

REQUEST FOR QUALIFICATIONS FOR:

C-PACER THIRD PARTY PROGRAM ADMINISTRATOR

ISSUANCE DATE: WEDNESDAY, SEPTEMBER 11, 2024

SUBMITTAL DUE DATE: FRIDAY, OCTOBER 4, 2024, BY 2PM CT

The City of Franklin, Tennessee, (the “City”) is seeking submittals of qualifications from organizations desiring to serve as Third Party Administrator for a Commercial Property Assessed Clean Energy and Resiliency (“C-PACER”) program as defined in Section 68-205-01 through Section 68-205-116 of the Tennessee Code Annotated. The City is looking to enter into an agreement with a third-party administrator (the “Administrator”) setting forth the mechanisms by which funding, financing, refinancing, billing and collection of voluntary special assessments may be obtained. Issuance of this RFQ is not a guarantee that the City of Franklin will engage for such services in the future.

While the City of Franklin levies property taxes, it does not bill or collect such taxes. Instead, the Williamson County Trustee bills and collects property taxes on the City’s behalf and remits funds to the City. Moreover, the County’s delinquent tax attorneys provide collection of property taxes after all efforts are made by the County Trustee. The County Trustee does not currently have a C-PACER program and will not review and recommend for approval C-PACER applications, bill or collect voluntary special assessments for a City program, if established. Moreover, the County’s delinquent tax attorney will not provide collection efforts for delinquent C-PACER voluntary special assessments.

Should the C-PACER program be established by the City of Franklin Board of Mayor and Aldermen, an alternative form of program administration must be identified and engaged.

Written responses, either as a hard copy or electronically as a single pdf file, to this Request for Qualifications must be received by the staff listed below no later than 2pm Central Time, Friday, October 4th, 2024:

Kristine Brock, Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064
Kristine.brock@franklintn.gov

Any questions to this RFQ must be submitted by email to Mrs. Brock no later than 5pm Central Time, Monday, September 23rd. A written response will be posted online to the City’s Business Opportunities page.

Responses are required to all of the following items:

1. What is the name, mailing address, primary contact name, phone number, email and web address for your organization?
2. Please describe the structure of your organization, including state of registration, ownership description and amount of liability insurance.
3. Please respond to your organization's capabilities to serve as Program Administrator for the following facets of the C-PACER program:
 - a. Marketing and other information regarding technical aspects of C-PACER to general inquiries and interested commercial property owners.
 - b. Assist in facilitating a review of each application to ensure the proposed property has a qualifying improvement.
 - c. Assist in the coordination of each agreement between the applicant and the City to ensure all of the legal requirements of the C-PACER program are followed.
 - d. For projects with a qualifying improvement program, the Program Administrator shall prepare the submittal packet with the project application, supporting documents and the financing documents and submit to the City Administrator or his or her designee for consideration of approval by the Board of Mayor and Aldermen.
 - e. Assist the property owners with communication with a lender of their choosing with respect to preparation of financing documents.
 - f. Administrator shall record the assessment, as approved by BOMA, with the Register of Deeds of Williamson County.
 - g. Administrator shall bill and collect the voluntary special assessment on an annual basis and remit the funds to the lender. Alternatively, do you allow for the lender to directly bill and collect the voluntary special assessment from their client?
 - h. Administrator shall retain copies of all documents for each project and provide upon request to the City.
 - i. Administrator shall provide an annual report to the City Administrator of the billing and collection records for the program.
4. Please describe your organization's experience serving as C-PACER Administrator, preferably within the State of Tennessee.
5. Please provide up to three governmental references (City/County Name, Contact Name, Address, Email and Phone) and brief project description for each.

6. Please describe how your organization as Administrator will respond when a voluntary special assessment is delinquent or in danger of default. What do you expect of the City Attorney in the case of delinquency or default?
7. How is your organization compensated for its services as Administrator?
8. Please provide an example of a Program Administration Agreement between your organization and a local government, if available. An example from your work with a government within the State of Tennessee is preferred.
9. Why should the City select your organization as its Administrator?