

REQUEST FOR PROPOSALS
FINANCIAL ADVISOR SERVICES
CITY OF BANDERA

The City of Bandera (the City) is soliciting proposals from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by the Texas Water Development Board Clean Water State Revolving Fund including loan, loan forgiveness and multiple issuances.

Any contract or contracts awarded under this Request for Proposals (RFP) are expected to be funded by grants/loans from the Texas Water Development Board. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFP, or any resulting contract. This RFP is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 CFR Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

This procurement is subject to the Environmental Protection Agency's (EPA) "fair share policy," which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBEs. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are 8% (Eight percent) for all service categories.

Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond. *The City of Bandera is an Affirmative Action/Equal Opportunity Employer and strives to attain the goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.*

The RFP is available from the City of Bandera upon request or by picking up a copy at the address below during regular business hours. Three (3) copies of the RFP Package should be submitted by 3:00 PM. (Local Time), December 22, 2023, in a sealed envelope to the following address and clearly labeled accordingly:

FINANCIAL ADVISOR SERVICES
Susan Hutcherson, Specialist
City of Bandera
511 Main Street / PO Box 896
Bandera, Texas 78003

The City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs or activities. Small Minority and Women's Business Enterprises are encouraged to submit proposals. The City is an Equal Opportunity Employer. For additional information or to receive the RFP, please contact Susan Hutcherson, City Specialist at (830) 522-3168.

CITY OF BANDERA
FINANCIAL ADVISOR
REQUEST FOR PROPOSALS
AND
STATEMENT OF QUALIFICATIONS

To provide advice and professional recommendations to the City of Bandera, Texas (the “City”) for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).

A. INTENT OF PROPOSAL

The City is soliciting Request for Proposals (“RFP”) and Statement of Qualifications from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by TWDB. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City.

The city seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

B. SCOPE OF SERVICES

The services to be provided by the Financial Advisor shall include, but are not limited to, the following:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan or grant assistance
- 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 for a TWDB loan
- 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 requested
- 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 financing plan
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement

C. STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services. The following information shall be included in your proposal:

1. General Information about the firm.
 - A. Name, address and phone number of the firm.
 - B. History of the firm.
 - C. List names and titles of the firm who are directly responsible for financial advisory services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. References – List of three (3) references of cities for which similar services have been provided.
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 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 phone number of contact persons.
5. Additional services – Describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract proposed by your firm without fee information.

D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as Bond Counsel for the City, proposals must be received no later than 3:00 p.m. (local time) December 22, 2023, at the office of the City. Three (3) physical copies and one (1) digital copy of the proposal must be sealed and clearly marked on the face of the shipping material "FINANCIAL ADVISOR RFP".

FINANCIAL ADVISOR SERVICES
Susan Hutcherson, Specialist
City of Bandera
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Bandera, Texas 78003

F. SELECTION CRITERIA

The City shall use the following selection criteria and point system to evaluate and score each proposal.

<u>Criteria</u>	<u>Points</u>
Experience	40
Capacity to perform	40
Familiarity with the City and TWDB	10
Affirmative Action	10

G. ADDITIONAL INFORMATION

1. This contract is contingent upon the release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Proposals (RFP) are expected to be funded in part by funding from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFP, or any resulting contract.
3. This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA approved "fair share goals" for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE), firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBE's. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas is 8% (eight percent) for all service categories.
4. Equal Opportunity in Employment -- All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR, Part 60. Small, minority and women-owned firms are encouraged to submit proposals.