

**FINANCIAL ADVISOR
REQUEST FOR QUALIFICATIONS
RFQ 2023-002**

To provide advice and professional recommendations to The City of Donna for capital financing and provide assistance with a loan through the Texas Water Development Board (“TWDB”) Clean Water State Revolving Fund (“CWSRF”) for the City of Donna’s Wastewater Treatment Plant Improvements Project.

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) businesses. 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/financial/programs/DBE/.

A. INTENT OF PROPOSAL

The City of Donna is soliciting Request for 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 of Donna for financing through the CWSRF program. The City of Donna 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 of Donna seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

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 financial, specifically including preparation and coordination of filing an application with the TWDB for loan grant assistance from the CWSRF
- 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 recognized bond insurance companies for the insurance qualification, including for a TWDB CWSRF 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

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. 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 and Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. References.

Lists for 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. List the experience of the individuals assigned to the account with the CWSRF 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 service or experiences of the firm which you deem beneficial acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract propped by your firm without fee information.

D. RECEIPT FOR QUALIFICATIONS

If your firm is interested in being considered as Financial Advisor for the City of Donna, proposals must be received no later than 4:00 PM on March 9, 2023, at Donna City Hall 307 S 12th St Donna, Texas 78537. Three (3) copies of the Qualifications must be sealed and clearly marked on the face of the shipping material “FINANCIAL ADVISOR” RFQ 2023-002.

CALENDAR OF EVENTS

February 19, 2023

Mail Request for Qualifications

March 9, 2023

Receive Request for Qualifications

SELECTION CRITERIA

SUMMARY

The City of Donna 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 City	10
Affirmative Action	10