Request for Proposals
For
Financial Advisory Services for Madison County, Virginia

RFP# 190801

Issue Date: August 1, 2019

Madison County
302 Thrift Road/P.O. Box 705
Madison, VA 22727

REQUEST FOR FINANCIAL ADVISORY SERVICES PROPOSALS

The County of Madison, Virginia is currently accepting proposals from qualified firms for Financial Advisory Services.

A full copy of the request for proposals package is available at www.madisonco.virginia.gov. Proposals are due on September 3, 2019 at 2:00 PM. Disadvantaged Business Enterprises (Small/MBE/WBE firms) are encouraged to submit proposals.

COUNTY OF MADISON, VIRGINIA RFP #190801

Financial Advisory Services

GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Jack Hobbs at jhobbs@madisonco.virginia.gov at least seven days before the deadline. Answers will be posted in addendum form on the Madison County web site at least 48 hours prior to the deadline. It is the offeror's responsibility to obtain addenda.

Seven bound, single document are to be delivered by the deadline to the location indicated below along with one pdf/word edition on a memory stick. Proposals are to include a completed cover sheet form.

Proposals will be received until the time listed on the cover sheet. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Postmarks will not be considered.

Proposals should be mailed or hand delivered to: **Madison County; 302 Thrift Road/P.O. Box 705; Madison VA 22727.** The Due Date and Hour, and RFP number should be noted on the lower left corner of the return envelope or package.

In compliance with this Request For Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Business Name (print)		Federal Taxpayer Number (ID#)	SCC ID Number
Business Common (trade) Name and Address for PM Location		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Proposed Project Manager Name		Title	PELSCIDLA Registration Number
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Contents

Section 1. Introduction 3
Section 2. Scope of Services 3
Section 3. Proposal Requirements 4
Section 4. Instruction for the Submission of Proposals 5
Section 5. Evaluation of Proposals 6
Section 5. County Financial Information 8

Section 1. Introduction

Madison County, Virginia (County) intends to enter into a three-year contract, with the County's option to renew for two additional one-year terms, with a qualified firm or individual with expertise in professional financial advisory services to serve as the County's financial advisor on a variety of financial matters as described in this Request For Proposals (RFP). With this RFP, the County invites such firms or individuals to submit to the County written proposals for these financial advisory services.

Section 2. Scope of Services

The scope of service under this contract may include, but is not limited to, the following tasks:

1. Provide advice and counsel concerning developments in financial regulation and trends in general and municipal finance in particular to enable the County and its related organizations to remain in the best possible financial posture.
2. Provide analytical framework to assist the County in determining optimal financing vehicles such as short-term versus long-term financing, internal versus external financing, variable versus fixed rate, capital leasing, etc.
3. Assist in the development of financial forecasts involving operations, use of the fund balance for one-time spending and capital projects, borrowed monies, impact on tax rates, impact on ratios and key financial benchmarks.
4. Provide analyses to evaluate performance and monitor status of financing vehicles, and identify opportunities for debt re-structuring, refinancing, refunding, etc.
5. Assist the County in preparing information and fulfilling filing requirements as required by current and future bond covenants on an as needed basis.
6. Review capital projects contemplated by the County and work with the County Administrator and other County officials in developing options, plans and strategies for financing planned capital improvements, taking into consideration costs and effects that various alternatives will have on the County's financial standing.
7. Develop necessary time schedules to assure that all work is initiated and completed in a timely manner, including all work associated with the issuance of bonds, notes, and other debt obligations.

8. Advise County officials on the bond sales climate and make recommendations with respect to whether sales of bonds should be competitive or negotiated. In the event the County decides to proceed with a bond issue, the Financial Advisor shall:
    a. Work with the County and Bond counsel in structuring the bond issue;
    b. Review documents and other agreements affecting the financing;
    c. Oversee bond sale process ensuring the County secures the most favorable costs; and
    d. The County reserves the right to select Bond Counsel, Trustee, underwriters and investment options, with assistance from the Financial Advisor.
9. Evaluate and advise on the viability of all traditional means of financing available to Madison County.
10. Recommend timing, manner of the sale and details of bond issues, call features, flow of funds, security provisions, maturity schedules, good faith deposit checks, investment of the bond proceeds resulting from the sale, etc.
11. Assist in the preparation and development of all bond documents. This includes assisting the County in the preparation of requests for proposals, disclosure documents, sale documents, security documents, and other relevant marketing or bond documents; make recommendations concerning form and content to enhance marketability and comply with disclosure guidelines. This task also includes the preparation, review and printing of any offering materials, including a preliminary of final Official Statement.
12. For competitive bid bond issues, recommend bidding parameters, verify bids, and determine whether or not the bids that the County receives meets bid specifications.
13. Assist the County in the evaluation and selection of bond underwriting firms.
14. Assist the County in identifying those finance related federal, state, and tax issues that the County should monitor.
15. Routinely review the County's debt portfolio for potential refunding opportunities and advise County staff as they arise.
16. Assist and advise in the development of debt service coverage ratios, reserve funds or other structural components as requested.
17. The Financial Advisor shall perform other duties as specifically requested or as necessary during the term of the contract.
18. Assist in the review and periodic updating of County financial policies.

The County reserves the right to terminate any resulting contract at will.

Section 3. Proposal Requirements

The following items are to be addressed in a written proposal:

1. The proposal shall include all information necessary for the County to evaluate the suitability of the proposing firm to provide the financial advisory services described herein.

2. The proposal must include the following organizational information:

    - Name of company (or other business entity) submitting proposal
    - Type of business entity (i.e. corporation or partnership)
    - Place of incorporation
    - Name, location and telephone number of the financial advisor's representative to contact regarding all matters pertaining to the proposal
    - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform

3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's or proposer's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.

4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the County.

5. Proposers submitting a response to this proposal who are also engaged in the business of buying, selling, and underwriting municipal bonds shall provide the following information:
    - Number and par amount of new and refunding issues underwritten as either sole or lead manager for the past three years

6. The proposer must provide a complete list of their most recent financial advisory relationships (since January 1, 2017) within the Commonwealth of Virginia. The list must include names, addresses, and telephone numbers of the contact persons as well as a brief description of work performed including the dollar amount of bond issues or other financings.

7. Proposer shall provide a brief description of their financial advisory efforts in states other than Virginia.

Section 4. Instruction for the Submission of Proposals

1. Expense for Preparing Proposals

The County is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

2. County's Right to Reject Proposals

The County of Madison has the sole right to reject any or all of the proposals it receives in response to this RFP.

3. Submitting Proposals

Proposals are to be submitted according to the information on the proposal cover form.

Section 5. Evaluation of Proposals

1. *Period allowed for County acceptance of proposal.* Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90-day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

2. *Interview*: Prior to making an award pursuant to this solicitation, the County reserves the right to require Offeror to interview with a County review committee to determine whether Offeror is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Offeror is fully qualified, that Offeror's services will be provided in a completely satisfactory manner, and that Offeror is competent to meet or exceed the performance specifications. Failure by an Offeror to comply promptly with a request for interview may result in its proposal being rejected.

3. *Award:* The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County will select for negotiation two or more Offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. Negotiations may include modifications of the proposal price and of the specifications to be included. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected Offeror. The times, places, and manner of negotiating shall be agreed to by the County and the selected Offeror. Failure by an Offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each Offeror so selected, the County will select the Offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

   The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the specifications prior to making an award.

4. *Announcement of Award:* Following the announcement of the decision to award a contract as a result of this solicitation, the County will publicly post such notice on the County website.

5. *Oral Presentation:* Offerors who submit a proposal in response to the solicitation may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the Offeror to clarify and elaborate on the proposal. This is a fact

finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.

6. *Evaluation Criteria:* Proposals shall be evaluated by a County selection committee using the following criteria:

	Criteria	Point Value
1.	Experience with general municipal financial planning	25
2.	Experience with municipal bond sales	25
2.	Proposed method and plan to provide services	25
3.	Cost of services	15
4.	Completeness and quality of proposal	10
	Total	100

7. *Applicable laws and courts:* This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Madison County, Virginia. Offeror shall comply with all applicable federal, state and local laws, rules and regulations.

8. *Ethics in public contracting:* By submitting their proposal, Offeror certifies that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

9. *Debarment status:* By participating in this procurement, Offeror certifies that it is not currently debarred by the Commonwealth of Virginia or County of Madison, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that they are not debarred from filling any order or accepting any resulting order, or that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Madison, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

10. *Investigation of qualifications of contractor:* Offeror agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Offeror to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. Further, the County

reserves the right to reject any bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to fulfill the obligations of the contract.

11. *Additional users/cooperative procurement:* This procurement is being conducted under the provisions of Section 2.2-4304 of the Code of Virginia. As stated, a public body may purchase from another public body's contract even if it did not participate in the Request for Proposal, if the Request for Proposal specified that the procurement was being conducted on behalf of other public bodies. Except for contracts for architectural and engineering services and most construction contracts, if agreed to by the selected Contractor, other public bodies may utilize the contract awarded pursuant to this Solicitation, if any. The selected Contractor shall deal directly with any public body it authorizes to use the contract. The County, its official and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transaction between the selected Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages, or injury resulting to any other party from use of a contract awarded pursuant to this Solicitation, if any. Madison County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the selected Contractor may conduct such notification.

Section 6. County Financial Information

A review of Madison County's situation will reveal:

- A healthy fund balance, although a significant portion of those monies are programmed for a series of minor capital projects and other one-time expenses.
- A capital improvement program that needs to be updated.
- A tax base that is not growing
- A real estate tax increase for FY20 and a public safety radio project ($3.5MM) and a primary school renovation project ($12MM) that are expected to require a tax increase.

Following are links to various County documents:

- Financial Policies:
  https://www.madisonco.virginia.gov/sites/default/files/fileattachments/county_administration/page/581/financial_policies_approved_180327.pdf

- FY20 Budget:
  https://www.madisonco.virginia.gov/finance/page/fy2020-annual-budget

- Audit Reports
  https://www.madisonco.virginia.gov/finance/page/final-audits

- CIP
  https://www.dropbox.com/s/jot0lp5r3fpnfoh/FY20%20Budget%20-%205-year%20Capital%20Improvement%20Plan%20Summary%20Sheet%20190427.pdf?dl=0