



THE RANCH
at
CYPRESS CREEK
Municipal Utility District #1



REQUEST FOR PROPOSALS
FOR
COVENANT ENFORCEMENT SERVICES

Due Date:

FRIDAY SEPTEMBER 29, 2023
5:00 PM CDT

Submit inquiries and responses to:

RFPCCommittee@ranchatcc.org

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Introduction

The Ranch at Cypress Creek Municipal Utility District #1, “District,” is requesting proposals from qualified companies to provide enforcement of the District’s covenants. Proposals are invited from any company which can comply with all applicable requirements of the Texas Water Code and with the objectives of the District.

The selected company and assigned personnel will have the experience and knowledge to independently receive complaints, verify violations, and work with the District’s Board and property owner to gain resolution. The assigned personnel should also have excellent communication and conflict resolution skills in order to provide a high level of customer service to District residents.

The District anticipates entering into a three-year agreement with the selected company.

Background

The Ranch at Cypress Creek MUD is a suburban community consisting of approximately 347 acres in southwestern Williamson County and northwestern Travis County, the majority of which has been developed for single-family residences. The District is divided among three areas, Deer Creek HOA, Ranch at Cypress Creek HOA, and the remaining sections which are not part of an HOA, see page 6 for details. THIS RFP AND SUBSEQUENT AGREEMENT IS FOR COVENANT ENFORCEMENT ONLY IN THE NON-HOA AREAS OF THE DISTRICT, specifically, sections 1-7, 9, 12, and Quarter Acres (white on map, see page 6). The District’s Board of Directors is tasked with all financial and management duties and responsibilities for the District as dictated by the Texas Water Code and other state or local ordinances or laws.

Scope of Work

The selected company will be responsible for the implementation of the District’s covenant enforcement, including any amendments or changes legally made by neighborhood sections, which may include:

- Receiving citizen complaints by phone, email, and in person.
- Conducting field inspections of the entire contracted District sections at least twice per month to gather evidence and verify violations. These twice monthly inspections are not to occur on consecutive weeks.
- Re-inspecting previous violations for compliance.
- Issuing warning notices, notices of violation, and citations for covenant violations.
- Communicating with violators to establish a path to compliance and set deadlines for compliance.
- Maintaining up-to-date case files with pertinent case information, documents, and photos.
- Coordinating inspections and sharing information with the District’s Board as appropriate.
- Maintaining regular office hours to respond to general covenant enforcement inquiries.
- Preparing monthly written reports to the District’s Board detailing all covenant enforcement activities including dates of inspections and re-inspections, any violations, resolved violations, and unresolved violation status.
- Provide in-person quarterly reports to the District’s Board on covenant enforcement, status of corrective measures, and recommendations for further action.
- Performing other related duties in support of covenant enforcement objectives.

Schedule and Process

Anticipated Schedule

Disclaimer: Dates are subject to change at the District's discretion. Changes to proposal deadlines will be posted on the District's website, along with any other RFP modifications and addenda. It is the proposer's responsibility to periodically check the website prior to submitting a proposal.

District Webpage: <https://www.ranchatcc.org/requests-for-proposals/>

<i>Event</i>	<i>Anticipated Date</i>
RFP for Covenant Enforcement Released	August 29, 2023
Deadline to submit written questions regarding the RFP	September 22, 2023
Deadline for submission of proposals	SEPTEMBER 29, 2023
Post-proposal interviews, if needed	October 2-6, 2023
Committee recommendation for selection	October 13, 2023
Selection Approved by Board	October 18, 2023
Contract Negotiations and finalization	October 23-27, 2023
Contract period begins	November 1, 2023

Process for Asking Questions

The District will only accept written questions and requests for clarification. Requests must be sent by email to RFPCommittee@ranchatcc.org. The District aims to answer all questions via email within two business days after receipt.

Proposal Submission Requirements

Submitted proposals shall contain the following elements:

1. A cover letter providing general background of the company and the company's experience providing similar services to a MUD, HOA, or similar entities. Include the title and signature of the company's contact person for the proposal. The signatory shall be a person with official authority to bind the company.
2. A narrative presenting the company's approach to addressing the needs described in this RFP. Include a discussion on the range of tasks and services provided by the company.
3. A brief narrative which indicates the management structure of the company, the names and resumes of personnel likely to be assigned to the District.
4. A list of similar entities for which the company has provided similar covenant enforcement services. Provide the name of the entity, contact name, contact email, and contact phone number for reference purposes.
5. Proposed hourly or monthly rates for covenant enforcement and other services.
6. The selected company will be required to enter into a written agreement with the District.
7. Completion of Form 1295 with the TX Ethics Commission

8. Declaration of any potential conflicts of interest District vendors, suppliers, and providers, as follows:
 - Bickerstaff Heath Delgado Acosta, LLP, - 1111 W. 6th St., Suite 400, Austin, TX 78703
 - L & S District Services, LLC – P. O. Box 170, Tomball, TX 77377
 - Rivera Engineering – 7500 Rialto Blvd., Austin, TX 78735
 - Public Finance Group – Cheryl Allen, 7004 Bee Caves Rd., Suite 315, Austin, TX 78746
 - EcoSystems Landscaping Services – 1700 Dungan Land, Austin, TX 78754
 - Statewide Patrol – 2028 E. Ben White Blvd., Ste 220, Austin, TX 78741
 - Clawson Disposal Services – P. O. Box 416, Jarrell, TX 76537
 - Connect Community Management, LLC – 201 S. Lakeline Dr Ste, Cedar Park, TX 78613
9. **Proposers must submit their proposals by email to RFPCCommittee@ranchatcc.org before 5:00pm Central Standard Time on Friday, September 29, 2023.**

Selection Criteria

Proposals will be considered only from companies normally engaged in providing the types of services specified herein. Proposals will be evaluated based on the company's ability to successfully perform all requirements, including, but not limited to, the following factors:

1. *Past Performance Record.* Experience in work of similar complexity and scale.
2. *Staffing Capabilities / Technical Competence.* Ability to provide an appropriate level of staffing, training and proven expertise in the area of work required, including familiarity with the Texas Water Code and Municipal Utility Districts.
3. *Approach to Work.* Proposed approach for implementing the activities of the District's covenant enforcement tasks.

Submission Deadline and General Information

Companies shall submit one electronic copy of the proposal in .pdf format no later than **5:00 PM on Friday, September 29, 2023**. Hard copies are not required. Proposals should be submitted via email to: RFPCCommittee@ranchatcc.org

Additional Information

- The District reserves the right to request additional information from any and all those submitting proposals.
- The District reserves the right to accept or reject any Proposal in part or in its entirety.
- The selected company shall provide insurance policies in accordance with the requirements of the agreement including, but not limited to, property & liability insurance and vehicle insurance.
- All costs incurred in the preparation of the Proposal, in the submission of additional information and/or in any other aspect of the Proposal prior to the award of a written contract will be borne by the proposing company. All proposals submitted to the District in response to this Request for Proposal shall become property of the District and subject to any Public Information Requests to the extent allowed by Texas law.

Map of District

The contracting company will not have any covenant enforcement duties or responsibilities to either HOA entity but may, if agreed upon by the HOA and company, contract separately with one or both of the HOAs in the District for enforcement of the HOA's covenants under a completely separate agreement.

The Sections of the Ranch at Cypress Creek for which covenants enforcement is required are:

MUD, non-HOA Sections 1-7, 9, 12, and Quarter Acres
(there are no Sections 10 or 11), outlined in purple on the map.

