUNITY SERVICES DISTRICT, CALIFORNIA

**CONTACT INFORMATION:** Kevin Loewen, General Manager | 916-933-6624 | [KLoewen@EDHCSD.org](mailto:KLoewen@EDHCSD.org) | 1021 Harvard Way, El Dorado Hills, CA 95762

**PROJECT DESCRIPTION:** DTA recently completed a park AB 1600 fee study for the El Dorado Hills Community Services District intended to update their 2009 park AB 1600 fee study. The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels based on a legally supportable analysis of the levels of park impact fees required for new residential development within the District. DTA provided professional and technical assistance to the District in preparing a comprehensive review of required impact fee levels documented in a written report prepared under AB 1600. Furthermore, DTA facilitated numerous meetings and workshops involving the BIA, the County of El Dorado, and individual stakeholders to ensure proper transparency was provided throughout the update process.

In addition, DTA administers the District's 28 LLDs with a total annual levy well over \$1 million. To complete these tasks, DTA performs background research based on data provided by the District, including reviewing the Engineer's Reports and analyzing particular services provided by each underfunded LLD in the District, such as the costs assigned for those services and rationale for the apportionment of costs for those services.

Project Dates: November 2016 – ongoing.

## CITY OF ANAHEIM, CALIFORNIA

**CONTACT INFORMATION:** Debbie Moreno, Finance Manager | 714-765-5195 | [DMoreno@Anaheim.net](mailto:DMoreno@Anaheim.net) | 200 South Anaheim Blvd., Suite 276, Anaheim, CA 92805

**CONTACT INFORMATION:** Rudy Emami, Public Works Director | 714-765-5176 | [REmami@Anaheim.net](mailto:REmami@Anaheim.net) | 200 South Anaheim Blvd., Suite 276, Anaheim, CA 92805



**PROJECT DESCRIPTION:** DTA is currently assisting in analyzing the City of Anaheim’s stormwater user fee revenues and developing a Financing Plan to fund annual operation and maintenance costs, capital improvements, and reserves. Our work involves the collection of land use and parcel data from the County of Orange, the City, and outside consultants. The goal of this work is to assess the feasibility of using new legislation to create a Storm Drain Fee. We are also working on a water quality credit program for the City.

In 2017, DTA assisted the City with an update of the City’s DIF program. DTA prepared the demographics data, needs lists, and fee models for police, fire, library, parks, and transportation facilities. The park fee was developed pursuant to the Quimby Act of 1975, while all other fees were developed under AB 1600. In addition, as part of our role, DTA restructured the City’s existing fee program in a manner that is more transparent and user-friendly for all constituents, including City staff and future developers. For instance, DTA worked with the City’s Planning Department to establish the relevant land use classes for the study and eliminate or combine other land uses. These changes have resulted in a fee program that is easier to implement and better tracks the development that is occurring in the City. We are also currently assisting the City with an update of the City’s Sewer Capacity Fee.

DTA is also the Assessment Engineer/Special Tax Consultant for an existing MAD for the City’s Disneyland resort area and two existing CFDs. DTA is currently assisting the City with the formation of an MAD for the Platinum Triangle area. As the Special Tax Consultant, DTA has prepared the RMAs, Public Reports, and boundary maps. As the Assessment Engineer, DTA will formulate the benefit apportionment methodology for the AD in strict accordance with Prop 218 and prepare the required Engineer’s Report and assessment diagram.  
 Project Dates: 1990 – ongoing.

## **TAB 7 - MINORITY/WOMEN (M/WBE) AND SMALL BUSINESS (SBE) PARTICIPATION**

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MGT is committed to using M/WBE and SBE firms for many of our projects. In fact, we have a long and successful history partnering with historically marginalized businesses, who we treat as full partners on our project teams. Through the years, we have built a large working network of qualified businesses. As a result, we have made extensive use of M/WBE and SBE firms as subcontractors, joint venture partners, and as prime contractors where we have served as the subcontractor.

MGT will be partnering with David Taussig & Associates, Inc. dba DTA, for this engagement. DTA is a certified Small Business in California. A copy of their SBE Certificate is included on the following page.

Printed on: 9/30/2020 1:05:58 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 2017210**Legal Business Name:**

DAVID TAUSSIG &amp; ASSOCIATES INC

**Doing Business As (DBA) Name 1:**

DTA

**Doing Business As (DBA) Name 2:****Address:**

5000 BIRCH ST  
 STE 3000  
 NEWPORT BEACH  
 CA 92660-8141

**Email Address:**

nate@financedta.com

**Business Web Page:**

www.FinanceDTA.com

**Business Phone Number:**

800.969.4382

**Business Fax Number:****Business Types:**

Service

Certification Type	Status	From	To
SB	Approved	05/26/2020	05/31/2022

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



## **TAB 8 – OTHER INFORMATION**

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All required forms related to the RFP can be found on the following pages.

1. PROOF OF LIABILITY INSURANCE

2. ADDENDA ISSUED

3. OTHER REQUIRED FORMS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 main sections: PRODUCER (Earl Bacon Agency, Inc.) and INSURED (MGT of America, LLC). Includes contact information, insurer names (American Casualty, Continental Casualty, Valley Forge, Travelers, Zurich), and NAIC numbers.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, Professional/Cyber, and Directors & Officers.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Blanket Waiver of Subrogation per attached forms CNA75008XX; G19160B; CA04440310

CERTIFICATE HOLDER and CANCELLATION sections. Includes a signature for Robert H. Bacon as the authorized representative.

# NOTICE

**ADDENDUM NO. ONE (1)**

**NOVEMBER 02, 2020**

**CITY OF RIVIERA BEACH  
RFP NO. 1010-21-1  
IMPACT FEE STUDY**

**TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.**

The following statements supersede and supplant corresponding items in the above subject proposal as follows:

**GENERAL INFORMATION:**

**SPECIFICATION:**

**PLANSHEETS:**

**I. NOTICE: PLEASE SEE ATTACHED REQUEST FOR INFORMATION (RFI) RESPONSES.**

It will be required that Addendum No. 1 be signed in acknowledgment of receipt and that it be attached to the proposal when same is submitted at **11:00 a.m., Thursday, November 12, 2020** at the office of the City Clerk, 600 W. Blue Heron Boulevard, Suite 140, Riviera Beach, Florida. For information on this RFP, please contact:

Glendora Williams, Buyer  
2051 MLK Blvd., Suite #310  
Riviera Beach, FL 33404  
[gwilliams@rivierabeach.org](mailto:gwilliams@rivierabeach.org)

MGT of America Consulting, LLC

**NAME OF COMPANY**

**DATE:** November 6, 2020



**PROPOSER'S SIGNATURE**

# NOTICE

**ADDENDUM NO. TWO (2)**

**NOVEMBER 03, 2020**

**CITY OF RIVIERA BEACH  
RFP NO. 1010-21-1  
IMPACT FEE STUDY**

**TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.**

The following statements supersede and supplant corresponding items in the above subject proposal as follows:

**GENERAL INFORMATION:**

- I. ADD: ORDINANCE 2988 INCLUDING IMPACT FEE STUDY**

**SPECIFICATION:**

**PLANSHEETS:**

It will be required that Addendum No. 2 be signed in acknowledgment of receipt and that it be attached to the proposal when same is submitted at **11:00 a.m., Thursday, November 12, 2020** at the office of the City Clerk, 600 W. Blue Heron Boulevard, Suite 140, Riviera Beach, Florida. For information on this RFP, please contact:

Glendora Williams, Buyer  
2051 MLK Blvd., Suite #310  
Riviera Beach, FL 33404  
[gvwilliams@rivierabeach.org](mailto:gvwilliams@rivierabeach.org)

MGT of America Consulting, LLC

**NAME OF COMPANY**

**DATE:** November 6, 2020

  
**PROPOSER'S SIGNATURE**



CITY OF RIVIERA BEACH  
600 WEST BLUE HERON BLVD., SUITE 140  
RIVIERA BEACH, FL 33404

PLAN HOLDER INFORMATION SHEET

[EMAIL TO GVWILLIAMS@RIVIERABEACH.ORG](mailto:GVWILLIAMS@RIVIERABEACH.ORG)

## PROSPECTIVE PROPOSER INFORMATION SHEET

### RFP # 1010-21-1

**Please complete and email this document to the Procurement Department contact person. Your information will be added to the current plan holder list and help to insure receipt of changes or additional information.**

Contact Person Bret Schlyer

Business Name MGT of America Consulting, LLC

Business Address 4320 West Kennedy Boulevard

Business City, State, Zip Tampa, Florida 33609

Email Address: Proposals@mgtconsulting.com

Business Phone # 888.302.0899 Business Fax # 850.385.4501

**NON-COLLUSION AFFIDAVIT**

I state that I am Executive Vice President of MGT of America Consulting, LLC  
(Title) (Name of Firm)

and that I am authorized to make this AFFIDAVIT on behalf of my Impact Fees firm, and its owners, directors, and officers. I am the person responsible in my Impact Fee firm for the price(s) and the amount of this proposal.

I state that:

(1) The budgets shown in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder, or potential responder to this Request for Proposal (RFP).

(2) Neither the price(s) nor the amount of the proposal, and neither the approximate budgets nor approximate amounts in this proposal, have been disclosed to any other firm or person who is a responder or potential responder to this RFP, and they will not be disclosed before the proposal opening.

(3) No attempt has been made or will be made to induce any Impact Fee firm or person to refrain from responding to this RFP, or to induce them to submit a budget that is higher than the budget in this proposal, or to submit any intentionally high or noncompetitive proposal or other form of non-responsive proposal.

(4) The proposal and budget prepared by my FIRM is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any FIRM or person to submit a complementary or other noncompetitive proposal.

(5) Vendor shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) ©, Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

(6) MGT of America Consulting, LLC, it's affiliated, subsidiaries, officers, directors,  
(Name of Firm)

and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as follows:

I state that MGT of America Consulting, LLC understands and acknowledges that the  
(Name of Firm)

above representations are material and important, and will be relied on by the City of Riviera Beach in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Riviera Beach of the true facts relating to the submission of proposals for this contract.

Fred Seamon

Signature

Fred Seamon / Executive Vice President

(Print Name and Title)

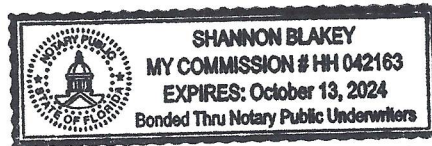
SWORN TO AND SUBSCRIBED

BEFORE ME THIS 6<sup>th</sup> DAY

OF November, 2020

Shannon Blakey

(Notary Public)



My Commission Expires 10-13-2024

**INDEMNIFICATION CLAUSE**

The parties agree that one percent (1%) of the total compensation paid to Proposer for the work of the contract shall constitute specific consideration to Proposer for the indemnification to be provided under the Contract. The Proposer shall indemnify and hold harmless the City Council, the City of Riviera Beach, and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees by any employee of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Proposer or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes.

MGT of America Consulting, LLC  
Proposer's Name

Fred Seamon  
Signature

11/06/2020  
Date

State of Florida

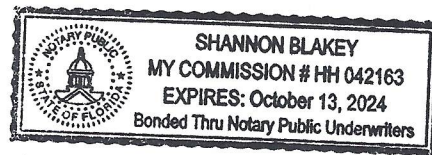
County of Leon

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of November 2020, by Fred Seamon, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

S Blakey  
Notary Public Signature

Shannon Blakey  
Notary Name, Printed, Typed or Stamped

Commission Number: HH 042163





**DRUG FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two (2) or more proposals, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of chapter 893 of the Florida Statutes or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by Fred Seamon the  
(INDIVIDUAL'S NAME)

Executive Vice President Of MGT of America Consulting, LLC  
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Fred Seamon  
SIGNATURE

11/06/2020  
DATE

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as an Impact Fee Study firm, supplier, sub Impact Fee Study firm , or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

MGT of America Consulting, LLC  
Bank Name **Proposer's Name**

*Fred Seamon*  
Signature

Fred Seamon / Executive Vice President  
Name & Title (Print or Type)

**TRUTH IN NEGOTIATIONS CERTIFICATE**

This is to certify that, to best of my knowledge and belief, the cost or pricing data submitted, actually or by specific identification in writing, to the Contracting Officer or the Contracting Officer's representative in support of IMPACT FEE STUDY

1010-21-1 \*

are accurate, complete, and current as of \_\_\_\_\_ \*\*

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between Impact Fee Study firm and the City that are part of the proposal.

Impact Fee Study Firm: MGT of America Consulting, LLC

SIGNATURE: *Fred Seamon*

NAME: Fred Seamon

TITLE: Executive Vice President

DATE: 11/06/2020 \*\*\*

\*Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.).

\*\* Insert the day, month, and year when price negotiations were concluded and price agreement was reached, of, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.

\*\*\* Insert the day, month, and year of signing, which should be as close to practicable to the date when the price negotiations were concluded and the contract price was agreed to.

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,  
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Riviera Beach

by Fred Seamon / Executive Vice President

(Print Individual's Name and Title)

for MGT of America Consulting, LLC

(Print Name of Entity Submitting Sworn Statement)

whose business is 4320 West Kennedy Boulevard, Tampa, Florida 33609

and (if applicable) its Federal Employer Identification Number (FEIN) is 81-0890071.

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

Fred Seamon

(Signature)

Sworn and subscribed before me this 6<sup>th</sup> day of November, 2020.

Personally known X

S Blakely

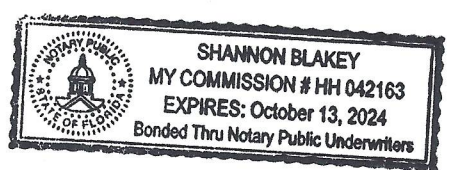
(Notary)

OR produced identification \_\_\_\_\_

Notary Public State of Florida

\_\_\_\_\_  
(Type of Identification)

My commission expires: 10-13-2024



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**MGT OF AMERICA, LLC 81-0878597**

2 Business name/disregarded entity name, if different from above  
**MGT OF AMERICA CONSULTING, LLC 81-0890071**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**4320 WEST KENNEDY BLVD., SUITE 200**

6 City, state, and ZIP code  
**TAMPA, FL 33609**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-						
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or

**Employer identification number**

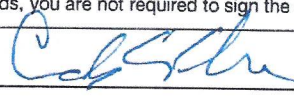
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶  Date ▶ **09.09.2020**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

September 28, 2017

MEMORANDUM

To Whom It May Concern:

MGT of America Consulting, LLC (formerly MGT of America, Inc.) is a wholly owned subsidiary of MGT of America, LLC. As such, our Form W-9 will show the holding company of MGT of America, LLC under its own FEIN, with MGT of America Consulting, LLC as a disregarded entity for tax reporting purposes.

MGT of America Consulting, LLC was brought under MGT of America, LLC in December 2015. Since that time, MGT of America Consulting, LLC has been lawfully and correctly conducting business in its own name and with its own FEIN. However, as the Form W-9 is an administrative item for the IRS to connect Form 1099's reported to the IRS with the correct taxpayer, it shows MGT of America, LLC as the parent company who files a consolidated tax return for itself AND its wholly owned subsidiaries. Our subsidiary companies will point back to MGT of America, LLC, which is why we still conduct business licensing, vendor registrations, contracts, and invoicing under the MGT of America Consulting, LLC name/FEIN. This is why we contracted under MGT of America Consulting, LLC and its FEIN but our parent company, MGT of America, LLC is shown on our W-9. (We have pasted and highlighted the relevant language governing completion of the W-9 below. Excerpts are from pages 2 and 3 of Form W-9. (Rev. 12-2014))

**Specific Instructions (Page 2)**

**Line 1**

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. **The name of the entity entered on line 1 should never be a disregarded entity.** The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Part I. Taxpayer Identification Number (TIN) (Page 3)**

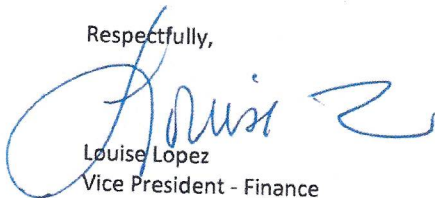
Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

**If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.**

If you have any questions, please contact me by email at [LLopez@mgtconsulting.com](mailto:LLopez@mgtconsulting.com) or by telephone at 727.709.2226. Thank you very much.

Respectfully,



Louise Lopez  
Vice President - Finance



**SCHEDULE 1**

**PARTICIPATION FOR SBE CONTRACTORS/PROPOSERS**

**BID/RFP TITLE:** IMPACT FEE STUDY

**BID NUMBER:** 1010-21-1

**NAME OF PRIME BIDDER:** MGT of America Consulting, LLC

**BID OPENING DATE:** October 07, 2020

**CONTACT PERSON:** Bret Schlyer **TELEPHONE NO.** 316.214.3163

**DEPARTMENT:** \_\_\_\_\_

**CONTRACT AMOUNT – SBE**

	<b><u>NAME, ADDRESS &amp; TELEPHONE NUMBER OF SBE CONTRACTOR</u></b>	<b><u>TYPE &amp; DESCRIPTION OF WORK TO BE PERFORMED</u></b>	<b><u>CERTIFICATION</u></b>
1.	David Taussig and Associates, Inc. ("DTA") 5000 Birch Street, Suite 3000 Newport Beach, CA 92660 800.969.4DTA	Impact Fee Study	PALM BEACH COUNTY _____ STATE <u>CA</u> OTHER _____
2.	_____	_____	PALM BEACH COUNTY _____ STATE _____ OTHER _____
3.	_____	_____	PALM BEACH COUNTY _____ STATE _____ OTHER _____
4.	_____	_____	PALM BEACH COUNTY _____ STATE _____ OTHER _____
5.	_____	_____	PALM BEACH COUNTY _____ STATE _____ OTHER _____

**TO BE COMPLETED BY PRIME BIDDER:**

**BID/RFP PRICE:** \$ 65,000

**TOTAL % PARTICIPATION:** 50%



SCHEDULE 2

BID NUMBER: 1010-21-1

LIAISON: \_\_\_\_\_

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO: MGT of America Consulting, LLC  
(NAME OF PRIME BIDDER)

The undersigned intends to perform work in connection with the above BID as (Check one):

\_\_\_\_\_ an individual  a corporation \_\_\_\_\_ a partnership \_\_\_\_\_ a joint venture  
LLC (Limited Liability Company)

\_\_\_\_\_ The undersigned is certified as a SBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

DTA will be participating in all workplan tasks, including determining the fee levels, preparation of reports, data gathering and report presentations.

as the following price: \$ \$32,500 (50% of the contract value) .

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items</u>	<u>Projected Commencement Date</u>	<u>Projected Completion Date</u>
Impact Fee Study	December 1, 2020	June 11, 2021

50 % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

David Taussig and Associates, Inc. ("DTA")  
(NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR)

DATE: 11/10/20

BY:   
(SIGNATURE OF SMALL BUSINESS ENTERPRISE CONTRACTOR)

SCH-2

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# NATIONAL FIRM LOCAL FOCUS

## CALIFORNIA

Sacramento | Pasadena

## COLORADO

Denver

## FLORIDA

Tallahassee | Tampa

## ILLINOIS

Chicago

## KANSAS

Wichita

## MASSACHUSETTS

Boston

## MICHIGAN

Bay City

## NORTH CAROLINA

Raleigh

## OHIO

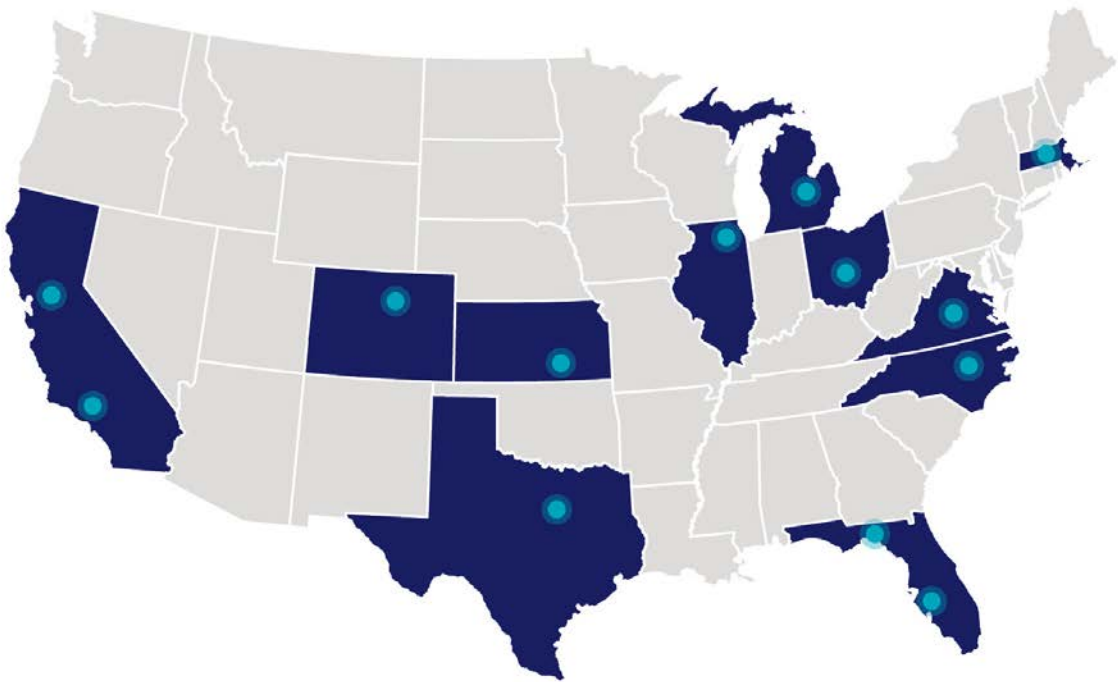
Columbus

## TEXAS

Dallas

## VIRGINIA

Richmond



4320 West Kennedy Boulevard, Tampa, Florida 33609

888.302.0899 | [www.mgtconsulting.com](http://www.mgtconsulting.com)