

REQUEST FOR QUALIFICATIONS

FOR FINANCIAL ADVISOR (FA) FOR THE TOWN OF PITTSBORO

I. Purpose and Background

The purpose for this solicitation is to request proposals to provide financial advisory services to the Town of Pittsboro, North Carolina (“Town”). The selected firm would provide such services for a period of three (3) years commencing with the date that the award is made, with an option to extend for three additional one (1) year periods at the Town’s discretion.

Over the next several years, the Town expects to engage various financing mechanisms for infrastructure expansion. Future concerns include (but are not limited to) the items listed below:

- Working with the developers and various governmental entities to add infrastructure necessary to accommodate the approved multi-use 7,000 acre Chatham Park Planned Development District (CPPDD). Financing mechanisms include private sources of funding as well as a possible Special Assessment District (SAD) that would cover the entirety of the CPPDD.
- Recently, the Town received a “Notice of Intent” (NOI) from the Clean Water State Revolving Fund for a loan amount of \$21,585,500 to make improvements to its wastewater treatment system. The project will involve participation with the City of Sanford, a private developer, the Local Government Commission and the North Carolina Department of Environmental Quality.
- Upgrading or relocating Town of Pittsboro offices and buildings – most notably, Town Hall, Police and the Utilities Department.
- Managing a revolving fund loan (\$450,000) from NC Department of Environmental Quality Revolving Loan Fund Program to find and fix an “inflow and infiltration” problem with the Town’s sanitary sewer collection system.
- Calibrating existing Town fee structures to meet infrastructure development needs.

The selected firm will minimize the long-term financial risk to the Town and its utility customers as it adds to and maintains its infrastructure.

The Town believes that an on-going relationship with a financial advisor is important and that financial advisors should be available to provide services at times other than when the Town is issuing debt.

Proposals will be accepted from all qualified municipal advisors. In order to be considered, an individual or firm must have provided financial advisory services for certificates of participation, limited obligation bonds, revenue bonds, general obligation bonds, bank financing, special assessment districts and public/private methods of financing for a local government in North Carolina.

II. Timing and Scope of Services

The Town is seeking a firm or individual to provide on-going services for a period of three (3) years, commencing with the date that an award is made. The Town would expect this financial advisor to perform all of the normal financial advisory services, including but not necessarily limited to the following:

- Assemble financial and budgetary information necessary for the completion of financial plans.
- Analyze the financial implications within intergovernmental and development agreements.

- Review the Town's complete financial policies and/or matters with potential financial impact with particular emphasis on the debt management and maintenance of financial strength.
- Analyze current debt and make forecast for debt capabilities based on Capital Improvement Plan (CIP) and revenue streams needed to accomplish debt payments
- Analyze various methods of financing for infrastructure expansions, maintenance and improvements.
- Assist with the creation of a long-term asset management plan.
- Recommend terms and conditions to cover loan security and loan specifications
- Recommend tentative debt amortization and redemption provisions.
- Assist in preparation of offering documents and, when appropriate, submit same to recognized bond rating agencies and insurance companies in order to obtain the best possible rating for bonds/debt.
- Monitor the Town's debt for any refunding opportunities.
- Recommend and assist with selection of an underwriter group.
- If requested, assist the Town on an on-going basis in complying with Rule 15c212 rule promulgated by the SEC
- Review the Town's complete financial situation and work with Town's Capital Improvement Plan (CIP) to help determine revenue streams necessary to accomplish goals.
- Review and monitor utility rates and revenues to help assess strategic long-range plans.

III. Proposal Requirements

1. **Overview of the Firm.** Provide an overview of your firm including number of employees, office locations, financial advisory qualifications and description of department responsible for providing the services. Particular emphasis should be given to the firm's resources dedicated to providing financial advisory services.
2. **Assigned Personnel.** Provide biographical profiles of the individual(s) who will be assigned to the projects, their locations, and contact information. Please clearly identify the role each team member will play on the financing team. Include specific information regarding each individuals experience providing financial advisory services to the governmental entities.
3. **Local Government References.** Provide three (3) local government references from North Carolina for your firm or financing team for the entity.
4. **Financial Advisory Experience.** Provide a detailed listing of all debt issues for which the firm served as lead financial advisor in North Carolina providing the information below:
 - Name of Client
 - Issue Date
 - Par Amount
 - Type of Financing (COPS, LOBs, GO, Revenue etc.)
5. **Please describe your firm's view of your participation prior to and in conjunction with the debt issuance process.** Describe your firm's role in the issuance process of any debt by the Town of Pittsboro. Identify the role your firm generally plays prior to initiating an issuance process, evaluating refunding opportunities, in the development of the offering documents, working with the Local Government Commission (LGC), and rating process.
6. **Outline your process for evaluating the correct time to execute a refunding transaction.** Please highlight the approach your firm takes when evaluating the timing of executing a refunding transaction.
7. **Please outline how your firm would evaluate the sale of LOBs and Revenue Bonds via a competitive or negotiated sale.** In North Carolina, most Limited Obligation Bonds and Revenue Bonds have been sold via negotiated sale. How would your firm approach evaluating a sale approach that would result in the lowest cost of financing for the Town?

8. **Regulatory Proceedings.** Provide a description of any disciplinary action, administrative proceedings including, but not limited to, proceedings before claims asserted by the Internal Revenue Service, the Securities & Exchange Commission, or the Municipal Securities Rulemaking Board, whether a malpractice claim or other like proceeding against the firm or any of its principals, employees or agents or against an issuer client of the firm or its principals, employees or present agents or in connection with an issue for which the firm or its principals, employees or agents served as financial advisor, whether current, pending, or threatened, as well as any such action, proceeding or claim occurring during the past five (5) years. As to each matter, please state the date of commencement of proceedings, the date of conclusion and the final outcome.
9. **Conflict of Interest.** The firm must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the Town or any of its officers or employees. During the course of the contractual relationship formed pursuant tot his solicitation, any such conflicts of interest, whether newly arising or newly discovered, must be disclosed to the Town in writing to the Town of Pittsboro.
10. **Firm's Fee Proposal.** Please provide an estimate of fees typically charged for various transactions. Please note that the Town reserves the right to negotiate fees with the selected firm.

IV. Evaluation

The Town will evaluate the proposals to determine which proposal will best meet its needs for financial advisory services. Evaluation criteria will include, but not be limited to, professional experience, general reputation, NC financing experience, ability to perform the required services, and cost to the Town. The evaluation process may include an interview with selected firms. The dates of any possible interviews are to be determined. The Town will receive RFQs from interested firms until 3:00 pm (EST) on April 11, 2016, Attn: Bryan Gruesbeck, Town Manager, Town of Pittsboro at PO Box 759, 635 East Street, Pittsboro, NC 27312. Envelopes and/or parcels containing this RFQ should be clearly labeled RFQ for Financial Services.