



CITY OF ALPINE

REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS

**FINANCIAL ADVISOR
RPF 2024-04-04**

**CLOSING DATE & TIME:
MAY 10, 2024 AT 5:00 PM Central Standard Time**

Deliver or Mail to:

**City of Alpine
CITY SECRETARY
100 NORTH 13TH STREET
ALPINE, TEXAS 79830**

(Note: Without exemption- Proposal must be time and date stamped by the City Secretary's Office. Timely physical delivery is at the risk of the respondent.)

**FINANCIAL ADVISOR
REQUEST FOR PROPOSALS
AND
STATEMENT OF QUALIFICATIONS**

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

A. GENERAL INFORMATION

The City of Alpine is a home rule City located in Brewster County and has a population of approximately 6,000 residents. The City Operates under a Council-Manager form of government with a Mayor, five (5) Council Members, and a City Manager. The Council Members are elected from single member wards, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager’s duty to execute an implement policy as established by the City Council.

B. 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.

C. 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

D. 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 the licensing and other requirements of the Securities and Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rulemaking Board.
2. References
 - a. 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 representative 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 numbers of contact persons.

5. Additional services – describe any other services 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.

E. 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
	Total 100

Proposals will be opened publicly on May 13, 2024, at 9:00 am in the City Council Chambers at 803 West Holland, Alpine, Texas.

F. ADDITIONAL INFORMATION

1. This contract is contingent upon 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 Proposal (RFP) are expected to be funded in part by a loan 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. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).
4. This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) firms. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE

Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.

5. The City of is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.
6. Contract Terms and Negotiation Schedule - The consultant for *Bond Counsel, Financial Advisor, Engineering and Rate Consultant* services is expected to negotiate an agreement for services that is acceptable to the City. If an acceptable contract cannot be negotiated, the City may formally end negotiations and begin negotiating with the next highest qualified person or firm.
7. The City reserves the right to negotiate with any and all engineers or firms that submit proposals, as per the Texas Professional Services Act. Qualified SBE, MBE and WBE firms are encouraged to submit proposals in response to this invitation. The City affords Affirmative Action to qualified small, minority and women-owned businesses. Please note that the successful respondent is required to make a “good faith effort” toward affording opportunity for qualified SBE, MBE, and WBE participation and submit, if required, supporting documentation to the TWDB.
8. The Request for Proposal (RFP) is also available for review on the City of Alpine website at www.cityofalpine.com/opportunity/bids.
9. Questions and inquiries about this RFP shall be directed to Megan Antrim, City Manager, at (432) 837-3301 or city.manager@ci.alpine.tx.us. Questions should be submitted in writing.

G. RECEIPT OF PROPOSALS

If your firm is interested in being considered as Financial Advisor for the City, proposals must be received no later than **5:00 PM** (local time) on **Friday, May 10, 2024**, at the office of the City. **One (1) copy of the proposal must be sealed and clearly marked on the face of the shipping material “2024-04-04 - TWDB FINANCIAL ADVISOR RFP”.**

DELIVER OR MAIL TO:

**City of Alpine
Attention: City Secretary
100 N. 13th Street
Alpine, Texas 79830**