

Aerial view of City of Carson
via Google Earth



CITY OF CARSON

Proposal for:

Financial Services RFP No. 23-020

June 22, 2023

CITY OF CARSON



EXHIBIT NO. 3

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1 | COMPANY CERTIFICATION AND PERSONNEL VERIFICATION

Company Certification

Please see next page for company certification.



32605 Temecula Parkway,
Suite 100 Temecula, CA 92592
Toll free: 800.676.7516

nbsgov.com

June 22, 2023

Shelly Root
Senior Buyer
City of Carson
701 E. Carson Street
Carson, CA 90745

RE: Proposal for Financial Services RFP No. 23-020

Dear Ms. Root,

We understand that the City of Carson (City) requires an experienced consultant to provide important Financial Services for its Assessment Districts. It is important that these efforts are performed carefully on a timely basis to ensure success.

We at NBS are pleased to submit this proposal, and we appreciate the opportunity to continue to partner with the City as we have done for some years now, providing similar services. NBS has been the industry leader in the use of Special Financing Districts for the last 27 years. To wit, we were forwarded this RFP by an experienced municipal advisor, who knows of our strong reputation and capabilities.

We provide comprehensive services from the formation of a District to the ongoing annual administration year after year. NBS currently provides similar services to Carson, for CFD 2018-01, as well as hundreds of other public agencies, encompassing more than 1,300 districts across 45 counties within four states. This past year, NBS levied over six million parcels totaling just under \$1 billion dollars enrolled, providing essential revenues for local agencies.

This proposal is for the Annual Administration Services as well as providing Arbitrage Rebate Compliance Calculation Services utilizing our subconsultant BLX Group (Bond Logistix). By selecting NBS, the City can combine deliverables from one vendor instead of two, thus streamlining the process while being cost effective. As the Project Manager, please contact me at 800.676.7516 or via email at mbellitire@nbsgov.com if you have any questions or would like to discuss our professional qualifications further. Our President, Michael Rentner, has signed this letter below; he is authorized to contract on behalf of NBS. As an S-Corporation, NBS is in good standing with the State of California as per the certificate from the Secretary of State that follows this page.

We would genuinely like to help your City continue successfully.

Sincerely,

Melissa Bellitire
Director

Michael Rentner, Authorized Signer
President
Address: 32605 Temecula Parkway, Suite 100,
Temecula, CA 92592
P: 800.676.7516 E: mrentner@nbsgov.com

**State of California
Secretary of State**

CERTIFICATE OF STATUS

ENTITY NAME:

NBS GOVERNMENT FINANCE GROUP

FILE NUMBER: C1968655
FORMATION DATE: 05/13/1996
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The entity is authorized to exercise all of its powers, rights and
privileges in California.

This certificate relates to the status of the entity on the Secretary
of State's records and does not reflect documents that are pending
review or other events that may affect status.

No information is available from this office regarding the financial
condition, status of licenses, if any, business activities or
practices of the entity.




IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of June 18, 2020.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State

General Company Information



AT-A-GLANCE: HELPING COMMUNITIES FUND TOMORROW

27
YEARS

In Business


100%
ESOP

NBS is a 100% employee-owned S-Corporation


Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally justified fee design. Across all practice areas, we have worked with more than **500 public agencies** to date, including cities, counties, school districts, utilities, and special districts.


**NBS levied just under \$1 billion for FY 2022/23 across 6 million parcels.*

 **NBS HEADQUARTERS**
32605 Temecula Pkwy | Suite 100
Temecula, CA 92592

SAN FRANCISCO REGIONAL OFFICE
870 Market Street | Suite 1223
San Francisco, CA 94102


 **CONTACT: Melissa Bellitire**
800.676.7516
mbellitire@nbsgov.com

\$1B
LEVIED*

 **LEGAL NAME**
NBS Government Finance Group

DBA
NBS

59
EMPLOYEES

 **INDIVIDUAL AUTHORIZED TO NEGOTIATE AGREEMENT**
Michael Rentner, President



District Consulting Group

The NBS District Consulting Group ensures your Special Financing Districts (SFD) and related revenue tools are well-developed from their inception, and then administered robustly over their lifetime.



We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.



We have supported thousands of SFDs including millions of parcels, and have worked through virtually every conceivable challenge in their use. Our experience is with all manner of special assessments, special taxes – including Community Facilities Districts (CFDs) – and other fees.

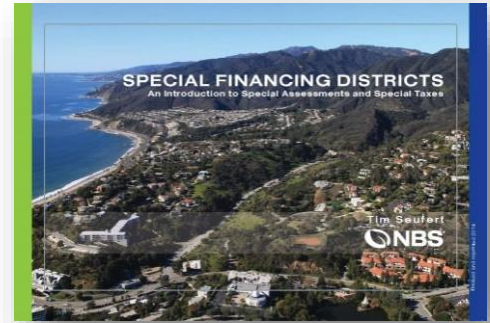


Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

NBS Wrote the Book on Special Financing Districts

We believe in continuing education, not only for our own team, but also for our clients and municipal staff. Our Special Financing Districts Primer may be of particular interest to the City:

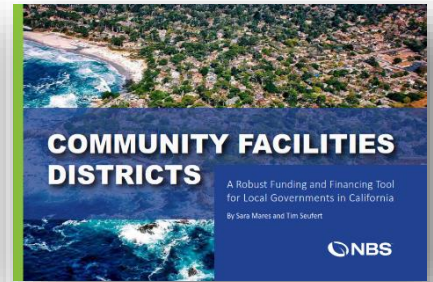
- **Special Financing Districts (SFDs)** has been credited as the best publication on SFDs in a decade by prominent industry professionals.



Also available is a video covering NBS' capabilities in **Special Financing District Administration**: <https://youtu.be/HNygmmhZlxI>

As industry leaders, we have a unique set of qualifications and experience in the work we perform. In that regard, in addition to the SFD booklet noted above, we have published three additional booklets on related industry topics, per below, that can be downloaded at no charge at www.nbsgov.com/insights (click on NBS Publications). For a hard copy, please call 800.676.7516 or email contactnbs@nbsgov.com.

- **Rates, Fees and Charges Compendium** has received high regard and interest from industry professionals.
- **Stormwater: A Ten-Step Funding Plan** addresses the spectrum of stormwater needs in California.
- **Community Facilities Districts (CFDs)** explains this robust funding and financing tool for local governments in California. Check out our video on this topic at <https://www.youtube.com/watch?v=WWzYFAAG5wE&feature=youtu.be>



CFD 2018-01 (Maintenance and Services)

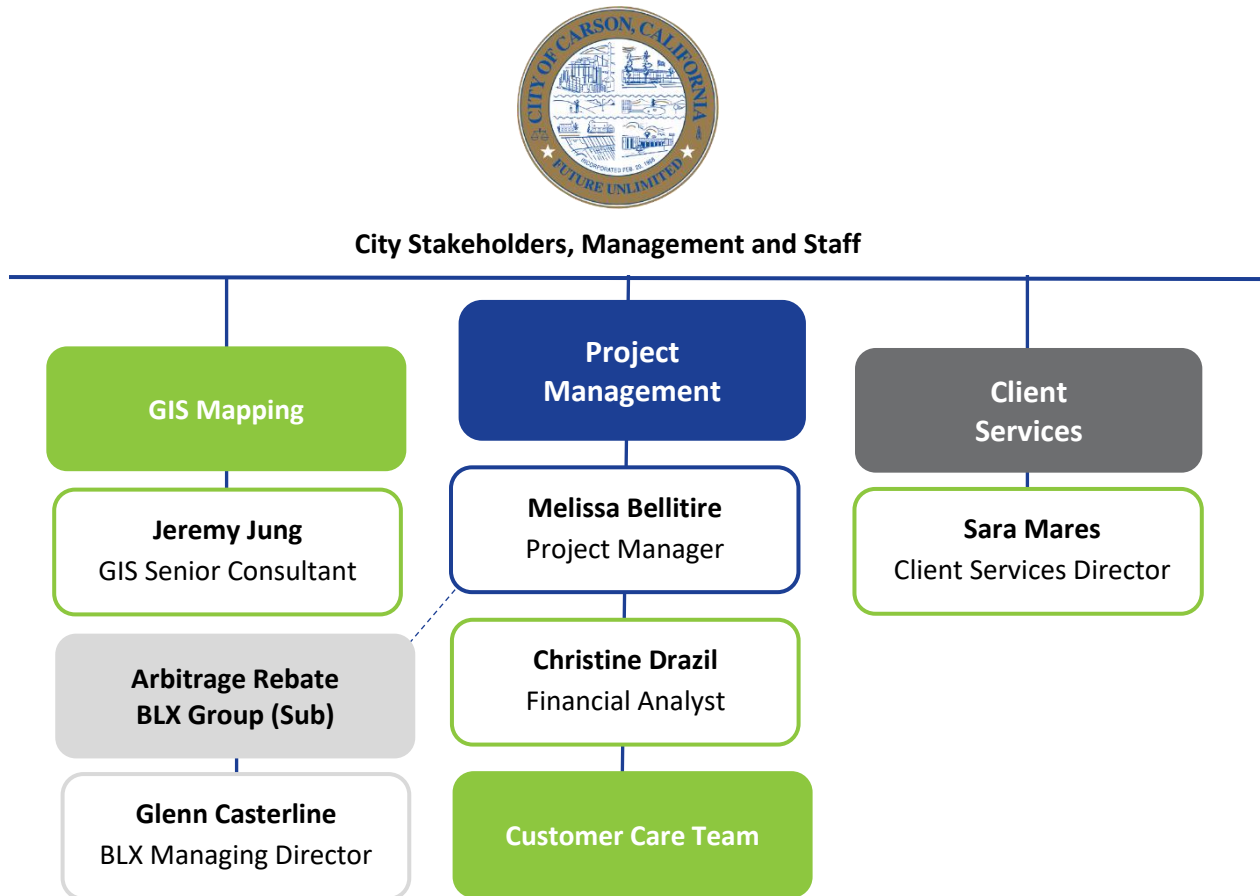
NBS currently provides similar Annual Administration Services to the City for CFD 2018-01 (Maintenance and Services), working with the Finance department. This CFD funds important public safety services, such as police, fire and paramedic services. It is important to annex new development areas into the Citywide CFD 2018-01 to capture revenues to offset the fiscal impact created. Utilizing the CFD funding mechanism has lessened the burden on the General Fund and directed funds to the new developments for funding. NBS formed this District for the City and is currently on Annexation No. 11, Tax Zone No. 13.

Personnel Verification

One of our greatest strengths and a critical element in successful project execution is a team that works cohesively, efficiently, and has expertise in resolving complex issues. Our proposed project team has an **in-depth understanding of recent changes to laws, codes, and regulations** affecting local governments, including Proposition 218. We treat our clients as partners by developing an intimate knowledge of their needs and responding with strategic and timely solutions.

The staff selected are those most qualified based on their experience and backgrounds. Outlined below is a brief overview of NBS’ proposed consulting team for the City:

Project Organizational Chart



MELISSA BELLITIRE, PROJECT MANAGER

Role and Responsibilities: Melissa Bellitire will be the primary day-to-day contact for the City’s project, working closely with City staff and the team, and be in regular communication with the City and all others involved in the process. Melissa will be fully conversant in all findings and will be present for progress meetings with City staff and all public presentations for this project.

Work Experience: Melissa Bellitire is a Director with nearly 20 years of experience in the Special District Consulting industry. She administers Special Financing Districts (SFDs), including Assessment Districts, Community Facilities Districts, Landscape and Lighting Districts, and Benefit Assessment Districts. She has

significant experience with ongoing special district administration including working with troubled districts, annual levy submittal, delinquency management, and continuing disclosure.

CHRISTINE DRAZIL, FINANCIAL ANALYST

Role and Responsibilities: Under the direction of the project manager, Christine Drazil will be actively involved with City staff on a regular basis. She will support facilitating data collection and reminders to City staff in order to keep efforts moving along the agreed upon timeline for the completion of each task.

Work Experience: Christine has more than a decade of experience in finance, accounting and budget management. As a Financial Analyst with NBS, she administers Special Financing Districts (SFDs) and is actively involved with the daily management of district administration operations. She is knowledgeable in data analysis, fund analysis, preparation of engineer's reports, preparation of annual reports, as well as continuing disclosure reporting for municipal bond issues.

CUSTOMER CARE TEAM

Role and Responsibilities: Under the direction of the NBS staff, our Customer Care team will be readily available to answer all inquiries from third parties related to the City's project. Customer Care consists of tenured staff members (with decades of combined experience), fully trained and experienced in customer service support to answer all inquiries via toll free phone number and via email. NBS also offers bilingual staff to answer in Spanish.

JEREMY JUNG, GIS SENIOR CONSULTANT

Role and Responsibilities: Jeremy Jung will provide as needed GIS support services to confirm boundaries and/or map City improvements.

Work Experience: Jeremy has extensive experience as a GIS technician. He creates and analyzes maps and data associated with County Assessor's Parcels, District Boundaries, and custom images utilizing the latest GIS technology. In addition, Jeremy is able to display GIS maps over satellite imagery in order to view properties and maps with a high degree of detail as well as extract GIS parcel data to compare to other data sources, such as county-secured property tax rolls.

GLENN CASTERLINE, BLX GROUP | SUBCONTRACTOR



Roles and Responsibilities: Glenn Casterline will oversee staff performing arbitrage rebate compliance services which include technical analysis and report review. Glenn will perform 100% of the Arbitrage Calculations.

Work Experience: Glenn has over 25 years of public finance experience, including direct experience with the City. He applies his expertise by primarily focusing on BLX's arbitrage rebate compliance services, investment advisory, and interest rate swap advisory services. He is also a frequent speaker conducting seminars on these topics throughout the country.

SARA MARES, CLIENT SERVICES DIRECTOR

Roles and Responsibilities: Sara Mares will act as a representative of our corporate commitment to providing the highest level of service. She will ensure that the City's fundamental objectives are being met at all times.

Work Experience: Sara Mares is a Director with NBS with more than 22 years of experience with NBS. She forms and administers Special Financing Districts (SFDs), including Community Facilities Districts, 1913 Act Assessment Districts, Landscape and Lighting Districts, and Benefit Assessment Districts. She has experience working with all aspects of the formation process, including planning, project management, budget analysis, development of assessment methodologies, preparation of Engineer's Reports and public presentations. Sara also has significant experience with ongoing special district administration including working with distressed districts, annual levy submittal, delinquency management, and continuing disclosure. She is a Registered Municipal Advisor.

Full resumes are included on the following pages.

EDUCATION

- Bachelor of Science, Business Administration/Finance, California State University, San Marcos

HIGHLIGHTS

- 19 years of experience
- Annual District Administration Services

AFFILIATIONS

- Member, California Society of Municipal Finance Officers (CSMFO)
- Member, Government Finance Officers Association (GFOA)
- Member, Commission on Assessments Special Tax and Other Financing Facilities (CASTOFF)
- Member, Women in Public Finance (WPF), Los Angeles and San Diego Chapters

BIOGRAPHY

Melissa has 19 years of experience in the Special District Consulting industry. Melissa's experience, expertise, and commitment to client service makes her best suited to serve as a Project Manager for this project. She has been instrumental in communicating with City staff, ensuring all reporting requirements are adhered to for transparency purposes, providing quality control on all deliverables confirming they are accurate and timely.

She specializes in administering multiple 1915 Act Assessment Districts, 1982 Community Facility Districts, 1972 Landscape and Lighting Maintenance Districts, Citywide Special Tax Districts, NPDES Storm Water Discharge Districts, 1982 Benefit Assessment Districts, and Tax Roll Billings for Refuse Collection and Nuisance Abatement Services. In aggregate, Ms. Bellitire was responsible for maintaining approximately 774,284 parcels which generated \$124 million dollars in special financing revenues annually. Ms. Bellitire has served as the Project Manager for the City of Riverside, City of Lake Elsinore, City of Wildomar, City of Coachella, Riverside County Office of Economic Development, Riverside County Executive Office, Riverside County Flood Control and Water Conservation District, City of Menifee, City of Desert Hot Springs, City of Corona, City of Murrieta, City of Chula Vista, City of San Bernardino, and the City of Santee.

EDUCATION

- Bachelor of Science, Business Administration, Finance, Iona College, New Rochelle, New York

HIGHLIGHTS

- Experienced Financial Analyst providing support to NBS' District Consulting Group
- Extensive experience in accounting, budget management and financial reporting
- District Administration for more than 200 different SFDs
- Continuing Disclosure



“Thank you NBS team for finalizing our revised assessments so quickly. I was glad to have your support for our team on this one.”

Simon Bertrang, Tenderloin Community Benefit District



BIOGRAPHY

Christine Drazil is a Financial Analyst with NBS where she administers Special Financing Districts (SFDs) and is actively involved with district formations, bond issuance/refunding analysis, data analysis, as well as daily administration of various SFDs. Christine is experienced in the administration of multiple types of SFDs which include 1913/1915 Act Assessment Districts (ADs), Benefit Assessment Districts (BADs), Business Improvement Districts (BIDs), Landscape and Lighting Districts (LLDs), and Mello-Roos Community Facilities Districts (CFDs) and other parcel-based charges.

RELEVANT PROJECT EXPERIENCE

- **Hesperia Recreation and Park District:** Annual preparation of Resolutions, Engineer's Reports, and other documentation in relation to two (2) Lighting and Landscape districts with more than fifty (50) zones. Conducts in-depth analysis of funds and makes recommendations for annual levy rates. Annual database preparation includes over 36,000 parcels.
- **City of Calabasas:** Annual levy preparation and administration services for two (2) Community Facilities Districts. Administrative work includes annual reports, continuing disclosure reporting, delinquency management, and annual submittal of levy files to the County.
- **Olivenhain Municipal Water District:** Annual preparation and ongoing administration services for a 1915 Act Assessment District to fund a portion of the Olivenhain Water Storage Project, which encompasses approximately 24,000 parcels. Full administration services provided include levy calculation, apportionments, direct billing of assessments not on the County Tax Roll, delinquency management, and annual continuing disclosure.
- **City of Carlsbad:** Annual administration of special assessments associated with three (3) 1915 Act Assessment Districts, as well as special taxes associated with two (2) Community Facilities Districts. Ongoing administration services, including assessment apportionments, delinquency management, and continuing disclosure.
- **City of Fontana:** Annual preparation of the levy submittal of approximately one hundred (100) districts, including Community Facilities Districts, bonded and non-bonded, as well as Lighting and Landscaping Districts. Additional services include delinquency management and support for foreclosure proceedings.

EDUCATION

- Bachelor of Science, Political Science, California Polytechnic State University, Pomona
- Certificate, Geospatial Technician, Victor Valley College
- Certificate, Geographic Information Systems, San Bernardino Valley College
- Certificate, Geographic Information Systems, Rio Hondo College

HIGHLIGHTS / TECHNICAL

- Configure and maintain ESRI ArcGIS applications (web maps, Dashboards, StoryMaps, Survey123, Collector, QuickCapture)
- Prepare numerous boundary maps, diagrams, and 1915 Act lien apportionments
- ArcDesktop, ArcSDE, ArcGIS Server, ArcGIS Online, Survey 123, Collector
- Python Software experience
- SQL for data manipulation and analysis
- Autodesk AutoCAD

“

Our staff appreciates the expertise, guidance and experience that the NBS teams bring to our special assessments.”

Mike Gow, General Manager / Chief Engineer, Lake Hemet Municipal Water District

”

BIOGRAPHY

Jeremy Jung is a Geographic Information Systems (GIS) Senior Consultant for NBS. He has more than five years of experience in the design and maintenance of GIS Geodatabases in a SDE environment, including reconciling/posting and QA/QC. He has developed new workflows and utilized Model Builder for processing parcel data that removed the need to purchase the data on a quarterly basis. Jeremy has performed spatial analysis to identify restricted areas for Cannabis Delivery Services, and utilized basic Python scripts to edit and automate GIS workflows. He has updated and maintained numerous map services for GIS applications (Cityworks, CRW Trakit, Granite XP, Internal Geoviewer, Public Viewer).

As a GIS Senior Consultant, Jeremy creates maps and analyzes data associated with county assessor’s parcels, district boundaries, public facilities and improvements as well as captures custom images utilizing the latest in GIS technology. In addition, he is able to create custom web-based GIS applications for internal and external use by NBS clients.

RELEVANT PROJECT EXPERIENCE

- **CivicMic** – Successfully completed a variety of projects for CivicMic including the creation of surveys, web maps, web apps, and testing ESRI Hubs. The web applications assist with facilitating community outreach and public engagement opportunities to determine the level of public support.
- **East Contra Costa Fire Protection District** – Calculated fire stations distance drive times and half mile buffer distances within ECCFPD boundary to determine best response times for each parcel. Utilizing network analysis was instrumental in determining the calculation of special general benefit and proportionality for ECCFPD.
- **Los Angeles County Metropolitan Transportation Authority** – Accomplished creating a quarter mile and half mile buffers around approximately 60 stations to help identify assessed values for each parcel within the buffer zones.
- **City of Fairfield Lighting and Landscape Maintenance District (LLMD)** - Created visual web application dashboard which displayed numerous metrics and inventoried maintenance landscapes, parcels, streetlights, and boundaries for each district.

RESUME HIGHLIGHTS

25+ years public finance experience

EDUCATION

- Bachelor of Arts, Business Administration with a concentration in Finance, California State University, Fullerton,
- Registered Municipal Advisor representative and Investment Advisor representative holding the Series 50 and Series 65 registrations.

BIOGRAPHY

Glenn Casterline serves as Managing Director for BLX’s Los Angeles office. With more than 25 years of public finance experience he applies his expertise to BLX’s financial advisory, investment advisory, interest rate swap advisory, and arbitrage rebate compliance services. He has served as financial advisor in connection with debt financings for the California Science Center, Colburn School of the Performing Arts, Sanford Burnham Prebys Discovery research Institute, Coastal Academy Charter School, and Camino Nuevo Charter School. During his 25+ years of public finance experience, Glenn has reviewed and reverse engineered just about every type of public finance structure: fixed rate, variable rate, variable rate swapped to fixed, fixed rate direct purchase, and variable rate direct purchase. Glenn also serves as manager for many of BLX’s largest compliance engagements including City of Long Beach, County of Riverside, and City and County of Denver including Denver International Airport.

2 | SUBCONTRACTOR LIST



BLX GROUP: ARBITRAGE REBATE COMPLIANCE SERVICES

BLX Group (BLX) is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB) as a municipal advisor. Since its inception 34 years ago, BLX has grown to become the largest provider of arbitrage rebate consulting services in the country. BLX has successfully:

- Prepared over **86,000** arbitrage reports
- Engaged over **23,400** bond issues
- Serviced over **3,000** distinct tax-exempt issuers and obligors

BLX's ability to consistently engage and maintain clients through geographic reach, depth of resources, and breadth of experience are all strong indicators that BLX has succeeded at providing the highest quality technical and client services available in the industry. BLX's familiarity with a variety of debt profiles and service needs has been accumulated through this rich and diverse experience. The proficiency acquired through BLX's enduring tenure, along with the technical knowledge of its seasoned staff, make BLX distinctly qualified to fulfill the City's scope of work cost-effectively without sacrificing quality.

BLX works closely with tax and bond attorneys at Orrick, its parent company, to ensure the legal aspects of your analyses are appropriately addressed. Orrick has been ranked as the No. 1 Bond Counsel firm in the U.S. by Thomson Reuters for most of the last two decades. BLX's collective intellectual property is attuned to your support and compliance needs, and our services include the necessary transparency to document your tax position.

Contact Information: BLX Group
777 S. Figueroa Street, Suite 3200
Los Angeles, CA 90017
213.612.2229
gcasterline@blxgroup.com
www.blxgroup.com

Contact Person: Glenn Casterline
Managing Director

Years in Business: Founded in 1989 as Orrick, Herrington & Sutcliffe's Financial Services group, in 2000, BLX became a wholly owned subsidiary of Orrick under the Bond Logistix name. In 2010, the company name was shortened to BLX Group. Today, BLX is a nationwide network of professionals with offices in Los Angeles, Dallas, Denver, Phoenix, Tampa, Boston and New York, and remains wholly-owned by Orrick.

3 | COST PROPOSAL

Assessment District Annual Administration

NBS has provided the following cost proposal based on the information provided and our understanding of the overall level of effort required. Should NBS be selected as the most qualified firm to work with the City, we will endeavor to set up a fee and billing schedule that is commensurate with the tasks required that meets the needs of the City.

ANNUAL ADMINISTRATION FEES

Dominguez Tech Center Assessment District.....	\$4,500
Sepulveda Boulevard Assessment District	\$4,500

ESTIMATED ANNUAL ADMINISTRATION EXPENSES

Estimated annual administration expenses (as needed)	\$950
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Delinquency Management

Reminder Letters ⁽¹⁾	\$15
Demand Letters ⁽¹⁾	\$30
Lienholder Letters ^(1, 2)	\$40
Lienholder Research (Notice of Default Not Filed).....	Hourly
Foreclosure Letters	\$50
Payment Plan Administration.....	\$300
Tax Roll Removal ^(3, 4)	\$75
Removal of the Notice of Intent to Remove Delinquent Installments ⁽⁴⁾	\$25
Subsequent Foreclosure Fees ⁽⁴⁾	\$100

All fees are based on a per-parcel/per-district basis, except as noted below.

1. This fee will be recovered as part of the next levy.
2. Letter is sent to lienholders where public Notice of Default has been filed. Fee reduced to \$20 when sent jointly with Foreclosure Letter to same parcel.
3. This fee includes filing of the “Notice of Intent to Remove Delinquent Installments” but does not include County fees for removal from the tax roll.
4. This fee is per parcel/per district/per year from the initiation of the foreclosure.

Arbitrage Rebate Reporting

The following fees are for typical bond issues and analysis required. If there are unusual issues or commingled funds, there could be additional fees. We will recommend strategies to minimize the effort and fees for this work.

BASE FEES

Commitment Fee: \$Waived
Report Fee (per report): \$2,250

ADDITIONAL SERVICE FEES

Computation Periods in Excess of 18 Months (per year): \$500
Commingle Funds Analysis (as appropriate) \$Waived
Transferred Proceeds Analysis (as appropriate) \$Waived
Variable Rate Issues..... \$Waived

1915 Act Apportionments | Optional

Part 10.5

Apportionment Fee \$1,800
plus \$50 per parcel

Recording Fee At Cost

Part 10 | In addition to fees shown as Part 10.5 above

Resolutions \$500
Meeting Attendance Hourly, plus travel costs*
**Reasonable and customary travel costs, as needed*

D-FAST® Online Pro Web Portal | Optional

One-Time Setup Fee \$500
Annual Fee \$1,350

Expenses

Customary out-of-pocket expenses will be billed to the City at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

Annual Fee Increases

Cost of living increases may be applied to the services listed above in October each year, beginning with October 2024, should the City extend for additional year(s). The increase would be the actual cost of living increase based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for all urban consumers for the City’s area.

Additional Optional Services – Hourly Rates

The following table shows our current hourly rates. Optional services authorized by the City but not included in the scope of services will be billed at this rate or the then applicable hourly rate. This may include attendance at additional meetings, notice and ballots, etc.

Title	Hourly Rate
Director	\$250
Associate Director / Engineer	\$225
Senior Consultant / Manager	\$200
Consultant	\$175
Financial Analyst	\$150
Clerical / Support	\$110

Terms

Administration services fees are for the first year, with possible CPI adjustment in subsequent years, as referenced above. Such fees will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days' written notice.

4 | CLIENT REFERENCE LIST

Below is a sampling of projects and references similar in scope and magnitude to the City's needs.

CLIENT REFERENCE LIST

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: NBS Government Finance Group, DBA: NBS

Number of years as a contractor in the work of this type: 27 years

Three projects/clients references for this type of work:

Client Name City of Long Beach

Address 411 W. Ocean Blvd., Sixth Floor, Long Beach, CA 90802

Contact Name Elsa Castaneda Contact Email Elsa.Castaneda@longbeach.gov

Contact Phone Number 562.570.7074

Project Description NBS has been providing annual administration services for the City of Long Beach since 1995. These comprehensive services cover the City's CFD, 1915 Act Assessment Districts, and PBIDs.

Project Start Date 1995 Project End Date Ongoing

Project Amount: \$Approx. \$25,000

Client Name City of Palmdale

Address 38300 North Sierra Highway, Palmdale, CA 93550

Contact Name Tim Carney / Janelle Samson Contact Email tcarney@cityofpalmdale.org/
jsamson@cityofpalmdale.org

Contact Phone Number (TC) 661.267.5367 (JS) 661.267.5433

Project Description The City of Palmdale has hundreds of assessments districts and CFDs, some of which have had significant administrative challenges (including significance delinquencies and defaulted bonds)...(more below)

Project Start Date 2004 Project End Date Ongoing

Project Amount: Approx. \$90,150

Description (Cont.)

over the years. NBS has worked with the City to handle the day-to-day administration of several special assessments and taxes for nearly 20 years.

Client Name Valley-Wide Recreation and Park District

Address 901 West Esplanade Avenue, San Jacinto, CA 92581

Contact Name Dean Wetter Contact Email Dean@gorecreation.org

Contact Phone Number 951.654.1505

Project Description NBS has worked with Valley-Wide on administration of their Special Financing Districts (SFDs) since 1997, which includes Assessment Districts and Community Facilities Districts (CFDs).

Project Start Date 1997

Project End Date Ongoing

Project Amount: Approx. \$39,000

Bidder's Signature 

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

.....
ADDITIONAL REFERENCES:

Client Name City of San Jacinto

Address 595 S. San Jacinto Avenue, Bldg A, San Jacinto, CA 92583

Contact Name Tom Prill Contact Email tprill@sanjacintoca.us

Contact Phone Number 951.487.7340

Project Description NBS provides formation, administration, Prop 218 compliance and support services to the City for numerous assessment and CFDs (administration for nine (9) districts encompassing 22,585 parcels).

Project Start Date 2003

Project End Date Ongoing

Project Amount: Approx. \$60,000

Client Name City of Brentwood

Address 150 City Park Way, Brentwood, CA 94513

Contact Name Sonia Agostini Contact Email sagostini@brentwoodca.gov

Contact Phone Number 925.516.5460

Project Description NBS provides a full range of annual administration and support services for (14) SFDs (both Assessment Districts and CFDs) representing approximately 21,500 parcels and \$21 million in revenue.

Project Start Date May 2021

Project End Date Ongoing

Project Amount: Approx. \$150,000

05.08.19sh

5 | MODIFICATION, CHANGES OR EXCEPTIONS

NBS accepts the terms, conditions and general form of the City of Carson standard Professional Services Agreement with the following modification(s):

With regards to Exhibit B, Section 2.2, it states that:

"Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. The invoice shall detail charges for all necessary and actual expenses by the following categories: reports provided, labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person."

NBS currently prepares quarterly invoices for work performed to the City of Carson for CFD 2018-01 (Maintenance and Service) District that we administer. NBS' billing structure is typically provided on a quarterly basis for work performed. If the City prefers a monthly billing structure, NBS would be able to provide monthly billing for both Assessment Districts.

6 | AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION

CITY OF CARSON AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION


I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

	6/22/2023
_____ Signature	_____ Date
Michael Rentner	President
_____ Printed Name	_____ Title

2019.05.08sh

7 | FEDERAL LOBBYIST REQUIREMENTS

FEDERAL LOBBYIST REQUIREMENTS CERTIFICATION


Name of Firm: NBS Government Finance Group, DBA: NBS Date: 6-22-2023
Address: 32605 Temecula Parkway, Suite 100
State: Temecula Zip Code: 92592 Phone No.: 800.676.7516

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Michael Rentner Title: President
Signature:  Date: 6-22-2023

8 | DEBARMENT AND SUSPENSION CERTIFICATE

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: NBS Government Finance Group, DBA: NBS

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT

By: 

Title: President

Date: 6-22-2023

APPENDIX: SCOPE OF SERVICES

NBS has read the City’s RFP and can provide all necessary special district administration and related services for Financial Services to the City. The Scope of Services outlined below encompasses the tasks described in the RFP, and include all necessary research, documentation, exhibit preparation, legislative analysis, and attendance at staff meetings and/or public hearings required to levy all appropriate parcels accurately and efficiently.

Task A. Assessment District Administration (*Dominquez Tech. and Sepulveda Blvd.*)

KICK-OFF MEETING, PROJECT SCHEDULE

NBS will meet with City staff, legal counsel and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the City’s preference.
- Identify and resolve any special circumstances that may be involved in the administration of the districts.
- Develop project schedules to meet legal requirements and provide for effective interaction of all involved parties.
- Establish meeting dates consistent with schedule to achieve project milestones.

I. ANNUAL LEVY BUDGET

NBS will provide an annual levy budget for the Districts and calculate the annual levy amount for each parcel including principal, interest and administrations costs.

II. FUND ANALYSIS

NBS will determine the balance requirements and acquire the current cash balances for the Districts. We will make recommendations to ensure that the flow of funds and fund balances are in compliance with bond documents. Cash flow analysis will also be performed to determine any levy shortfall or surplus. In addition, NBS will identify all costs associated with the administration of the Assessment Districts and recover those costs through the levy process as outlined in §8682 and §8682.1 of the California Streets and Highways Code. These costs may include, but not be limited to Registrar/Transfer/Paying Agent fees, Arbitrage Rebate calculation fees, bank fees, and expenses of the City and its consultants related to the administration of the Districts.

III. ANNUAL ASSESSMENT LEVY

NBS will calculate the annual assessment levy for each parcel in the Districts and submit the amount for each parcel to the County for placement on the property tax roll in the format required by the County Auditor-Controller’s Office.

IV. RESUBMISSION OF REJECTS

NBS will research the status of any parcels rejected by the County Auditor-Controller and resubmit corrected data for collection on the County Tax Roll. Any parcels that are not accepted by the County for collection will be invoiced directly to the property owner of record, with payment directed to the City.

V. TOLL-FREE PHONE NUMBER

NBS will provide a toll-free phone number for use by the City, other interested parties and all property owners. Our staff will be available to answer questions regarding the ongoing collection of assessments for the Districts. Bilingual staff is available for Spanish-speaking property owners.

VI. ANNUAL REPORT

NBS will provide a comprehensive Annual Report that will show a detailed listing of the amounts submitted to the County or directly billed for collection, details of delinquent assessments, fund analysis, paid off parcels, all bond call activity, and assessed valuation information.

VII. PREPAYMENT CALCULATION/AMORTIZATION SCHEDULE

NBS will provide assessment prepayment calculations and amortization schedules to interested parties. The requester will pay the cost of this service; however, there will be no charge to the City or property owners. As a result of prepayments and/or surplus funds, NBS will prepare the spread of principal to be called within maturities for all bond calls and coordinate the call with the Paying Agent/Trustee.

VIII. BOND CALL SPREADS

NBS will perform all required bond call spreads in accordance with applicable documents and coordinate any early redemptions of the outstanding bonds working with the Fiscal Agent or Trustee.

IX. DELINQUENCY REPORTS

NBS will provide the City with an updated list of delinquencies prior to sending any of the below letters. This report will also detail each District's percentage of delinquencies, as well as a detailed list of each delinquent parcel.

X. COUNTY ASSESSOR REPORTING

NBS will work with the County Assessor to aid in complying with the requirements of Revenue & Taxation Code 163. This includes providing data such as parcel number, original assessment and current principal balance to the County Assessor.

Task B - Delinquency Management Services

NBS will develop a comprehensive delinquency management program which includes a discussion and interpretation of the issuer's foreclosure covenant together with a review of the existing policies and procedures of the City. This service can be provided as part of overall annual administration or as a stand-alone service. When deemed as the appropriate course of action, NBS will perform the following:

I. MONITOR TAX PAYMENTS

NBS will monitor delinquent tax bill payments in February and June annually.

II. DELINQUENCY REPORTS

NBS will provide the City with an updated list of delinquencies prior to sending any of the below letters. This report will also detail each District's percentage of delinquencies, as well as a detailed list of each delinquent parcel.

III. REMINDER LETTER

At the City's direction, send a reminder letter to the property owner of each delinquent parcel for the December 10th installment. The purpose of the letter is to inform and educate the property owner of their obligation to pay the delinquent special tax/assessment.

IV. DEMAND LETTER

At the City's direction, send a demand letter to the property owner of each delinquent parcel for the April 10th installment. This letter will be mailed to any property owner who remains delinquent for both installments or who is delinquent for April 10th only. The purpose of this letter is to further educate the property owner and advise them of a potential foreclosure.

At the City's direction, send a demand letter to the lienholders of loan-defaulted parcels where a Notice of Default has been filed, notifying them of the special tax/assessment delinquency and the loss of their lien position when judicial foreclosure occurs. The purpose of this letter is to educate the lienholders and to spur quick payment of delinquencies in order to protect their interest in the property.

V. TAX ROLL REMOVAL

NBS will provide the information required to remove delinquencies from the tax roll and coordinate with the County Auditor Controller to verify the removal. This step is in preparation of turning the delinquencies over to foreclosure counsel.

VI. DELINQUENCY FORECLOSURE NOTICE

NBS will send a twenty-one day (21) delinquency foreclosure letter to each delinquent property owner after confirmation from the removal. Once removed from the tax roll, each property owner will receive one final foreclosure letter indicating the amount due and payment instructions. NBS will file the Notice of Intent to Remove Delinquent Installments and remove such Notice upon payment of the delinquency.

VII. FORECLOSURE LISTING

For property owners who continue to remain delinquent after all notices have been mailed, NBS will send those properties to the foreclosure attorney to collect the delinquent Special Assessments including all applicable penalties, interest fees and other authorized costs incurred.

VIII. TOLL-FREE PHONE NUMBER

NBS will provide a toll-free phone number for use by the City, other interested parties and all property owners. Our staff will be available to answer questions regarding the ongoing collection of assessments for the Districts. Bilingual staff is available for Spanish-speaking property owners.

IX. INITIATE JUDICIAL FORECLOSURE

NBS will assist foreclosure counsel to initiate and prosecute judicial foreclosure proceedings in accordance with bond foreclosure covenants for those parcels sent to pursue foreclosure.

X. PAYOFF QUOTES

Upon request, NBS will provide payoff quotes for stripped delinquent assessment installments for all interested parties.

Task C. Arbitrage Rebate Compliance and Reporting Services

To assist in compliance with the IRS Code and U.S. Treasury Regulations, NBS will provide the following services, at the fees quoted, through our subconsultant—the firm of Bond Logistix, LLC ("BLX"), the premier firm for the provision of these services. The following outlines the specific services provided relating to arbitrage rebate calculation and consulting services.

I. PERFORM CALCULATIONS

The Consultant will perform calculations relating to the arbitrage and rebate requirements contained in the Internal Revenue Code (IRC). The calculations are to be performed with respect to all bond issues requested by the City by applying applicable federal tax rules. The calculations are to be based upon data provided by the City as specified by reasonable requests. Consultant is authorized to obtain data held by a Trust Bank concerning funds and accounts established with regard to all bond issues(s) related to the calculations requested by the City. Consultant is authorized to request electronic access to the data held by a Trust Bank as well as any other format useful to the Consultant and available to the Trust Bank. Consultant is entitled to rely on data provided by the City and the Trust Bank and/or their agents and assigns without independent verification. The City agrees to inform Consultant of any actual or planned early redemption of the bond issue(s) at its earliest opportunity.

II. PENALTY IN LIEU OF REBATE

If a "penalty in lieu of rebate" election under IRC Section 148(t)(4)(C)(vii) has been made by the City with respect to the Bonds, consultant will calculate, every six months, the amount of such "penalty" as of the end of each six-month period beginning on the date of issue of the Bonds.

III. ARBITRAGE YIELD RESTRICTIONS

If required or requested by the City, Consultant will include in each report delivered to the City an analysis of compliance with applicable arbitrage yield restrictions.

IV. ITEMS NOT ENGAGED TO PROVIDE

Consultant is not engaged or obligated to undertake any of the following:

1. Independently determine whether securities allocable to proceeds of the bonds were purchased at fair market value within the meaning of U.S. Treasury Regulations.
2. Perform an audit or review of the investments acquired with gross proceeds or the payment of debt service on the bond issue(s).
3. Perform calculations or other research as to the desirability of elections or selections that may be available under applicable federal tax law.
4. Review the tax-exempt status of interest on the bond issue(s) or any other aspect of the bond program except for rebate and penalty liability to the extent set forth in paragraphs I through III, above.

V. INFORMATION OBTAINED

Consultant considers any information obtained by consultant pursuant to this engagement for any purpose other than determining such rebate and penalty liability; and

VI. REPORTS

Consultant will update any report delivered hereunder because of events occurring, changes in regulations, or data or information received, subsequent to the date of delivery of such report.

VII. WORK PRODUCTS

As part of the Services, Consultant will prepare and deliver the following tangible work products to the City.

VIII. SCHEDULES

Schedules reflecting the relevant calculations and the assumptions involved, and a rebate or penalty liability report addressed to the City as to the amount of the rebate or penalty liability as of each calculation date.

IX. SUMMARY REPORT

Each rebate or penalty liability report will include a legal opinion provided by a law firm, as engaged by consultant to provide legal oversight and review as it deems necessary to render its opinion that the computations shown in the report were performed in accordance with applicable federal law and regulations.

SUBSEQUENT FORECLOSURE SERVICES

NBS will prepare and deliver all information to the City’s foreclosure counsel. We will also continue to supply the City’s counsel with additional information throughout the foreclosure process. We will continue to respond to property owner and City staff phone calls regarding the status of all cases and will coordinate and audit status reports on a bi-monthly basis from the City’s foreclosure counsel. Once the delinquent assessments have been forwarded to the judicial foreclosure counsel, NBS can assist in providing the following services upon the City’s request as follows:

I. FORECLOSURE REPORT

NBS will prepare a detailed listing report of all parcels to be foreclosed and provide to foreclosure counsel.

II. RESOLUTIONS

NBS will prepare the required resolutions and other documents to proceed with the judicial foreclosure process.

III. SPECIAL CIRCUMSTANCES

NBS will keep the City and foreclosure counsel apprised of any special situations such as bankruptcies, tax foreclosures sales, deed of trust sales, etc. to our knowledge.

IV. DELINQUENCY INFORMATION

NBS will provide foreclosure counsel with any subsequent year delinquency information reporting on any parcels that become delinquent on parcels already in foreclosure.

V. INQUIRIES

NBS will respond to all inquiries from City staff and foreclosure counsel regarding the status of any foreclosure actions.

VI. PAYMENT PLANS

At the City’s discretion, NBS will offer payment plans to property owners in lieu of turning delinquencies over to the City’s foreclosure counsel.

Optional Services: Assessment Apportionment Services

Parts 10 and 10.5 of the *Streets and Highways Code* detail the methodology and procedure that the City must follow in apportioning the assessment lien on parcels that are reconfigured and/or subdivided. With our experience in the development of methods of assessment, we are able to ensure that apportionments are properly performed.

Assuming proceeding under the preferred procedure of **Part 10.5**, NBS will perform the following:

I. APPLICATION FORMS

NBS will provide apportionment application forms and instructions to the City's Engineering representative for inclusion as a condition of approval for subdivision within the Assessment District(s).

II. SEGREGATION

NBS will apportion the special assessment according to the method of spread as described in the Engineer's Report.

III. NOTICE OF APPORTIONMENT

NBS will prepare a Notice of Apportionment and send it via certified mail to the issuing underwriter, as required.

IV. RESOLUTIONS

NBS will prepare the required resolutions to order the amended assessment, the Amended Assessment Diagram, notices to the property owner, and fix the amount of costs to perform the apportionment.

V. ASSESSMENT DIAGRAM

NBS will prepare an Amended Assessment Diagram and Notice.

VI. RECORD DOCUMENTS

On behalf of the City, NBS will record the Amended Assessment Diagram and Notice with the County Recorder's Office.

VII. AMORTIZATION SCHEDULE

NBS will prepare an amortization schedule for each newly created assessment.

VIII. APPORTIONMENT REPORT

NBS will prepare and submit to the City an Apportionment Report showing the finalized apportionment and the Amended Assessment Diagram.

D-FAST Online Software | Optional



D-FAST® Software

NBS has developed premium, industry-leading software, called D-FAST® (for District Fees, Assessments, and Special Taxes). We use this powerful administrative tool in-house to administer a wide range of special taxes, special assessments, and other parcel charges for our clients. It is also licensed to public agencies across the United States for their internal use.

Our D-FAST® web portal, called **D-FAST® Online Pro**, is available to our clients (small annual subscription fee) and uniquely combines real-time D-FAST data with County parcel boundaries and Google Maps. It provides “real-time” access to districts and underlying parcel data, allowing the City to:

- Gain enhanced insight with integrated Google Map’s satellite imagery, street maps, and 360° street view
- View ownership, property information, and boundaries for each parcel
- See detailed billing & payment history for each account
- Understand a particular parcel’s background and status
- Confirm if there are overlapping districts on a single parcel

With **D-FAST® Online Pro**, City staff can have enhanced access to the data while NBS still provides the full administration and toll-free phone support.

