

**REQUEST FOR QUALIFICATIONS  
FOR FINANCIAL ADVISOR**

**RFQ# 17-14**

**May 11, 2017**

**THE CITY OF KINGSVILLE, TEXAS**

**STATEMENT OF PURPOSE:**

The City of Kingsville, Texas (“City”), pursuant to Texas Government Code §1201.027, issues this Request for Qualifications (“RFQ”) for Financial Advisor services. The purpose is to retain a firm or firms to act as City’s Financial Advisor on the issuance of general obligation and revenue bonds, refunding, and full-scope Financial Advisory Services.

**FORM OF SUBMISSION:**

All proposals should be hand delivered or mailed to:

Ms. Deborah Balli  
Finance Director  
City of Kingsville, Texas  
400 W. King Street  
Kingsville, Texas 78363

Contact with Commission Members regarding this RFQ is expressly prohibited and may result in disqualification of your proposal. Any questions or comments may be directed to the above name and address or by email: [dballi@cityofkingsville.com](mailto:dballi@cityofkingsville.com). The deadline for questions is June 6, 2017.

All proposals must be in a sealed envelope and clearly marked in the lower left corner: “Proposal for Financial Advisor.” All proposals must be received by 2:00 p.m. local time, Tuesday June 13, 2017 and six(6) copies of the proposal must be presented. The proposal should indicate the name and phone number of the principal contact for your firm.

Please respond to all questions of Section V - Proposal Submission, in the order presented. Initiate each response by restating the question. Start each respective answer on a new page and please limit the total number of written pages (exclusive of printed promotional material or reports) to twenty (20) pages. Those proposals that do not follow this format may be disqualified.

Oral interviews may be conducted relative to the selection. Staff anticipates recommending a firm or firms to serve as Financial Advisor at the City’s first regularly scheduled meeting in July 2017 of the City Commission.

## **TERMS AND CONDITIONS:**

The City reserves the right to reject any or all proposals and/or to award the contract to an alternate firm if any selected firm does not execute a contract within thirty (30) days after the award.

The City reserves the right to request clarification of information submitted and to request additional information, if necessary.

As a condition of the proposed contract the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the Financial Advisor at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

Any agreement(s) resulting from the acceptance of a proposal shall be in a form either supplied by or approved by the City and shall contain, at a minimum, applicable provisions of the RFQ. The City reserves the right to reject any agreement that does not conform to the RFQ and requirements for agreements.

The firm or firms shall not assign any interest in the agreement(s) and shall not transfer any interest in the same without prior written consent of the City. Acquisition of a firm by another firm is considered a transfer. Change of control, sale of a firm, or any change in the key personnel specified in the RFQ and agreement will subject the agreement to review and possible termination with a thirty (30) day written notice.

No reports, information or data given to or prepared by any firm under any agreement shall be made available by the firm to any individual or organization without the prior written approval of designated employees of the City.

Any and all data provided by the City during the RFQ or under an agreement is the property of the City and shall be returned to the City upon request.

## **SCOPE OF SERVICES TO BE PROVIDED – FINANCIAL ADVISOR:**

The Financial Advisor is responsible for all duties and services necessary or advisable to facilitate the issuance of bonds and other obligations, and other financial advisory services including but not limited to:

Working with City staff on:

Devising and recommending a plan of financing for bonds to be issued, which plan shall include a maturity schedule and other terms and conditions, as will result in the most advantageous terms, consistent with a minimum effective interest rate, including determining the timing of the offering and the sizing of each bond issue;

Participating in document preparation and assisting bond counsel in the coordination of the offering, including preparing such information, as necessary, for the rating agencies and upon approval, assisting in the presentation to such agencies; assisting in maintaining on-going relationships with the credit rating agencies;

Participating in Preliminary Official Statement and Official Statement preparation;

Advising concerning the need for credit enhancement and assisting in the negotiations regarding such;

Assisting in closing details and post-closing duties, including the development of closing memorandum;

Advising the staff of new developments in the municipal bond industry and how they affect the City's current and projected long-term debt financing;

Soliciting bids for printing of bond offering documents, ratings, and other related services when necessary;

Administer, monitor and assist in the negotiation of all fees and expenses incurred in connection with the issuance of the bonds;

Monitoring and advising on refunding opportunities, debt defeasance, and other financial products that would help lower the cost of borrowing money;

Assisting in the survey and analysis of the City's financial resources in light of projected revenue and existing indebtedness, including a study of the City's existing debt structure and trend of assessed valuation, taxing and enterprise revenue generating ability and present and future tax/revenue requirements;

Assisting in the analysis and preparation of options for the financing of recommended projects. Such assistance shall include assessment of all possible funding sources, including local, state and other sources;

Providing on-site consultation with and presentation to the City Council, administration and/or various committees through any bond process;

Assisting in all other matters necessary or incidental to the issuance and administration of debt obligations as directed by the City; and General Financial Advisory services as appropriate for the City.

## **PROPOSAL SUBMISSION:**

### **QUALIFICATIONS**

Provide a brief description of the firm, including general experience and history in public finance, number of offices, location and number of professionals and employees in each office, description of specialty practice areas and firm philosophy. Indicate which office(s) will be responsible for day-to-day contact and describe structure of firm ownership (e.g., publicly held corporation, partnership, etc.) and any parents, affiliates, or subsidiaries of the firm.

Describe a description of the firm's and/or individual's experience during the last five (5) years as financial advisor of negotiated or competitively bid bond issues of Texas municipalities and other governmental entities. Please include the names of the issuers, the amount of the bonds, the capacity on which you and/or the firm served and the purpose for the issuance.

Please select one transaction from those prepared from the paragraph above that you feel best demonstrates your firm's financial advisory capabilities and describe in detail the financial issues involved in the transaction and your firm's approach and the outcome to the analysis. (Please limit discussion to one page.)

Describe your firm's technology capabilities and how it ties into your strategic financial planning for the City.

Describe the steps your firm would take as Financial Advisor to ensure the pricing process on negotiated sales and the bidding process on competitive sales render the lowest true interest cost.

Provide resumes of the key staff to be assigned to work with the City including their areas of expertise and years of Financial Advisor experience. List the office location and telephone number for all of these individuals. Indicate who will be attending all City meetings, document sessions, bond pricings, and will be responsible for day-to-day coordination.

List the successful Texas municipalities and other governmental entities bond elections that the firm's members that will be assigned to the City have served as a financial advisor for in the past five (5) years and indicate any other services your firm provides to assist municipalities during a bond campaign.

Describe your firm's and/or individual's experience as a provider of full- service Financial Advisory services for Texas municipalities and other governmental entities.

Complete and sign the following forms included in this RFQ: Conflict of Interest Questionnaire, Certificate of Residency and Authorization Form.

#### **CONFLICT OF INTEREST/REFERENCES**

Respondents are requested to include a Conflict of Interest Questionnaire as confirmation that the retention of your firm as Financial Advisor will not result in any conflict of interest with the City. This would include, but is not limited to, any conflicts arising from relationships (both direct and indirect). Should a conflict of interest potentially exist, the prospective Financial Advisor must specify the party with which such conflict may exist, the nature of the potential conflict, and any resolution proposed. The firm awarded the contract by City Commission will be required to complete and return a Form 1295-Certificate of Interested Parties.

Please provide names, addresses and phone numbers of at least two (2) professional references that can discuss your recent work with municipalities and other governmental entities.

#### **PROPOSED FEES – FINANCIAL ADVISOR**

Provide a base fee schedule for new bond issues taking into consideration as a rate per \$1,000 par amount of bonds issued.

Indicate any additional services your firm provides and related fees if they are not included in the base fee and provide an itemization of such additional services and related fees.

The base fee schedule is related to the following par amount level of bonds:

Final Par Amount of Bonds	General Obligation	Revenue	Refunding's
\$ 2,500,000			
\$ 5,000,000			
\$ 10,000,000			
Greater than \$10,001,000			

Also, provide an hourly rate structure on all staff assigned to work with the City for any additional work or special projects as requested and not related to the normal issuance of bonds.

The City reserves the right to negotiate any fees submitted prior to award of the contract.

#### BASIS OF AWARD AND COST INCURRED IN RESPONDING

The City will make its selection based on demonstrated competence, experience, knowledge and qualifications, as well as the reasonableness of the proposed fees.

All costs directly or indirectly related to preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by, your firm.

RFQ #17-14 AUTHORIZATION  
Description: Financial Advisor

Vendors Name: \_\_\_\_\_

In submitting RFQ #17-14, I certify as follows:

The prices in this proposal have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other bidder or with any competitor.

I have read each of the Proposal documents outlined in the RFQ and agree to abide by the terms and conditions thereof.

I acknowledge that if information in the Authorization form is falsified or misrepresented, the corresponding proposal will not be considered by the City.

Name of Firm:	
Signature:	
Name Typed:	
Title:	
Firm's Address:	
Federal ID::	
Phone Number:	
Fax Number:	
Email Address:	
Website Address:	

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A.

<http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.010.00.002252.00.htm>. This law makes it necessary for the City of Kingsville to determine the residency of its bidders. In part, this law reads as follows:

Section: 2252.001

‘Non-resident bidder’ refers to a person who is not a resident.

‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I Certify that:

Name of Company: \_\_\_\_\_

Is, under Section: 2252.001 (3) and (4), a

\_\_\_\_\_ Resident Bidder                      \_\_\_\_\_ Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of

\_\_\_\_\_ in the state of \_\_\_\_\_.

Does your principal place of business or ultimate parent company or majority owner have its principal place of business in this state; or employ at least 500 persons in this state?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date