

CITY OF TEAGUE, TEXAS



**REQUEST FOR QUALIFICATIONS
FOR
FINANCIAL ADVISOR SERVICES**

**REQUEST FOR QUALIFICATIONS STATEMENTS
DUE BY 2:00 PM, MONDAY, JANUARY 27, 2020**



City of Teague solicits qualifications for financial advisor services.

**REQUEST FOR QUALIFICATIONS:
FINANCIAL ADVISOR SERVICES**

Sealed packets containing the required information/documents must include 6 hard copies and 1 digital copy and will be received in the office of the City of Teague, City Administrator/Secretary until 2:00 p.m. on January 27, 2020 and opened immediately in that office in the presence of the City Administrator/Secretary, City of Teague. The packet is to be delivered to the City Administrator/Secretary, City of Teague, 105 South 4th Avenue, Teague, TX 75860. Any packet received after 2:00 p.m. on the date specified will be returned unopened. All persons/entities who submit a sealed packet are hereafter referred to in this RFQ as "Respondent" or "Respondents".

All packets must contain the following:

RFQ – FINANCIAL ADVISOR QUALIFICATION PROPOSALS

Respondent's name and return address should be prominently displayed on the envelope. The RFQ

specifications can be obtained online at www.cityofteaguetx.com.

Upon satisfactory completion of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), Respondent is to be paid via City of Teague's normal accounts payable process and in accordance with state and federal laws.

City's Board of Aldermen reserves the right to waive any informality and to reject any and all bids and to accept the bid or bids which, in its opinion, is most advantageous to the City.

1. GENERAL

- a. The City of Teague (the “City”) is requesting qualifications for financial advisor services.
- b. The City will accept qualification proposals either by mail or hand carried until **2:00 p.m., Monday, January 27, 2020**. Proposals received after the opening date and time will not be accepted and will be returned unopened to vendor. One (1) original, Five (5) copies and one (1) electronic (pdf format on flash/thumb drive) copy of the response are required for evaluation purposes. Offers may be hand carried or mailed in a sealed envelope/package clearly marked "Financial Advisor Qualification Proposal" with the offering company's name, return address, opening date and time, and email address and addressed to: City of Teague, Attention: Theresa Prasil, City Administrator / Secretary, 105 South 4th Avenue , Teague, Texas 75860.
- c. Timetable

Release RFQ	December 19, 2019
Deadline to Submit Questions	January 17, 2020
Deadline to Submit RFQ	January 27, 2020
Board of Aldermen Meeting to Discuss RFQs	February 18, 2020

2. SCOPE OF SERVICES:

- a. The Board of Aldermen and Administration perceive that the financial advisor’s services include, but not be limited to, the usual and necessary legal services in connection with the advice, and assistance in connection with the issuance, sale, and delivery of general or certificate obligation bonds as well as advice and assistance in the following areas:
 - 1. Assist 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 ability and present and future tax requirements.
 - 2. Assist 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.
 - 3. Assist administration and City Council in planning and preparing for a bond election, if determined to be necessary, including consultations with a local bond committee if one is established for the purpose of promoting the passage of a bond issue. If a bond election is determined to be necessary, assist in the decision to sale the bonds on a competitive or negotiated basis.
 - 4. On-site consultation with and presentation to City Council, administration, and/or various committees throughout the bond process.

5. On-going advice from time to time regarding new developments in the municipal bond industry as they affect the City's current and projected long-term debt financing.
 6. Advise administration on investment options for bond proceeds and assist with execution of investment selections.
 7. Advise on compliance with bond covenants.
- 3. PROPOSAL EVALUATION:** The City will make its selection based upon the demonstrated competence, experience, knowledge and qualifications of the financial advisor firm.
- 4. PROPOSAL REQUIREMENTS:** The following is a list of information to be provided by each proposer. Failure to include all the information listed below may result in the disqualification of the advisor and/or firm.
- a. A complete description of your firm's ability to represent the City as Financial Advisor which should include, but is not limited to, the following:
 1. A description of the firm's and/or individuals experience during the last five (5) years as financial advisor of negotiated and competitively bid bond issues of cities. Please include the names of the issuers, the amount of the bonds, the capacity in which you and/or the firm served and the purpose for the issuance.
 2. A description of how firm and/or individuals is organized and how its resources will be utilized on behalf of the City. Include discussion of firm's financial strength in terms of net capital, assets and number of fixed income bankers.
 3. Provide resumes of the staff to be assigned to work with the City, including their areas of expertise, years of financial advisor experience and the number and types of bond issues they have been involved with. List the office locations and telephone numbers for these individuals and indicate the day- to-day contact and indicate who will be attending any meetings with the City staff or City Council.
 4. Describe your firm's approach and capability in designing and implementing a financing plan for a multi-year capital improvement program for the City , the analytic capabilities of the firm, assigned individuals, and the availability of any ongoing training and educational services that might be provided to the City.
 5. List references of Texas cities currently working with the firm's members that will be assigned to the CITY. Describe their recent experience working with small cities in Texas. Include contact information for all references.

6. List both the successful and unsuccessful city bond elections that where the firm's members that will be assigned to the CITY have served as financial advisor for in the past five (5) years.
7. Describe or include any other information you believe would be helpful in assessing your firm's ability to perform as financial advisor.
8. Demonstrate an understanding of the City's financial situation, including ideas on how the City should approach financing issues such as bond structures, credit rating strategies, and investor marketing strategies.
9. Demonstrate knowledge of local, state, national, and international political, economic, legal or other issue that might affect the proposed financing.
10. Discuss and demonstrate familiarity with the Government Finance Officers Associations' Best Practices relating to the sale of bonds and the selection of financial professionals.
11. Disclose any affiliation or relationship with any broker-dealer and whether any personnel of the firm who would provide advice to the City were associated with a broker-dealer firm within the last two years.
12. Disclosure of any finder's fees, fee splitting, payments to consultants, or other contractual arrangements of the firm that could present a real or perceived conflict of interest.
13. Describe the firm's access to sources of current market information to assist in pricing of negotiated sales and information to assist in the issuer in planning and executing competitive sales.
14. Respondents shall include proof of registration with Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).

b. Fee Schedules

1. Provide an itemization of all fees, costs and other charges for performing all the services described above. Indicate when such fees shall be paid by the City and any other associated fees or charges the City would incur that would not be covered by your firm's fee.

2. The fee arrangement may be structured in any number of ways, as long as it is eligible to be paid from bond proceeds to the extent allowable by law. In the event that the voters of the City do not approve bonds, list any preauthorized expenses for which reimbursement may be claimed .
 3. For the purposes of fairly comparing fees, assume a \$10 million, \$15 million, and \$20 million bond issuance authorized in November 2018; funds to be expended over five years and bonds to be amortized over 20 or 30 years.
 4. For comparison purposes please include the fees charged for preparation and filing of the annual Secondary Disclosure Requirements for Issuance of Bonds, indicating whether it is included in the base fee or as an additional charge.
 5. Any MSRB fees imposed upon advisors should not be passed through to the issuer.
4. **BOARD OF ALDERMEN:** An elected Mayor and five-member Board of Aldermen, serving two-year, staggered terms of office, governs the City. The Board of Aldermen employs Theresa Prasil as the City Administrator of the City and Regina Edwards, as its City Attorney.
 5. **BOND ISSUES AND ELECTIONS:** The City anticipates holding a bond election in May 2021, if determined to be necessary.
 6. **CONFLICT OF INTEREST:** By submitting a proposal, each firm certifies that there exists no current or anticipated conflict of interest with the representation of the City as financial advisor.
 7. **INSURANCE:**
 - a. Provide information on the professional liability insurance (to cover errors and omissions, improper judgment, negligence, etc.) carried by your firm including amounts, deductibles, etc.
 - b. List any claims your firm is currently involved in or party to.
 - c. List any SEC, Financial Industry Regulatory Authority (FINRA), MSRB or other regulatory investigations or inquiries your firm is currently involved in or party to or enforcement or disciplinary actions taken within the past five years by any regulatory body.
 8. **TERMS OF AGREEMENT:** The City retains the right to negotiate all elements of the contract. The City also retains the right to terminate the contract for any reason and at any time upon written notice the payment of then earned fees and expenses. The financial advisor may resign at any time during the term of the contract with thirty (30) days' notice, except as provided for under Conflict of Interest.

9. CLARIFICATION AND DISCUSSION:

- a. The City is under no obligation to conduct discussions with any or all proposers. The City specifically reserves the right to award the contract with no discussions with proposers and based only on the written qualifications the City received by the deadline. The City further reserves the right to conduct discussions with selected proposers only.
- b. The City will notify proposers of the need for clarification of the information submitted and the City reserves the right to request additional information of one or more proposers as may be determined by the City.
- c. Representatives of firms interested in responding to this RFQ are prohibited from contacting and discussion of this RFQ with City including Board of Aldermen, administrators, or staff from the date of receipt of this notice through the date of Board of Aldermen action on an award of this contract, except when contacted by the City Finance Officer Theresa Prasil.
- d. Submittals shall include a cover letter and table of contents and each page of submission shall be numbered.

10. GENERAL TERMS AND CONDITIONS:

- a. Inquiries and requests for information affecting the RFQ must be in writing and shall be directed to Theresa Prasil, City Administrator / Secretary, via email to: administrator@cityofteaguetx.com. To provide the City sufficient time to adequately prepare responses to inquiries, all questions must be submitted at least ten (10) days (January 17, 2020) prior to the RFQ deadline date. Any prospective respondent detecting a conflict or ambiguity in the RFQ should notify the City Administrator / Secretary, in writing at administrator@cityofteaguetx.com, setting forth the grounds of the alleged conflict or ambiguity and request the issuance of a clarifying addendum by January 17, 2020. If the City believes that clarification is necessary or proper, a clarifying addendum will be distributed to all prospective vendors. The City will not be bound by any oral or other informal explanation of the requirements of the RFQ documents.
- b. Provide detailed explanations of any variances or exceptions the respondent has with any requirement or terms specified in this RFQ and thoroughly explain any alternate service offered.
- c. The City reserves the right to negotiate all elements, which comprise the Respondents offer to ensure the best possible consideration be afforded to all concerned and to reject any and all offers and to re-solicit for offers in such an event.
- d. The City is not responsible for any costs incurred by the firm for the preparation or distribution of the response to this RFQ, or any oral presentations required to supplement and/or clarify a proposal that may be required by the City.
- e. Respondents or other authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting qualification proposals. Failure to do so will be at the respondent's own risk.
- f. Respondents are advised that Texas Government Code section 2270.002 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

11. PROPRIETARY INFORMATION: Proprietary information, if any submitted to the City in response to this RFQ, should be identified as such. Any information identified as proprietary will be handled in accordance with the provisions of the Texas Public Information Act as it applies to such information. The City strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

12. GENERAL TERMS AND CONDITIONS:

By my signature below, I certify that this proposal meets or exceeds the requirements of this RFQ. A signed copy of this RFQ must be included in your proposal.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____