

Request for Qualifications (RFQ)

Independent Financial Audit of Impact Fees – SB 1883 Compliance

Wellborn Special Utility District

RFQ No. 20250801

Issue Date: Thursday, August 28, 2025

Due Date: Tuesday, October 7, 2025

I. Introduction

Wellborn Special Utility District (WSUD) is soliciting Statements of Qualifications from qualified, independent Certified Public Accountants (CPAs) or public accountants licensed in the State of Texas to perform an Impact Fee Audit in compliance with Chapter 395 of the Texas Local Government Code, as amended by Senate Bill 1883 (effective September 1, 2025). This audit will be the first conducted under these statutory requirements for WSUD.

II. Background

WSUD is a community water system serving over 10,000 active connections in Brazos and Robertson County. The District imposes water impact fees under adopted Land Use Assumptions (LUA), Capital Improvements Plan (CIP), and an Impact Fee Ordinance. SB 1883 requires an independent financial audit before increasing or adopting new impact fees in certain circumstances, with detailed scope, timing, and public transparency requirements.

III. Scope of Services

The selected auditor must provide a complete audit that meets all requirements in Local Government Code § 395.059(c), including but not limited to:

1. A detailed accounting of:
 - Total impact fees collected for each service area.
 - Interest earned on collected fees.
 - Proposed capital improvements that have not been constructed.
 - Unspent funds in each service area.
 - Each impact fee collected and its allocation.
 - All waived fees.
 - Requested refunds and refunds paid.
 - Errors or omissions in the calculation of credits.
2. Evaluation of fund segregation and compliance with statutory restrictions.
3. Delivery of:
 - A final written report suitable for public posting.

- An executive summary in plain language.
- A presentation-ready slide deck for use in a public hearing.
- Workpapers and reconciliation schedules.

IV. Independence and Conflicts of Interest

In accordance with § 395.059(b), the auditor must be independent, licensed by the Texas State Board of Public Accountancy, and must not have been under contract to provide any other service to WSUD or a related entity in the 12 months preceding the start of the audit. A written attestation of independence and disclosure of any potential conflicts must be included in the submittal.

V. Schedule and Deliverables

The audit must be completed, and the final report posted on WSUD's website, at least 30 days before:

- The publication of notice under Local Government Code § 395.044; and
- The adoption of the order setting the public hearing under Local Government Code § 395.053.

The District anticipates posting the audit alongside updated LUA and CIP to meet or exceed both the 30-day audit requirement and the 60-day LUA/CIP public availability requirement. The selected auditor must propose a schedule that supports these statutory deadlines.

VI. Minimum Qualifications

- Licensed CPA or public accountant in Texas.
- Demonstrated experience in governmental and utility district audits.
- Knowledge of Chapter 395, Local Government Code, and impact fee structures.
- Proven ability to meet strict statutory deadlines.

VII. Submission Requirements

Interested firms must submit:

1. Cover letter.
2. Firm profile, licenses, and certifications.
3. Resumes of key personnel, with proposed role and percentage of time commitment.
4. Examples of at least three similar audits, with references.
5. Methodology and work plan, including a draft compliance matrix.
6. Independence and conflict of interest attestation.

Note: In accordance with the Texas Professional Services Procurement Act (Texas Government Code § 2254), no fee or cost information shall be submitted. WSUD will select the most qualified firm and then negotiate a fair and reasonable price.

VIII. Evaluation Criteria

- Relevant experience and qualifications of the firm and team – 35%
- Understanding of statutory requirements and audit methodology – 25%
- Ability to meet required schedule – 20%

- Quality of past performance and references – 10%
- Communication skills and clarity of work product – 10%

IX. Submission Instructions

Submit one (1) original and three (3) copies of your qualifications to:

Wellborn Special Utility District

Attn: Eric Chandler, Assistant GM

PO Box 250, Wellborn, TX 77881

Email: echandler@wellbornsud.com

Phone: 979-690-9799

Deadline: 3pm on October 7, 2025

Late or incomplete submissions will not be considered.

X. Additional Information

WSUD reserves the right to reject any or all submittals, to waive informalities, and to accept the response deemed most advantageous. This RFQ does not obligate WSUD to award a contract or pay any costs incurred in responding.