

**FINANCIAL ADVISOR  
REQUEST FOR QUALIFICATIONS**

To provide advice and professional recommendations to the City of Bertram for any capital financing or refinancing as may be necessary, including, but not limited to the Texas Water Development Board's (TWDB) Drinking Water State Revolving Fund (DWSRF) program, TWDB's Water Development Fund (DFund), and/or from the United States Department of Agriculture (USD A).

**A. INTENT OF PROPOSAL**

The City of Bertram is soliciting Request for Qualifications (RFQ) 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 any financing or capital projects or refinancing of current debt. 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 of Bertram.

**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
- 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 agency
- Coordinate, prepare and submit required information to recognize bond insurance companies for insurance qualifications.
- Assist staff at advertised sale with receipt, tabulation, and comparison of bids and advise as to best bid
- 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
- Consult with the parties to the transaction prior to the issuance of any debt.
- Secure TWDB and Texas Attorney General's approval of any debt and the registration of any debt by the Comptroller of Public Accounts of the State of Texas
- Prepare or review continuing disclosure annual report required by Rule (15c2-12 of the United States Securities and Exchange Commission (SEC)
- Provide advice on continuing disclosure requirements in relation to any debt
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement
- Monitor and advise on refunding opportunities, debt defeasance and other financial products that would help lower the cost of borrowing money

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. A brief transmittal letter summarizing the proposal's key points. It must be signed by an authorized representative who is responsible for committing the firm's resources.
2. General information about the firm.
  - A. Name, address and telephone number of the firm.
  - B. History of the firm
  - C. Structure of the firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
  - D. List name and titles of officers of the firm who will be directly responsible for financial advisory services.
  - E. 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.
  - F. Completed TWDB-0217 form to be submitted in the response package.
3. References.

List of three (3) references for which similar services have been provided.
4. 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).
5. List the experience of the individuals assigned to the account with the Texas Water Development Board's (TWDB) Drinking Water State Revolving Fund (DWSRF) program, TWDB's Water Development Fund (DFund), and/or from the United States Department of Agriculture (USD A) and placement of debt instruments with these agencies. 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.
6. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
7. Please disclose any conflicts of interest that your firm might experience in serving the City as Financial Advisor.
8. Attach a copy of financial advisory services contract proposed by your firm with fee information.

D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as Financial Advisor for the City of Bertram, proposals must be received no later than 3:00 p.m. on April 7, 2023, at 110 E. Vaughan Street, Bertram, Texas 78605. Three (3) copies of the proposal must be sealed and clearly marked on the face of the shipping material "FINANCIAL ADVISOR" RFQ. No electronic submission will be accepted.

E. ADDITIONAL INFORMATION

1. Any loan award is contingent upon release of funds from the Texas Water Development Board (TWDB) (or other funding agencies).
2. Any contract or contracts awarded under the Request for Qualifications (RFQ) are expected to be funded by a loan from the Texas Water Development Board. Neither the State of Texas nor any of its dependents, agencies, or employees are or will be a party to this RFQ 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) and 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 Minority Business Enterprise and Women-Owned Business Enterprise firms. 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.

<b>Category</b>	<b>MBE</b>	<b>WBE</b>
Construction	<b>19.44%</b>	<b>9.17%</b>
Equipment	<b>16.28%</b>	<b>11.45%</b>
Services	<b>20.41%</b>	<b>13.66%</b>
Supplies	<b>25.34%</b>	<b>8.82%</b>

TWDB document TWDB-0210 *Guidance for U.S. Environmental Protection Agency Disadvantaged Business Enterprise Program* dated August 14, 2018, describes requirements of this program.

Respondents may contact the TWDB for assistance at 512-463-4841 Program & Policy development, for clarification with issues specifically related to the completion of the required TWDB forms.

4. Equal Opportunity Employment - All qualified Applicants will receive consideration for employment without the 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. The City is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.

**RANKING CRITERIA**

The following criteria will be used as a basis for the selection of the Financial Advisor:

**EXPERIENCE OF PERSONNEL** 50 POINTS

To assess the background and experience of the personnel in working with Texas Public Finance Entities.

**TEAM MEMBERS** 30 POINTS

To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.

**FAMILIARITY WITH THE CITY AND TWDB** 20 POINTS

To ensure the project moves as expeditiously as possible.

**TOTAL POINTS** **100**