



**REQUEST FOR PROPOSAL
TO PROVIDE
FINANCIAL ADVISORY SERVICES
TO
SOUTH VALLEY WATER RECLAMATION FACILITY**

PROPOSALS WILL BE ACCEPTED UNTIL 3:00 P.M. ON OCTOBER 19, 2017.

INTRODUCTION

The South Valley Water Reclamation Facility (“SVWRF”) is soliciting competitive sealed proposals from qualified firms with significant, high-level investment banking and financial advisory experience to serve as SVWRF’s financial advisor. SVWRF desires to enter into a multi-year agreement with an experienced and capable firm (hereinafter referred to as “Consultant”) to provide financial advisory services as specified in this Request for Proposal (this “RFP”).

SCOPE OF SERVICES

The firm selected will be expected to provide all services outlined in the Scope of Services, attached hereto as Exhibit 1 and incorporated herein by this reference, as well as all services customary to and generally contemplated to be within the scope of duties of a fully qualified financial advisor and to work cooperatively with SVWRF and other members of the SVWRF team.

PROPOSAL REQUIREMENTS

Proposals will be accepted until 3:00 p.m. on October 19th, 2017.

Please provide five (5) copies of the proposal. The proposal shall not exceed ten (10) 8 ½ x 11-inch pages and shall be in letter format. The font size shall be no smaller than size 11. Special covers or binding are not allowed (a simple staple in the upper left-hand corner is preferred). Resumes of key team members may be attached to the proposal. Resumes will not count toward the page limit specified above. Proposals shall be signed by an authorized representative. Proposals must be submitted in a sealed envelope which is clearly marked with “Proposal for Financial Advisory Services” along with the name and address of the Consultant submitting the proposal. Only hand-delivered or mailed hard-copy proposals will be accepted; e-mailed proposals and faxed proposals will not be accepted. All proposals must be delivered or sent to the following address by the date and time given above:

Lee Rawlings
General Manager
South Valley Water Reclamation Facility
7495 South 1300 West
West Jordan, Utah 84084

The following items shall be addressed in the proposal, in the order shown, in addition to any other items described in this RFP:

1. Company Information.

- a. Provide a general description of the firm including the company name, type of organization, size and structure, principal office address, phone number, website, location of office(s) where the actual work will be performed, and location of key personnel.
- b. Describe the level of malpractice insurance carried, to cover errors and omissions, improper judgments or negligence.
- c. Generally, describe your philosophy and practice in working with SVWRF staff and how you view the division of responsibility and work.

2. Experience and Qualifications.

- a. Provide a statement of experience and qualifications that demonstrates your abilities to meet the requirements outlined herein.
 - b. Provide a copy of your firms' Financial Advisor registration certification with the SEC and/or MSRB.
 - c. Provide a list of three (3) major public sector clients who would provide references for your work as a Financial Advisor.
 - d. In an appendix, provide a list of all of your firm's financial advisory experience since January 1, 2012. This list should include the name of the issuer, the date of the bond issue, the par amount of the issue, ratings, and type of bonds issued.
 - e. Describe your firm's experience with and any innovations developed in the following areas:
 - (i) Cross Over Refunding
 - (i) Revenue Bonds
 - (i) Interest Rate Swaps
 - (i) Refunding Bonds
 - (i) Short Term Financing
 - (i) Federal or State Funding Sources (e.g., State Board of Water Resources)
 - f. Describe the means by which you monitor daily municipal bond market conditions, market trends and/or forecasts, and describe the way this information is used to advise clients of marketing decisions such as market timing, pricing, etc.
 - g. Describe how you verify the appropriateness of an underwriter's proposed pricing scale, including the tools and resources you use to accomplish this verification.
 - h. Outline your firm's experience with the major rating agencies since 2012. Discuss its applicability to SVWRF in retaining its current ratings, and outline your strategy to best assure SVWRF's continued success for future debt issues.
 - i. Please include a representative example of a recent Official Statement in which you acted as Financial Advisor and for which you were directly responsible for preparation, printing, etc.
 - j. Provide at least three (3) references of current and/or former clients for whom your firm has served as financial advisor and include the organization name and address, and the name, title, telephone number and e-mail address of a contact person for that reference.
-

3. **Consultation Team.** Identify key staff members of the Consultant, sub-consultants, or special consultants that will be committed to this agreement, including the following:
 - a. For each person, include a résumé (which includes each person’s normal work location) with emphasis on relevant experience and number of years’ experience. No reassignment of the designated individual(s) will be allowed without prior written approval of SVWRF’s General Manager.
 - b. List the assigned administrative support staff who will work with the above-listed individual(s) to provide financial advisory services to SVWRF.

4. **Potential Conflicts.**
 - a. Disclose and explain any real or potential problems, including but not limited to, litigation filed against the Consultant in the past five (5) years which is related to the services being proposed herein, and/or disciplinary actions. The disclosures should include the above-listed individual(s) and the firm; and should cover past and pending matters within the past ten (10) years that might reflect on compliance with all professional standards, regulations, and laws. Disclosures should include any contributions that have been made to any officials of SVWRF. The Consultant must immediately advise SVWRF in writing of any real or possible conflicts that arise after the submission of the proposal.
 - b. Provide an affirmative statement that retaining the respondent as financial advisor to SVWRF will not result in any conflict of interest or potential conflict of interest with SVWRF. Advise SVWRF of any potential conflict of interest and any proposed resolution of such conflict.

5. **Fee Proposal.** Provide the standard, non-discounted, hourly rate for each billing member of your proposed team. Provide any discount to such hourly rates, if any.

EVALUATION CRITERIA

Best and final offers may be allowed from responsible Consultants who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in this RFP. An evaluation and selection committee will meet to consider all responsible and responsive proposals submitted and rank the proposals based on the criteria stated below. If a responder is eliminated during the evaluation process, the firm will be notified in writing.

The evaluation categories shall be as follows:

- Demonstrated Qualifications and Expertise
- Depth of Utah Support Team
- Responsiveness of Proposal
- Past Performance
- Cost Proposal/Strategy

Each member of the evaluation committee will assign points to each applicable evaluation category based on a 1-5 scale according to the following scoring methodology:

Five points (Excellent):	The proposal addresses and exceeds all of the requirements described in the RFP.
Four points (Very Good):	The proposal addresses all of the requirements described in the RFP and, in some respects, exceeds them.

Three points (Good):	The proposal addresses all of the requirements described in the RFP in a satisfactory manner.
Two points (Fair):	The proposal addresses the requirements described in the RFP in an unsatisfactory manner.
One point (Poor):	The proposal fails to address the requirements described in the RFP or addresses the requirements inaccurately or poorly.

EVALUATION PROCESS

Phase 1:

The evaluation committee will review all proposals that are timely received. Proposals that are not responsible, responsive, or do not comply with the requirements of this RFP and the requested submission format will be eliminated from consideration.

Phase 2:

The evaluation committee will evaluate proposals that are not eliminated in Phase 1 in accordance with the criteria listed above. Proposals that achieve a total technical score of eighteen (18) points or more will be designated as finalists and will move on to Phase 3.

Phase 3:

If needed, discussions may be conducted with Consultants who were not eliminated in Phase 1 or Phase 2. The discussions may be conducted in person or by telephone. The scores awarded under Phase 2 could thereafter be adjusted, if justified. If discussions are deemed unnecessary, proposals may be evaluated and ranked without discussions.

Phase 4:

After the adjustments described in Phase 3 are made, if any, each finalist will receive a final ranking.

Phase 5:

SVWRF may award a contract from this RFP to the responsible Consultant who is most advantageous to SVWRF based on the evaluation criteria, or as otherwise deemed to be in the best interests of SVWRF. SVWRF reserves the right to reject any and all proposals and/or waive informalities and minor irregularities in the proposals received. SVWRF may award a contract on the basis of the initial proposal received, without discussions. Therefore, the initial proposal should contain the Consultant’s best terms from a technical and cost standpoint. SVWRF also reserves the right to extend the submission deadline at its sole discretion if SVWRF deems such an extension necessary. SVWRF reserves the right to reject any and all proposals for any reason.

The contract may be for a period of up to five (5) years, and may be canceled at any time with or without cause upon thirty (30) days’ written notice from either SVWRF or the Consultant.

MISCELLANEOUS

SVWRF’s General Manager will be the primary contact in relation to this RFP. All questions regarding this RFP shall be directed to:

Lee Rawlings
 General Manager
 South Valley Water Reclamation Facility
 7495 South 1300 West
 West Jordan, Utah 84084
 (801) 566-7711
 lrawlings@svwater.com

All questions regarding this RFP must be submitted to the General Manager no later than 3:00 p.m. on October 19th, 2017.

Exhibit 1

Scope of Services for Financial Advisor

- 1- The Financial Advisor will perform and provide financial consulting and advisory services as needed and desired by South Valley Water Reclamation Facility (the Facility) and shall work under the direction of designated personnel of the Facility.
- 2- Provide advice and assistance regarding the fiscal and other matters that are preliminary to the incurrence of debt by South Valley Water Reclamation Facility (the Facility).
- 3- Provide advice and assistance on the structuring, issuance and method of sale of bonds, notes, loans or other forms of indebtedness being considered by the Facility.
- 4- Provide information on current methods available for financing the construction or acquisition of new facilities, equipment, improvements, land and related matters.
- 5- Provide information about fixed income market conditions, interest rates, ratings, revenues available or other bond market or financial information requested by the facility.
- 6- Provide advice and assistance on private placement of debt, including acting as information agent for the Facility in communications with prospective purchasers of the Facility's bonds, notes, or loans.
- 7- Prepare detailed numerical analysis relating to the debt issue(s) being contemplated.
- 8- Review bond documents and attend all required due diligence meetings.
- 9- Provide information and analysis of cost savings or other benefits resulting from state or federal lending agencies and in refinancing of the Facilities outstanding debt obligations.
- 10- It is understood that the Financial Advisor will not limit work to the steps outlined but will extend services as necessary to insure that all projects are brought to a successful conclusion on behalf of the Facility in a most professional and satisfactory manner and in a manner that best promotes the interests of the Facility.
- 11- Engage in any other service as assigned or negotiated in order to benefit the Facility.