



## **CITY OF UHLAND**

15 North Old Spanish Trail  
Umland, TX 78640  
512-398-7399  
[city@uhlandtx.us](mailto:city@uhlandtx.us)

### **Request for Qualifications for Financial Advisor**

FINANCIAL ADVISOR  
REQUEST FOR  
QUALIFICATIONSS AND  
STATEMENT OF QUALIFICATIONS

A. INTENT OF PROPOSAL

The City of Uhland is soliciting, via a Request for Qualifications ("RFQ") and Statement of Qualifications from interested qualified professionals performing financial advisory services interested in providing such services to the City of Uhland in connection with public improvement districts (PIDs) and the issuance of PID bonds.

Firms with relevant municipal financial advisory experience and qualifications are encouraged to submit their statement of interest and qualifications. Preparation of submittals will be at the expense of the financial advisory firm.

The following instructions should be followed:

1. Please respond specifically to all information requested in this Request for Statement of Interest and Qualifications or indicate on the attached acknowledgement form why no response is given.
2. Please limit response to relevant material; additional information must be submitted in the form of an attachment or appendix.
3. Identify the question being answered in the introduction to each response.

The City of Uhland will accept sealed Request for Statement of Interest and Qualifications for a Financial Advisor **until February 18, 2021 at 5:00 pm.** at Uhland City Hall, 15 North Old Spanish Trail, Uhland, TX 78640. **Qualification statements received after this time will not be considered.**

Please mark on the **outside of the envelope and on any carrier's envelope**: "City of Uhland Request for Qualifications for Financial Advisor 2021", and send to the attention of Karen Gallaher, City Administrator, 15 North Old Spanish Trail, Uhland, Texas 78640. For additional information please contact Ms. Karen Gallaher during regular business hours at 512-398-7399.

The City of Uhland will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed qualification statement to the City of Uhland by the given deadline above. Electronic transmission or facsimile of Qualification Statements will not be acceptable.

The City of Uhland reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the City of Uhland.

**The City of Uhland is subject to the Texas Open Records Act. However, certain types of information may be exempt from disclosure under the Act. Firms submitting information which they deem confidential or proprietary must clearly mark and identify such information page by page. The City of Uhland will, to the extent allowed by applicable law, protect such information from disclosure. The final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.**

## B. 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. 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. Include in this discussion a list of at least three small municipal clients (under 5,000 population) to include name, and phone number which the firm and the representative assigned to the City of Umland have served in the capacity of financial advisor during the past five years.
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. Discuss the firm's approach in assisting small sized municipal clients (under 5,000 population) in providing services. Identify techniques used to lower financing and/or issuance costs.
7. Identify the specific individuals who will be assigned to the City of Umland, and provide brief resumes for each highlighting their experience with municipal and or other tax-exempt issuers in Texas. Indicate each individual's role relative to the City of Umland account. Also, indicate each individual's availability and the minimum notice required by the firm to guarantee availability.
8. Provide fee schedules as described in Section E, Fees. List any estimated out-of-pocket expenses to be paid by the City of Umland. Explain how your firm controls out-of-pocket expenses.
9. Identify and discuss any potential conflicts of interest, including those dealing with other jurisdictions in the Hays County/Umland regional area.



10. Disclose if your firm currently is or, in the past three years, has been the subject of an SEC, NASD, MSRB, federal, state, or local government inquiry and/or investigation? If so, describe the nature and disposition of any and all such inquiries or investigations. Have any of these entities invoked sanctions against your firm or your staff?
11. Provide evidence of professional liability (E&O) policy with a minimum limit of \$1,000,000.
12. Attach a copy of financial advisory services contract proposed by your firm without fee information.

### C. QUALIFICATIONS

A potential Financial Advisor should meet the following qualifications:

1. A minimum of ten (10) years of prior experience in the business of providing financial advisory services to issuers of tax-exempt debt in Texas.
2. Experience with public improvement districts and PID bonds.
3. Experience with various debt instruments including bonds, notes, commercial paper, variable rate issues, leases, and other alternate financing instruments.
4. Experience with obtaining credit supports and bond insurance.
5. Experience with rating agencies and hands-on experience with the credit rating process. Knowledge and experience with ratings criteria used not only by the major credit rating agencies, but also the typical large institutional purchasers of tax-exempt debt.
6. Experience with refinancing and other negotiated underwritings, including refinancing of State loans, restructuring of existing debt, underwriter selection, timing of issues, and pricing.
7. Adequate and experienced staff to assess and complete arbitrage rebate analysis in conformance with regulatory requirements including but not limited to performing the analysis, advising the City of Umland, issuing formal reports and schedules, and completing all required forms for submission to the U.S. Department of Justice (Internal Revenue Service).
8. Adequate qualified and experienced staff with previous municipal finance experience. Key staff members must be willing and available to respond to questions from the City of Umland's staff on a continuing basis.
9. Adequate technical support to meet the needs of the City of Umland.

### D. CRITERIA FOR SELECTION

This procurement will comply with all applicable City of Umland policies and procedures. Any exceptions shall be submitted in writing and be attached hereto. The successful firm will be selected by the City of Umland using the evaluation factors outlined below. The City of Umland reserves the right to require oral presentations by any or all firms. In the event of oral presentations, a second matrix shall be used based on the Evaluation Criteria used below with the exception of item (e). These factors shall be applied to all eligible, responsive firms in comparing RFQ's and selecting the financial advisor. Award may be made without oral presentation and or discussion with financial advisory firms after RFQ responses are received by the City of Umland.

Therefore, RFQ responses should be submitted on the most favorable terms.

All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify an RFQ shall be the sole responsibility of and shall be borne by the responding firm.

The City of Uhland will use the following evaluation criteria in selecting the best qualified firm.

- a. Demonstrated understanding of the City of Uhland's needs as stated in the Request for Qualifications.
- b. Prior demonstrated applicable experience.
- c. Qualifications and time commitments of staff to deliver all required services stated in the RFQ.
- d. Fee Schedule (as noted in Section E)
- e. Municipal client references.

#### E. FEES

The successful firm will be asked to provide:

- Fee schedules for short and long-term debt issuance on a transactional basis, expressed as a rate per \$1,000 debt issued.
- Services not directly associated with the issuance of debt to be shown on an hourly or retainer basis.
- A fee schedule for arbitrage rebate calculation services.

F. CONFLICT OF INTEREST QUESTIONNAIRE.

Please complete and submit the Conflict of Interest Questionnaire with the response to this RFQ.

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b>	<b>OFFICE USE ONLY</b>	
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received	
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.		
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.		
<b>1. Name of person who has a business relationship with local governmental entity.</b>		
<b>2. Check this box if you are filing an update to a previously filed questionnaire.</b>		
(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7 <sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
<b>3. Name of local government officer with whom filer has employment or business relationship.</b>		
_____		
Name of Officer		
This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
<b>A.</b> Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? Yes                      No		
<b>B.</b> Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? Yes                      No		
<b>C.</b> Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes                      No		
<b>D.</b> Describe each employment or business relationship with the local government officer named in this section.		
<b>4.</b>		
_____	_____	
Signature of person doing business with the governmental entity	Date	