



Seven County Infrastructure Coalition
5995 S. Redwood Road
Salt Lake City, UT 84123

**Request for Proposals (“RFP”)
For
Municipal Advisor Services**

**Proposal Due Date: January 4, 2018
Time: 2:00 PM MST**

TABLE OF CONTENTS

	<u>Page</u>
Table of Contents.....	1
Section 1 – Purpose of Request.....	2
Section 2 – Background.....	3
Section 3 – Scope of Services.....	3
Section 4 – RFP Instructions.....	4
Section 5 – RFP Format Requirements.....	5
Section 6 – Schedule of Events	6
Section 7 – Terms and Conditions	7
Section 8 – Selection Process.....	8
Section 9 – Fee Negotiation.....	8
Section 10 – Disclosure and Disposition.....	9

**REQUEST FOR PROPOSALS (“RFP”)
Municipal/Financial Advisor Services
Seven County Infrastructure Coalition**

1. Purpose of Request

The Seven County Infrastructure Coalition (the “Coalition”), is requesting proposals for the provision of Municipal/Financial Advisory services to the Coalition on an ongoing basis in areas of public finance on a project-specific basis. For the purposes of this RFP, Municipal or Financial Advisor shall mean Municipal Advisor as defined by federal laws, regulations, agencies, and commissions (including the Securities and Exchange Commission (“SEC”)), and self-regulatory organizations such as the Municipal Securities Rulemaking Board (“MSRB”) and the Financial Industry Regulatory Authority (“FINRA”).

The primary role of the Municipal Advisor under this contract is to provide advice on all aspects of any proposed capital financing; Developing innovative solutions to the Coalition’s funding requirements in order to achieve the most advantageous financing terms; Reviewing and making appropriate recommendations on all potential projects and creating financial analysis.

This is a Qualifications/Experience-Based selection process. Qualifications, proposals and pertinent experience will be reviewed during RFP evaluation. After evaluation, the selection committee may request in-person interviews or may select the successful candidate based on the written submission alone. The selection committee reserves the right to negotiate contract costs and terms after the selection process is completed and to waive formatting and component requirements.

The Coalition desires to identify and plan for, procure the public and private funds for, permits, secure rights-of-way, own, and operate revenue-producing infrastructure assets that will benefit the region. Operation and maintenance of these assets will likely be outsourced to third parties. It is contemplated that arrangements with private sector partners will be made in order to share risks and bring needed expertise to various portions of proposed projects.

It is intended that the Municipal Advisor will be selected for a period of three years with the possibility of up to two one-year extensions. The initial contract period is expected to be January 12, 2018 through December 31, 2020, although the Coalition retains the right to solicit additional Municipal Advisor services proposals at any time solely upon its determination and discretion. The Municipal Advisor selected pursuant to this Request for Proposal (the “RFP”) shall serve at the pleasure of the Coalition and the professional services may be terminated with or without cause or at the convenience at the sole discretion of the Coalition at any time for any reason or no reason at all.

2. Background

The Seven County Infrastructure Coalition was formed in 2014 in an effort to promote cooperative regional planning, increase public facilities, services and economic opportunities and to implement sustainable infrastructure projects. The Coalition is currently comprised of the following counties in the State of Utah: Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah. The Coalition is a public implementation and ownership entity, allowing its members to build essential regional infrastructure elements that span across county lines or that benefit regions of its members. Its main role is to identify revenue-producing infrastructure assets benefiting the region. However, as a political subdivision of the State of Utah and a public body, the Coalition may also advance public projects that are not revenue producing. Its mission is to plan infrastructure corridors, procure funding, permit, design, secure rights-of-way, and own such facilities. It is contemplated arrangements with private sector partners will be made in order to share risks and bring expertise to various portions of proposed projects. All of the seven counties are located in resource rich Eastern Utah. Coming together as a Coalition gives the counties economic and political strength.

3. Scope of Services

The majority of the services (all of which will be on an as requested basis) expected to be provided by the Municipal Advisor will be related to the Coalition's projects will include, but are not limited to, any and all of the following:

- A) Creating financial analysis of potential projects and making recommendations on potential revenue-generating projects for the Coalition to pursue.
- B) Assisting the Coalition in the selection and procurement of other professionals and services necessary to meet the Coalition's goals and objectives.
- C) Providing advice and guidance on both one-time and ongoing project viability.
- D) Attending meetings or performing other tasks including any other services necessary, customary, or incidental to the financing of capital projects or equipment.
- E) Providing recommendations on whether the Coalition should proceed with a public/private undertaking.
- F) Develop a model for evaluating proposed projects with emphasis on emerging technologies and start-up companies, that includes:
 - 1) Potential marketplace competition for proposed project.
 - 2) Adequate funding needs for both an immediate project and additional needs to develop in the market.
 - 3) Adequate technological background and expertise needed for project and also market demands compared to technological background and expertise of proposed team.
 - 4) Market potential compared to market risks and the appropriateness of a public body partnering with a private entity on a proposed project.
 - 5) Business experience and successes of the proposed private entity.
 - 6) Evaluation of the principals of the proposed projects.

- 7) Prior or current legal actions related to the proposed projects or any of their principals.
- 8) Other sources of funding (i.e. private funding) available to proposed projects.
- 9) Other appropriate criteria for evaluating the current and future proposed projects.

The successful individual/firm will assist the Coalition to evaluate the feasibility and viability of projects in general, as well as the proposed projects, and determine how the Coalition and its members may use their assets to best benefit the public. It is anticipated that the Coalition will primarily do this through both traditional municipal funding and also through various public/private partnerships.

4. RFP Instructions

The contents of the response should be complete in description and concise in volume. The response should describe the individual's/firm's capabilities and experience analyzing funding for public bodies, as well as emerging technologies and companies, as well as its capabilities and experiences evaluating potential public/private partnerships with appropriate risk/reward criteria for public bodies and risk allocation between public and private partners.

The material presented in the response is expected to clearly reflect qualifications that demonstrate the individual's/firm's knowledge and experience in public finance, public/private partnerships, and business evaluation, Municipal Advisory capacity. Responses should contain a clearly defined and easy to follow outline.

The Request for Proposal response should contain the following components in the order listed:

1. Introductory Letter
2. Municipal Advisor lead qualifications, and pertinent experience, including certifications and licenses, in particular experience with economic development and public/private partnerships for rural communities.
3. Municipal Advisor team member qualifications, and pertinent experience, if applicable, in particular experience with economic development, innovative enterprise systems, and public/private partnerships for rural communities.
4. Approach and methodology to analyze and identify feasible projects and obtain permits, and public and private funding to construct and operate such projects
5. Prior experience evaluating project opportunities, with emphasis in the fields of public sector infrastructure, such as roads, rail, highway transportation, coal, energy & oil, power and other innovative revenue producing enterprises for public bodies.
6. Prior experience assisting public bodies help emerging technologies to the market
7. Fees for Municipal Advisory services and when and how those fees will be charged.

1. Introductory Letter – The introductory letter should include the mailing address, e-mail address, and phone number of the primary contact person. Certify that the information in the proposal is true and complete. Signed by an authorized representative(s) of your organization.

2. Municipal Advisor Lead – Describe the qualifications, experience, capability, and availability of the lead advisor that would be available for and assigned to assist with this consultation. Describe any unique qualifications he/she may bring to this consultation. Resumes may be included. Provide a spreadsheet list of similar or pertinent projects or public/private partnership projects each member may have participated in or completed during the last (5) five years. The spreadsheet should include the following:

- Name of individual and year
- Type of project, its name and location
- Project description, including public/private cooperation
- Project cost
- Project timeline, and if successfully executed by the original completion date
- Services performed and value added by individual/firm
- Client reference contact and telephone number
- Statement of applicability

3. Team member qualifications – Describe the qualifications, experience, capability, and availability of each of the key members of the team that would be available for and assigned to assist with this consultation. Describe any unique qualifications he/she may bring to this consultation, including experience with and commitment to rural communities. Resumes may be included. Provide a spreadsheet list of similar or pertinent projects or public/private partnership projects each member may have participated in or completed during the last (5) five years. The spreadsheet should include the following:

- Name of individual and year
- Type of project, its name and location
- Project description, including public/private cooperation
- Project cost
- Project timeline, and if successfully executed by the original completion date
- Services performed and value added by individual/firm
- Client reference contact and telephone number
- Statement of applicability

4. If prior experience and examples of approach and methodology to analyze and identify feasible projects and obtain permits, and public and private funding to construct and operate such projects is not included in the above responses, please include in Section 4 response.

5. If prior experience evaluating project opportunities, with emphasis in the fields of public sector infrastructure, such as roads, rail, highway transportation, coal, energy & oil, power, and other revenue positive enterprises for public bodies is not included in the above responses, please include in Section 5 response.

6. If prior experience assisting emerging technologies to the market is not included in the above responses, please include in Section 6 response
7. Fees for Municipal Advisory services and when and how those fees will be charged should be included in Section 7 response.

5. RFP Format Requirements

Responses shall be hard copy and electronic format and shall not exceed 20 pages in length, excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Submittals should be formatted to 8.5 x 11 inch pages, with a font size no smaller than 12 point, and line spacing no less than single-spaced.

The Coalition’s Selection Committee will review and score each response or proposal using the following criteria and the top three responses will then be reviewed and scored by a selection body, which will likely be the full Coalition Board, using the following criteria:

Individual/Firm overall qualifications	20%
Individual/Firm relevant experience	20%
Methodology/Approach to analyses (innovation)	40%
Fees / Cost	20%

The top three individuals/firms will be notified in advance of the January 12, 2018, meeting that they have been selected for consideration by the Selection Board (likely the Coalition Board) and asked to attend the January 12, 2018 Coalition meeting in Price, Utah beginning at 10:00 a.m. at the Carbon County Administration Building at 751 E. 100 N. in Price. All individuals/firms will be notified after a selection is made.

Questions concerning this RFP should be addressed to:
mmckee@7county.utah.gov or eric@bcjlaw.net or by phone at (435) 823-5010 for Mike McKee or (801) 520-5333 for Eric Johnson.

The Coalition’s responses to all questions received regarding the RFP may be provided to all respondents, as appropriate.

THE COALITION RESERVES THE RIGHT TO REJECT ALL PROPOSALS.

6. Schedule of Events

The following Schedule of Events represents the Coalition’s best estimate of the schedule that will be followed, which should result in a final selection by January 12, 2018;

NOTE: all times shown are Mountain Standard Time (“MST”)

All responses to this RFP shall be due by January 4, 2018, at 2:00 p.m. Respondents shall provide the following in a sealed envelope clearly marked, “Coalition Municipal Advisor”, providing three

hard copies of the proposal and one electronic PDF file on a CD or flash drive. RFP responses should be submitted to the following:

Michael J. McKee, Executive Director
Seven County Infrastructure Coalition
c/o Blaisdell, Church & Johnson, LLC
Attn: Coalition Municipal Advisor
5995 S. Redwood Road
Salt Lake City, Utah 84123

Courtesy copies of the RFP submittal may be emailed to mmckee@7county.utah.gov and to eric@bcjlaw.net , however, the courtesy copies will not be accepted in lieu of hard copies and/or PDF file on CD or flash drive.

Event	Date
Issuance of RFP	November 22, 2017
Deadline for Questions Related to the RFP	2:00 P.M. MST January 3, 2018
Deadline for Submission of Proposals	2:00 P.M. MST January 4, 2018
Interviews / Oral Presentations	January 12, 2018
Final Selection	January 12, 2018

The Coalition reserves an unrestricted right to revise the schedule as shown above or modify the RFP in any manner or to cancel or reissue the RFP at any time prior to the execution of a contract for Municipal Advisory services. In the event that it becomes necessary to revise any part of this RFP, an addendum, supplement, or amendment to this RFP will be posted on the Utah Public Notice Website. It is the responsibility of the proposer to check the website for any addendums, supplements, or amendments made to the RFP.

7. Terms and Conditions

- A. The Coalition prohibits the acceptance of any proposal after the time and date specified on the Request for Proposal. There shall be no exceptions to this requirement.
- B. The Coalition reserves the right to reject any and all proposals that are deemed not responsive to its needs and to waive minor irregularities in any proposal.

- C. The Coalition reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the Coalition the services described, or until one or more of the proposals have been approved by the Coalition, whichever occurs first.
- E. The Coalition is committed to reducing costs and facilitating quicker communication by using electronic means to convey information. Those interested in submitting a proposal are encouraged to provide contact information to Michael J. McKee, Executive Director, and Eric Todd Johnson at eric@bcjlaw.net and mmckee@7county.utah.gov. Providing contact information allows the Coalition to provide notification if an addendum to the RFP is issued or if the RFP is cancelled. Those who choose not to provide contact information are solely responsible for checking the Utah Public Notice Website for any issued addenda or a notice of cancellation.
- F. Any respondent may withdraw a proposal that has been submitted at any time. To accomplish this, a written request to withdraw the proposal must be submitted to Michael J. McKee, Executive Director at: mmckee@7county.utah.gov
- G. The Coalition will not reimburse individuals / firms, including the individual(s) / firm(s) selected as Municipal Advisor, for any costs associated with the preparation or submittal of any proposal, or for any travel or expenses incurred in any oral presentations made to the Coalition or any evaluation or selection committee.

8. Selection Process

Proposals will be evaluated in accordance with the requirements set forth in this RFP and any amendments issued, including how well the proposal meets all such requirements. Responses to the RFP must be as concise, clear, and complete as possible, and presented in the order specified. Firms that submit incomplete proposals will be eliminated from further consideration; however, if your firm does not have a certain type or level of experience requested, a response to that effect will be considered responsive rather than incomplete and those respondents may present other experience to the extent it is germane to the request. In every instance, an effort should be made to present only pertinent experience that will best indicate to the State that the respondent is capable of providing the requested Municipal Advisor services.

Proposals will be reviewed and evaluated using the same criteria. The Coalition will evaluate and rank proposals based on their technical merits and cost factors. The committee may elect to invite

one or more Municipal Advisors to participate in an oral interview/presentation as part of the selection process. Furthermore, the Coalition may request additional information from any or all firms during the review and evaluation of the submitted proposals; if so, such additional information will be considered in the overall evaluation process. The Coalition's decision to award will be based on a combination of the technical merit of the proposal, oral presentation (if applicable), and the price proposal submitted.

Proposers understand and accept that by responding to this solicitation they are willingly participating in a process that consists of some degree of subjectivity on the part of selection committee members in determining the Municipal Advisor's capabilities of providing the best overall solution.

9. Fee Negotiation

A fee for-services will be negotiated following selection of the successful individual/firm.

10. Disclosure and Disposition

Once submitted, the RFP response becomes the property of the Coalition and will be disposed of according to Coalition policies including the right to reject responses/proposals.

Responses of all individuals/firms shall be open to public inspection according to Coalition policies. The individual/firm may request in writing at the time of submission, the non-disclosure of trade secrets and other proprietary data so identified. Upon request, the Coalition will examine the proposal to determine the request's validity for protection under the Utah Government Access Management Act (GRAMA) prior to award of the contract. If the Coalition disagrees with the request, the Coalition will inform the individual/firm in writing what portion of the response will need to be disclosed. At that time, the individual/firm will have the opportunity to withdraw their response. Otherwise, the data will be disclosed.