

**Request for Proposals (RFP) to Serve as Municipal Advisor to the County of Marshall, Kentucky (the "County").**

The County is inviting proposals to provide municipal advisory services. The engagement period will be for the fiscal years ending June 30, 2019, 2020 & 2021 ("FY 2019, 2020 & 2021") with an option to renew for one year under the same terms and conditions at the discretion of the County.

The timing of any bond issue will depend on project needs and market conditions. There is no assurance that any transaction contemplated in this RFP will be completed during the engagement period.

Bonds issued in the name of County are required by law to be issued on a competitive basis. All bond transactions undertaken must receive final approval of the Fiscal Court.

**DESCRIPTION OF SERVICES SOUGHT**

The firm selected to perform municipal advisory services will be responsible for duties which include, but are not limited to, providing structuring; debt management and pre-sale marketing advice; advising with regard to investment of debt service reserve funds; competitively bidding for trustee or paying agent and printing services for the printing of official statements; coordinating the sale and closing of the securities with the purchaser, the trustee or paying agent; serving as the point of contact with the rating agencies and insurers for all issuances; and overseeing the entire bond issuance.

**REQUIRED COMPONENTS OF PROPOSAL**

**I. Firm Qualifications and Experience**

- a) Provide a brief history of your firm, including organization of the firm and any mergers or acquisitions.
- b) Describe the experience of your firm in providing public sector municipal advisory services in Kentucky. Include as an appendix a list of issues in the state for which the firm has served as municipal advisor for the past 3 years.
- c) Identify the location of the base offices for the individuals who will be assigned to the County and the total number of professionals in such office who serve as municipal advisors to public sector entities.
- d) Provide three references (name, title, employer, address, email, and phone number) for the firm.

**II. Staff Qualifications and Experience**

- a) Identify the individual who will initially serve as the primary point of contact with the County under this contract and the other individuals of the team who are expected to work on County transactions. Describe the type of work each is expected to perform.
- b) Provide a brief biography on each of these individuals that identifies their educational background, work history, and past responsibilities serving in similar municipal advisory roles.

- c) Provide three references (name, title, employer, address, email, and phone number) for the person who will serve as the primary point of contact.

### **III. Fee Proposal**

- A. In a separate sealed envelope provide a fee proposal for all work to be performed during the engagement period. Municipal advisory fees are paid only upon the completion and closing of a bond issuance. Propose a fee on a per \$1,000 bond basis, inclusive of all expenses including copying, faxing, mailing, telephone, travel and other expenses.
- B. Fee proposals will be evaluated on an assumed single bond issue of \$6,000,000. Actual bond issuances, if any, may be higher or lower than the assumed amount. There can be no assurance by the County that the transaction contemplated in the RFP will be completed.

### **Reservation of Rights**

The County reserves the right to:

- A. Reject any and all proposals for failure to comply with the requirements of the RFP.
- B. Reject all proposals and seek new proposals when such procedure is reasonably in the best interest of the County.
- C. Make investigations regarding qualifications of any or all respondents.
- D. Request and receive such additional information. Failure to comply with any such request may result in disqualification.
- E. Waive minor irregularities in this RFP process.
- F. Make all submitted proposals and any attached materials available for Open Records requests.

### **Liability**

The County shall not be liable for:

- A. Any cost incurred in the preparation or submission of any proposal.
- B. Any costs incurred in connection with any interview or negotiation relating to this RFP (i.e. travel, accommodations, etc.).
- C. Any disclosure, whether by negligence or otherwise, of any information, material or not, in any form submitted in response to this RFP.

### **Submission of Proposals**

Each proposal and all related materials must be received no later than Noon CT on March 15<sup>th</sup>, 2019 at the following address:

Marshall County Fiscal Court  
1101 Main Street  
Benton, KY 42025

**NOTE: Proposals received after the stated deadline will NOT be accepted. It is NOT the responsibility of courier services to meet the deadline; it is the responsibility of the respondent. Facsimile copies and electronic transmissions will NOT be accepted for submission of proposals.**

### **Notification**

Proposals will be evaluated by the County and the County will determine whether to hold interviews of proposing firms.