

**REQUEST FOR QUALIFICATIONS No. 2021-0820-001**

**FINANCIAL ADVISOR**

**Date of Issue: August 20, 2021**

**PROPOSAL DUE NO LATER THAN 4:00 P.M. (CST) on September 10, 2021.**

**GENERAL INFORMATION**

The City of Prairie View, Texas requests the submission of qualification statements, which will lead to the possible award of a contract, or contracts, to provide Financial Advisory services for various projects involving the use of bond funds, loan funds or grant funds.

**SCOPE OF SERVICES**

The Services to be obtained for the Financial Advisor require:

 ● Direction and coordination of all programs of financing

● Preparation and coordination of filing an application with the TWDB for loan or grant assistance, as necessary

● Advise the City of current bond market conditions

● Recommend method of sale of debt instruments

● Advise publications of forthcoming sales

● Arrange for reports of independent consultants

● Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agencies

● Coordinate, prepare and submit required information to recognized bond insurance companies for insurance qualification, including TWDB loan or grant, as necessary

● Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures

● Maintain liaison with Bond Counsel in preparation of all legal documents

● Counsel in selection of paying agent / registrar

● Print all debt instruments

● Deliver schedule of annual debt requirements on debt instruments

● Attend meetings as required

● Advise of changes in Federal and State laws and regulations

● Advise on investment of funds, as requested

● Advise and assist in exercising any call and / or refunding

● Advise and assist in the development of long-range financial planning

● Provide all financing planning services, as requested

● Make recommendation on matters of credit enhancement

**Guidelines for Content of Qualification Statements**

DO NOT INCLUDE COST INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the City.

The proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to political subdivisions in Texas and other information relevant to the provision of Financial Advisory Services.

1. General information about the firm:

A. Name, address, and telephone number of the firm.

B. History of the firm.

C. List names and titles of officers of the firm who will be directly responsible for Financial Advisory services.

D. Information pertaining to the firm’s compliance with licensing and other

requirements, including appropriate licenses to perform services in the State of Texas.

2. References - List of three (3) references to those listed in #1 above.

3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).

4. List the experience of the individuals assigned to the account with the TWDB’s loan programs and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and telephone numbers of contact persons.

5. Additional services - describe any other service or experience of the firm, which you deem beneficial in acting as Financial Advisor to the City of Prairie View.

6. Attach a copy of Financial Advisory services contract proposed by your firm, without fee information.

**RECEIPT OF PROPOSALS AND SCHEDULE**

If your firm is interested in being considered as Financial Advisor for the City of Prairie View, **proposals must be received no later 4:00 P.M. (CST) on September 10, 2021,** at City Hall, 44500 US-290 BUS, Prairie View, Texas 77484. Three (3) hard copies and one (1) electronic copy or thumb drive of the proposal must be submitted by the deadline for consideration.

The City of Prairie View will notify firms who register with the City of Prairie View of any significant changes to the proposed schedule:

Advertise Request for Qualifications (RFQ) August 20, 2021

Deadline for Submittal of Questions September 1, 2021

Deadline for Submittal of Answers September 6, 2021

Deadline for submittal of response to RFQ September 10, 2021

City of Prairie View notifies selected firm on or about September 22, 2021

**PROPOSAL REQUIREMENTS**

The response to this RFQ should be as concise as possible while adhering to the format and information requirements described below. Please limit your response to a maximum of twelve (12) single sided letter-sized pages with minimum font size 10, not including cover pages, resumes, and required forms. The response to this RFQ will consist of the following sections:

Section 1 – General Information and Statement of Interest

Section 2 – Short biography and resume of individual(s)/firm team members

Section 3 – Description of Relevant Experience

Section 4 – References

Section 5 – Potential Legal Conflicts

Section 6 - List of any litigation where you are a plaintiff against a defendant City

Section 7 - Current City Clients

Section 8 – HB 1295 Disclosure Form (<https://www.ethics.state.tx.us/tec/1295-Info.htm>; complete the form online, print, sign, notarize and include with proposal)

**SELECTION CRITERIA**

The proposals will be evaluated based on the following criteria to determine which firm has the best qualifications:

• Quality of the Response (20%) - The degree to which the Respondent has responded to the purpose and scope of specifications, e.g., services to be provided – flexibility of Respondent to meet the needs of the City of Prairie View, conformance in all material respects to this RFQ, etc.

• Capability (40%) - Respondent has the capability in all respects to perform fully the contract requirements that will assure good faith performance as required by these specifications. Also includes Respondent’s capability and skill to provide the products or perform the services stated in these specifications.

• Experience (40%) - Respondent’s experience in providing the services as requested in these specifications.

**AGREEMENT TERM**

The terms of the awarded Agreement shall be in substantially the same form as provided for in Exhibit A

The City of Prairie View, Texas reserves the right to reject all proposals.

The City of Prairie View, Texas is an Affirmative Action/Equal Opportunity in Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.

**Acknowledgement**

(Include with Proposal)

You are representing to the City of Prairie View, Texas that you are authorized to submit this proposal by signing below.

Firm Name:

Address:

Phone:

Fax:

Printed Name:

Email:

Signature of Authorized Representative: \_\_\_\_\_\_

Title:

Date: