

REQUEST FOR PROPOSAL

FINANCIAL ADVISOR SERVICES

COUNTY OF ALLEGHANY, VIRGINIA

I. Purpose and General Information

The County of Alleghany ("County") is requesting proposals for financial advisor services. The term of the contract will be for one (1) year with an option to renew up to four (4) additional one (1) year periods upon mutual agreement.

Responses to this request for proposal, which shall consist of one original and three copies, must be submitted by 2 p.m. on Wednesday, March 1, 2017 to:

County of Alleghany
County Administrator's Office
9212 Winterberry Avenue
Covington, VA 24426

The submittal should be labeled "Financial Advisor RFP." Contact Mr. Jonathan A. Lanford, County Administrator, at (540) 863-6600 or jlanford@co.alleghany.va.us for further information regarding this RFP.

II. Scope of Services

The County of Alleghany is seeking proposals from qualified firms for the purpose of securing financial advisor services. The selected financial advisor will be requested to perform the following:

1. Assist the County, in conjunction with its regional partner the City of Covington, in evaluating financing alternatives related to the Public Safety and Local Government Radio Communications System project.
2. If and as requested, communicate with the Board of Supervisors the desired plan of finance.
3. If and as requested, execute the plan of finance, including negotiation on behalf of the County the terms and conditions of the financing. This may include assistance to the County with all required approvals and documentation.
4. Provide availability of financial advisory services other than those related to the Public Safety and Local Government Radio Communications System project as requested by the County. Such services may include, but not be limited to, financial planning services, analysis of financing alternatives, formulation of debt and financial management related policies, and development of financial plans and advice regarding special projects.

III. Proposal Requirements

Proposals shall contain a transmittal letter and the following specified information in the order listed:

1. Organizational structure of firm, experience in providing services requested, business philosophy, and qualifications of management and key personnel.
2. Description of Offeror's understanding of the services to be provided under this RFP and proposed approach, methodology, and timeline for addressing identified needs.

3. The ability, capacity, and skill of the Offeror to provide the services and/or items described in this RFP and in a prompt and timely manner without delay or interference with special focus on the key Contract team members.
4. Project team organizational chart and detailed resumes of Contract team members. The proposal should indicate what services will be provided on site and what personnel will be available to the site as needed.
5. Financial condition of the firm and the ability of the Offeror to comply with the duties and responsibilities described in this RFP.
6. References from a minimum of three clients with similar work assignments over the past five years.

IV. Instructions for Submitting Proposals

A. Submission of Proposals:

1. The County will not accept oral proposals or proposals received by telephone, email, fax machine or telegraph.
2. All erasures, interpolations, and other changes in the Proposal shall be signed or initialed by the Offeror.
3. The Proposal must be signed in order to be considered. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. The person executing the proposal must have actual authority to do so.
4. The Proposal and any other documents required shall be enclosed in a sealed opaque envelope.
5. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
6. The time proposals are received shall be determined by stamp in the County Office. Offerors are responsible for insuring that their proposals are stamped by County Office personnel by the deadline indicated.

B. Offeror's Representation:

1. Each Offeror, by submitting a proposal in response to this Request for Proposal, represents that the Offeror has read and understands the Scope of Services and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the contract work.
2. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the contract.

C. Trade Secrets/Proprietary Information:

Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must properly invoke the protection of this section prior to or upon submission of data or materials, identify the data or other materials to be protected, and state the reasons why protection is necessary in full compliance with section 2.2-4342(F) of the Code of Virginia (1950), as amended.

D. Modification of Proposal:

1. A proposal may be modified or withdrawn by the Offeror at any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the County in writing of its intentions.
2. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
3. Modified and withdrawn proposals may be resubmitted to the County up to the time and date set for the receipt of proposals.
4. No proposal can be withdrawn after the time set for the receipt of proposals and for sixty (60) days thereafter.

E. Acceptance of Proposals:

1. All proposals received in the County Office on time shall be accepted.
2. All late proposals shall be returned by the County Office, unopened, to the sender.
3. Alleghany County is an Affirmative Action/Equal Opportunity Employer, Provider, and Contractor. Minority and Women (MBE/WBE) owned firms are encouraged to submit proposals.
4. Proposals shall be open to public inspection only after award of the contract.

V. Evaluation of Proposal/Selection Process

- A. Each proposal will be evaluated for responsiveness to the requirements of this RFP in accordance with the procedures for competitive negotiation for other than professional services under the Virginia Public Procurement Act (VPPA). Following the evaluation process, the County will choose the Offeror who provides, in its opinion, the best proposal and provides the best value. The criteria for evaluation shall include, but are not necessarily limited to:
1. The background, education and experience of the Offeror in providing similar services, including the level of experience in working with local governments and the quality of services performed or items supplied.
 2. References of former and current clients, particular those of similar size and financial characteristic in Virginia; the quality of the Offeror's performance in comparable projects.
 3. Approach and work plan as it relates to the specified scope of services.
 4. Fairness, reasonableness and competitiveness of proposed fee and/or benefits to the County, although the County is not bound to select the Offeror proposing the lowest fees. The County reserves the right to negotiate fees and/or benefits with the selected Offeror(s).
 5. Responsiveness to the provisions of the RFP.
 6. The Offeror's ability, capacity, and skill to fully and satisfactorily provide the services required in this RFP in a prompt and timely manner.
 7. Qualifications and specialized experience of the Offeror's Contract team.

- B. When all proposals received have been reviewed by a selection committee represented by Alleghany County and the City of Covington, the County anticipates that interviews will be conducted with top Offerors based on evaluation criteria. Once these interviews have been conducted, the Offerors final ranking will be based on proposal content and the interview. Contracts may be negotiated with one or more Offerors.

In the event that a single Offeror is uniquely qualified, or clearly more highly qualified than other Offerors offering proposals for this service, the County may so state this fact, give a reasonable explanation for this decision and enter into negotiations with the uniquely qualified Offeror.

The County reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, it is in the best interests of the County.

VI. General Contract Terms and Conditions

Successful proposers shall be required to enter into a contract for professional services in substantially the form attached hereto as Exhibit A, which shall also include, without limitation, the following provisions:

A. Taxes

The County is a tax-exempt entity. However, to the extent any such taxes are required to be paid, the Contractor shall pay all County, City, State and Federal taxes required by law at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price between the County and the Contractor, as the taxes shall be an obligation of the Contractor and not of the County, and the County shall be held harmless for same by the Contractor.

B. Contract:

1. The contract documents shall be subject to regulations governed by the law of the Commonwealth of Virginia and Alleghany County.
2. The Contractor agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the contract.
3. Any contract resulting from this RFP is not assignable except with the written consent of all parties.
4. The Contractor shall be an independent Contractor and neither it, nor its agents employees, or contractors, shall not be or become by virtue of this contract an employee of the County.