



REQUEST FOR PROPOSALS

For

FINANCIAL ADVISORY SERVICES

Request for Proposals Issued: February 12, 2016

Deadline for Submittal of Proposals: April 15, 2016

Request for Proposals for Financial Advisory Services

I. BACKGROUND

The Rodeo Hercules Fire District is an autonomous special district under CA H&S Code §13800. Revenue to the Fire District is primarily derived from ad valorem property taxes with an average established tax rate area of 11% annually. In addition, there are three separate property based special benefit assessments. The anticipated annual revenue from these funding sources totals \$5.75 million dollars. Other significant funding sources (FEMA) will generate an additional \$1.29 million dollars for Fiscal Year 2015/16. The Fire District provides fire and advanced life support emergency services to the City of Hercules, community of Rodeo, the Phillips 66 Refinery and unincorporated Contra Costa County.

II. INTRODUCTION

The District seeks the professional services of a consultant to provide financial advisory services including but not limited to the issuance of Pension Obligation Bonds, the planning, approval and implementation of additional revenue streams, future property tax revenue projections and other financial services, such as recommendations related to financing structure or joint powers agreement, reviewing the financial feasibility of capital projects, and recommending sustainability strategies.

III. GENERAL INSTRUCTIONS

Interested firms are invited to submit one original signed (by an authorized representative) un-bound proposal, and four (4) copies. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope and received by the District no later than 4:30 p.m. on Friday, April 15, 2016 at the following address:

Rodeo Hercules Fire District
Administrative Assistant
1680 Refugio Valley Road
Hercules, California 94547

The sealed envelope shall be marked on the outside lower left corner with the words “Financial Advisory Services RFP.” It is the firm’s sole responsibility to ensure that its response is received prior to the scheduled closing time for receipt of Proposals. No corrected, late or resubmitted Proposals will be accepted after the deadline.

This Request for Proposals does not commit the Rodeo Hercules Fire District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Kimberly Corcoran, Administrative Assistant, at corcoran@rhfd.org no later than Wednesday, April 6, 2016. Specify “RFP for Financial Advisory Services” in the subject line. Responses to questions will be posted on the District’s website.

IV. SCOPE OF WORK

The District requires the services of a qualified financial advisory services consultant to:

- Advise and assist the District in developing and executing a financial stabilization plan.
- Serve as the District's bond market expert, including tax-exempt and taxable markets, fixed-rate and variable rate markets, and provide on-going analysis of current and upcoming trends and events in these and related areas.
- Advise District in relation to the issuance of Pension Obligation Bonds, Property Based Revenue Measures and other financial services (including Facilities Bonds, investment strategies and fiscal stabilization strategies).
- Provide the District with available financing options by conducting studies and analyses to determine the most appropriate and cost effective borrowing and financing methods, terms, security provisions, and repayment structures.
- Develop a schedule for all participating parties with regard to any of the above transactions.
- Work cooperatively with and coordinate the work of recognized bond counsel, to be selected by the District, in connection with issuance of bonds.
- Work cooperatively with the Contra Costa County Tax Collector-Treasurer, Tax Assessor and Finance Department as necessary regarding financial matters.
- Review property tax structure as it relates to the CA Department of Finance Recognized Obligation Payment Schedule, former Hercules Redevelopment Area and the Phillips 66 San Francisco Refinery, and to make recommendations for changes and adaptations where feasible.
- Provide expert advice concerning the appropriate interest rates for District financings.
- Prepare and distribute the preliminary and final Official Statements to provide the market with timely and accurate information about the District and any bond issues.
- Assist District officials in preparing materials for presentation to national credit rating services regarding the District's financial condition and debt structures.
- Have representatives present at meetings, when requested or notified, on matters concerning financing techniques and bond issues.
- Prepare other analyses that may be utilized by the District in its financings.
- Perform such other functions normally contemplated to be within the scope of a fully qualified financial advisor including, but not limited to, assisting with capital improvement programs and debt affordability analysis.

V. CONTENTS FOR RESPONSES

In order for responses to be considered, said response must be clear, concise, complete, well-organized and must demonstrate the firm's ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important.

The response shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

Section A. Business Profile: Provide a profile of your company

1. Company name, address, telephone number, fax number, and e-mail address.
2. Identify who is authorized to sign agreements and represent your firm in matters related to this Request for Proposals.
3. Describe your firm's experience with Independent Special Districts. Please also include your firm's experience with special district finance and elections in the past three years.
4. Certify that you are registered with the SEC and MSRB as required by the Dodd-Frank Act.
5. Describe briefly the services to be provided by your firm.
6. Provide a clear and concise rationale as to why the District should select your firm over other qualified financial advisors.
7. References: Provide the names and contact information for at least three (3) California Independent Special Districts your firm has worked with as a Financial Advisor over the past three (3) years.

Section B. Performance Standards

1. Firm's competence and experience in structuring and completing California Independent Special District financings. Include at least three (3) special district references.
2. Qualifications and depth of experience of assigned personnel who will conduct work for the district (include Résumés). Specifically provide the names and resumes of the individuals who will work with the District directly if consultant is chosen and a contract is executed.
3. Select two to four recent short term or long-term, competitive sale, or negotiated bond transactions for which your firm was the financial advisor.

Section C. Fees

Provide your firm's fees for the issuance of General Obligation Bonds, Certificates of Participation, Tax and Revenue Anticipation Notes, Refunding Issuances, and Bond Anticipation Notes. Further, identify consultant fees, if any, for services the District might require for municipal financing not directly related to the issuance of a bond/note. If there are to be charges for reimbursable expenses, please list all charges to be considered reimbursable and provide a not-to-exceed amount for said expenses. The District may consider an hourly rate rather than a contingency fee. Please provide the hourly rates for your team.

Section D. Insurance

Selected firm will be asked to provide a certificate of insurance reflecting its comprehensive general liability, automobile liability, and professional liability insurance coverages in sums not less than \$1,000,000 per occurrence and naming the District as an additional insured.

Section E. Legal Issues

Please respond to each of the following questions:

- Is there now pending any legal action alleging violations of the law in connection with an offering of municipal securities in a California transaction against the firm or any employee of the firm? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- Are there pending legal or disciplinary matters involving such actions against the firm by any State or Federal regulatory agency? If yes, describe. Include information about any criminal indictments or convictions against the firm or its attorneys where the charges involved municipal securities in the United States. Also include information about any material pending legal action, settlement, or judgment involving a claim of fraud, whether civil or criminal.
- Has your firm or any of your employees ever been subject to municipal securities litigation?

VI. EVALUATION CRITERIA

A Selection Advisory Committee may be empaneled to select and rank in the order of their qualifications, experience, fees, and overall responsiveness the proposals that meet the criteria set forth in this Request for Proposals.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, a committee representative will notify those firms selected as to place, time, date, and location of the interview. It is anticipated the interviews will be conducted the week of May 9, 2016. Your firm's main point of contact as stated in your response to this Request for Proposals must be present at the interview.

The names of all firms submitting proposals and the name of the firm selected will be made available upon request.