



REQUEST FOR PROPOSALS

THE CITY OF FOUNTAIN INN

RFP #2018-002

FINANCIAL ADVISOR

ISSUE DATE: MONDAY, FEBRUARY 26, 2018

CLOSING LOCATION:

**FOUNTAIN INN CITY HALL
ATTN: SHAWN M. BELL
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644
(864) 862-4421 ext. 4422**

**CLOSING DATE AND TIME: MONDAY, MARCH 19,
2018 AT 12:00 NOON**

SECTION I

OBJECTIVE AND DUE DATE

The City of Fountain Inn, South Carolina (the “City”) is requesting proposals from qualified independent firms with significant financial advisor experience coupled with an in-depth knowledge of the municipal markets and the investment banking firms that cover the Southeast. The City is planning to hire a financial advisor to provide services on future debt issues, refunding transactions and ongoing financial management. The closing date for the receipt of the Request for Proposals is Monday, March 19, 2018 at 12:00 noon.

SECTION II

SCOPE OF SERVICES

The selected firm shall be able to answer any questions or provide any advice on financial matters the City may need in the course of its operations.

Services shall include but not be limited to, the following:

- A. Work with the City to develop a long term capital plan which will help forecast future financial performance, evaluate the debt capacity of the City and assess the sensitivity of the City’s various planning assumptions.
- B. Advise the City regarding bond market conditions, timing of sales, etc.
- C. Provide ongoing review and analysis of the City’s debt portfolio and identification of refunding opportunities.
- D. Assist in management of all aspects of debt issuance transaction and coordinate efforts with other bond service providers (bond counsel, disclosure counsel, rating agencies, trustee, underwriter, if any, etc.).
- E. Facilitate the structure, sale and marketing of the City’s debt which will include providing assurance to the City that the interest rates received during sales are commensurate with other sales held at the same time by similar issuers and transactions.
- F. Assist the City in obtaining the best possible financing terms.
- G. Assistance with presentations and discussions with Council.

SECTION III

REQUEST FOR PROPOSALS SUBMITTAL

This Request for Proposals process is intended to offer interested financial advisory firms the opportunity to demonstrate their ability to perform the stated services. The City does not intend for the development of your response to be expensive or extravagant; however, the proposal should be developed for simplicity and ease of understanding.

The proposal should be submitted electronically via email in PDF format to Shawn Bell (shawn.bell@fountaininn.org) and Naomi Reed (naomi.reed@fountaininn.org).

SECTION IV

RESPONSE REQUIREMENTS

Each response should include:

1. Cover Letter
2. Background / Experience
 - a. Firm name, address, email, telephone
 - b. Years in business
 - c. Experience in serving as financial advisor to South Carolina municipalities
3. Identification of the individual(s) assigned to the City
 - a. Position in the firm
 - b. Experience with South Carolina municipalities
4. Five (5) South Carolina client references with contact information (include only municipalities with whom you have worked as financial advisor in the last 18 months)
5. Summarize your understanding of the City's financing needs, objectives and a brief overview of your recommended plan of finance to best meet the needs of the City.
6. Summarize your firm's experience working with long term capital plans and budget models.
7. Typical fee structure. Note the City will negotiate final fees with the selected firm.

SECTION V

REVIEW PROCESS AND EVALUATION CRITERIA

The City will select a firm deemed most qualified and responsive to this Request for Proposals. As part of the review process, the City may select finalists and request in person interviews and/or presentations. After completion of the review process, the City will notify the selected firm and begin contract negotiations.

Any communications during the review process must be coordinated through the City’s Administrator. The City reserves the right to request clarification of any information submitted and to request additional information from respondents. If such information is requested, the respondent shall be permitted three (3) business days to submit the information.

Each proposal will be scored in the following categories:

| Evaluation Criteria | | Points |
|--|--|---------------|
| Approach to Scope of Services | <p>The Proposer’s overall methodology to successfully provide the services will be assessed for its feasibility, responsiveness to the Scope of Services, effectiveness and thoroughness. Proposals will be evaluated on, but not limited to:</p> <ul style="list-style-type: none"> a).Knowledge of industry, regulations, legislative updates and best practices. b).Processes and/or measures for analysis, development and selection of rate structures and rate levels. c).Reporting capabilities and ability to present data to the City’s Finance department in a clear and concise manner (layman’s terms). | ____ / 30 |
| Company Qualifications and Experience of Firm and Consultants/Account Representatives | <p>The Capabilities of each Proposer will be addressed on:</p> <ul style="list-style-type: none"> a).Firm’s qualifications and experience in providing the specified services for similar operations and/or entities. b).Experience with and knowledge of the law relating to the development and adoption of municipal utility rates in the state of South Carolina. c).Staff qualifications and experience in providing specified services. d). Availability of designated staff, consultants/account representative(s) and other team members assigned to work with the City. | ____ / 30 |

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| Cost Proposal | This portion of the proposal will be evaluated based on reasonableness of the proposed costs. Cost proposals will be evaluated on costs the City or other comparable agencies have paid for similar services, and in accordance with what is considered to be the industry's standard and customary costs for the services. | ____ / 20 |
| Sample Financial Planning Forecast Model, Presentations, and Studies | This portion of the proposal will be evaluated on its comprehensiveness of the firm's financial planning forecast model and at least two (2) sample studies and presentations related to the requested Scope of Services in this RFP. | ____ / 20 |
| TOTAL POINTS: | | ____ / 100 |

SECTION VI

QUESTIONS

Questions must be submitted in writing. Questions can be submitted electronically to Shawn Bell at shawn.bell@fountaininn.org. All questions must be submitted on or before Monday, March 12, 2018 at 5:00pm. Responses to questions will be posted on our city's website at <https://www.fountaininn.org/>.

SECTION VII

ADDITIONAL ITEMS

Each firm that submits a Request for Proposals should disclose all relevant material facts regarding significant financial or influential interest with the City employees and Council members. In addition, all contracts and/or transactions involving your firm that might reasonably be construed to be adverse to the City's interests must also be disclosed.

This request for qualifications does not bind the City to award a contract to any firm and the City reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the City.

Thank you in advance for your response.

SECTION VIII

NON-DISCRIMINATION STATEMENT

The Vendor certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Fountain Inn or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of the Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract; entitling the City of Fountain Inn to declare the contract in default. Therefore, will exercise any and all applicable rights and remedies including but not limited to: cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation/payment due on a contract.

Signature

Title

SECTION IX

FINANCIAL ADVISOR PROPOSALS

I have read and understood the requirements set forth in this **RFP #2018.002** and agree to therewith.

SUBMITTED BY: _____

VENDOR: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code