

WENTZVILLE FIRE PROTECTION DISTRICT
Request for Proposals For
Municipal Advisory Services Regarding General Obligation Bonds

I. General Information Regarding the Wentzville Fire Protection District.

1. Wentzville is an 88 square mile fire protection district located in St. Charles County, Missouri, primarily located within the City of Wentzville, but also parts of Dardenne Prairie, O'Fallon, Flint Hill, Lake St. Louis and unincorporated St. Charles County. The District is currently made up of five (5) firehouses either existing or under construction.
The District is operated by a three person board of directors, who are elected for six year terms each. The Chief is Michael Marlo. There are 64 firefighters which include firefighters, firefighter paramedics, Captains, Battalion Chief, Assistant Chief, Deputy Training Chief, Fire Marshal, Chief and a support staff.
2. The voters of the District passed authority for a \$30,000,000.00 bond issue on August 5, 2014, for the purpose of "purchasing real property, constructing, equipping, purchasing and maintaining fire stations, fire protection and fire-fighting apparatus and auxiliary equipment therefor to carry out the objects and purposes of the District."
The District intends to use the proceeds for the construction and reconstruction of new and existing firehouses, for the purchase of ALS equipment and for miscellaneous apparatus.

II. Scope of Services

The Fire District desires to select a firm to serve as independent Municipal Advisor to the Fire District. The Fire District's independent Municipal Advisor will be expected to perform services as required by the District in a professional and timely manner.

The Municipal Advisor will be responsible for the oversight of the issuance of the competitive and negotiated bond transactions. This task will include Planning and Development, Marketing, Bond Sale and Bond Closing, as set forth below.

- a. Planning and Development
 - i. Analyze alternatives for structuring the proposed financing and establishing the terms of the sale to strengthen marketability.
 - ii. Recommend the best method of sale, competitive or negotiated, considering current economic and market conditions and the character of the financing.
 - iii. Consult with rating agencies on the proposed financing and assist the Fire District in obtaining the most favorable rating possible.
 - iv. Act as a liaison with bond counsel, Gilmore & Bell, and coordinate the work of other professionals providing similar services, such as the District Accountant and the District Auditor.

- b. Marketing
- c. The Municipal Advisor will assist the Fire District in the marketing of bond issues. Such services will include:
 - i. Advise on the appropriate terms and conditions of the sale.
 - ii. Advise on the timing of the bond sale.
 - iii. Prepare or assist in preparing, at the direction of the District, the Official Statement and coordinating review with the District and Bond Counsel.
 - iv. Advise the District on full disclosure requirements and conformance to suggested guidelines.
 - v. Assist in publicizing the bond sale to develop regional public and institutional interest.
 - vi. Advertise the bond sale in financial publications as may be appropriate.
 - vii. Advise on the most appropriate formats for bidding (electronic, fax, telephone, etc.).
- d. Bond Sale
- e. The Municipal Advisor will assist the Fire District with the actual sale of the bonds.
 - i. For competitive sales, the Municipal Advisor will:
 - 1. assist the District in conducting the sale, take bids and tabulate results; and
 - 2. analyze sale results and make a recommendation on the award of the sale.
 - ii. For negotiated sales, the Municipal Advisor will:
 - 1. assist with the development of a Request for Proposal for underwriting services where appropriate;
 - 2. assist in the evaluation of proposals for selection of an underwriter;
 - 3. participate in negotiating the structure and terms of sale of the issue;
 - 4. participate as necessary in any pre-marketing activities;
 - 5. prepare market analysis and assist the Fire District in negotiating the pricing of the issue;
 - 6. evaluate the flow of orders and determine final pricing and terms of the sale;
 - 7. make recommendations on the result of the pricing and final issue structure and execution of the bond purchase agreement; and
 - 8. evaluate underwriter performance.

- f. Bond Closing
- g. The Municipal Advisor will assist the Fire District in directing, coordinating and supervising bond closing transactions. Such services will include:
 - i. Verifying all bond pricing and overseeing registration procedures.
 - ii. Soliciting bids for investment of funds if necessary.

III. Organization of the Proposal

Proposals should include responses to each of the following items. Include sample work products as appropriate to address the services expected from the consultant, as outlined in the "Scope of Services" Section II. Please construct your proposal with responses in the same order as listed below to facilitate review and comparison by the review committee.

1. Provide a general profile of the firm and identify primary office serving the Fire District.
2. Identify the professional staff assigned to work with the District, indicating lead representative. Attach relevant experience for each assigned staff member.
3. Outline your firm's experience in providing financial planning and debt management services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
4. Outline your firm's experience in providing capital budget programming services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
5. Outline your firm's experience in providing debt issue development services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
6. Explain any other relevant qualifications including experience providing management services such as analysis of service delivery systems, revenue diversification and cost recovery studies, infrastructure investment and debt management studies, financial analysis, and other case-by-case special projects.
7. Demonstrate your experience working with organizations that have comparable characteristics to the District. List up to five (5) references from these organizations, including names, addresses and phone number of contact persons.
8. Summarize your support service capability; i.e. technology and research capabilities.
9. All proposers will be required to submit evidence of professional liability insurance conforming to the requirements of Part V, Paragraph 13 below.
10. Explain any prior business relationship with the District, any underwriter, Gilmore & Bell, or union.

IV. Fees

The Fire District is interested in selecting that firm which provides the District with optimal services in the highest professional and independent manner, yet also meets the District's concern with cost.

Respondents should submit a fee proposal with its proposal of professional services. [*The proposal should include one fee if the firm prepares the official statement, and another fee if the firm does not prepare the official statement.*]

At the conclusion of the interview, a Committee will rank firms as to most qualified. Based on the fees quoted, the District will negotiate fees first with the firm that the District determines to be best qualified. If negotiations with that firm are not successful, the District will then negotiate with the next best-qualified firm.

V. Terms and Conditions

1. The Fire District reserves the right to reject any or all proposals or to award the contract to the next most qualified Municipal Advisor if the successful Municipal Advisor does not execute a contract within thirty (30) days after the award of the proposal.
2. The firm must submit five (5) copies of each of its proposals to the Fire District not later than 4:00 P.M., October 18, 2017. The address and telephone number for proposal submission is:

Station #1
502 Luetkenhaus.
Wentzville, MO 63385
(636) 327-6334

All proposals must be signed by a duly authorized individual. All proposals shall become the property of the Fire District. A public bid opening will be held on October 19, 2017, at 6:00 p.m., at the regular Board meeting. A listing of firms, names representing the proposals received will be available on request.

3. Chief Michael Marlo, shall be the primary source of contact for your firm during the Request for Proposal and selection process. Administrative Assistant Stacy Krieger will coordinate appointments with staff and/or the Selection Committee to answer any questions or set up interviews. Communications with other Fire District staff or with the Fire District Board will constitute automatic rejection of that firm's proposal.
4. Only independent and certified Municipal Advisors should submit proposals to the Fire District. An independent Municipal Advisor is a firm which does not engage in the underwriting of municipal securities or if it does, if selected as municipal advisor, this firm will not be considered as an underwriter.

5. The Fire District reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
6. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the Fire District the services set forth in the attached specifications, or until one or more of the proposals have been approved by the District.
7. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the Fire District shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
8. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Fire District, and shall contain, as a minimum, applicable provisions of the Request for Proposal. The District reserves the right to reject any agreement that does not conform to the Request for Proposal and any District requirements for agreements and contracts.
9. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Fire District.
10. No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the Fire District.
11. All data, documents and other information provided to the Fire District by the consultant as a result of this Request for Proposal shall become the property of the District and subject to its disposal.
12. All costs associated with the preparation of a proposal in response to the Request for Proposal shall be the responsibility of the firm submitting the proposal.
13. The selected firm(s) will be required to provide evidence that they have in force professional liability insurance of a minimum of \$1,000,000 with a maximum \$50,000 deductible.
14. The Municipal Advisor will be expected to meet with Fire District officials at its offices as needed during the course of service engagements.
15. The Fire District expects the Municipal Advisor to respond to routine questions on the phone which do not require considerable research on a complimentary basis.
16. Should the firm hired merge or be purchased by another individual or firm, contract continuation would be at the Fire District's option.

17. As this is a request for Proposal and not a bid, the Fire District reserves the right to negotiate with any party and on any matter.

VI. Interviews

There will be no interviews. Only the documents presented by the municipal advisor will be considered.

VII. Evaluation of Proposals

An evaluation committee shall be used to evaluate the proposals. The Committee shall evaluate the proposals based on the following criteria:

1. Quality of the proposal and completeness of response to the Request for Proposal
2. Relevance of experience cited for each of the major tasks outlined in the Scope of Services
3. Experience and creativity in providing financial advisory services to local governments of comparable characteristics to the Fire District
4. Experience of staff assigned to serve the Fire District
5. Demonstrated independent services
6. Proven ability to provide other financial and management advisory services
7. References.

Please note that fees are to be included with the proposals

All questions regarding this request for Proposal are to be directed to:

Chief Michael Marlo	(636) 327-9869	mmarlo@wentzvillefire.org
District Fire Chief	Phone Number	Email Address

All proposers should be aware that any communication with other Fire District officials, either elected or appointed, after the date of this request will cause that firm's proposal to be automatically rejected.