



CITY OF MARCELINE - REQUEST FOR QUALIFICATIONS

MUNICIPAL FINANCIAL ADVISORY SERVICE SERVICES

The City of Marceline, Missouri ("City") is seeking proposals from qualified firms ("Firm") to provide financial advisory services through June 30, 2028, with optional renewals.

Any questions concerning this request should be addressed to City Manager Jesse Wallis or City Clerk/Assistant City Manager Lindsay Krumpelman. Please send any questions to proposal_response@marcelinemo.us, or call 660.376.3528.

Background Information

The City of Marceline, Missouri is a 3rd Class City located in the north central portion of Missouri in Linn and Chariton Counties just three miles south of Highway 36. The City has a population of approximately 2,123. The City's fiscal year runs from November 1 to October 31 and has an annual operating budget for the 2024-2025 fiscal year of \$10,496,434 covering all funds which include government-type funds and enterprise funds. Services provided to the City's residents includes, but not limited to, public safety, street maintenance, parks and recreation, a year-round swimming pool, and utility services including water, electric and wastewater. The City currently employs 27 full-time employees, 12 part-time employees, and has a 24-member volunteer fire department.

The City operates under a Council-City Manager form of government. The City Council is the policy and legislative authority and consists of a mayor and four councilmembers. The City Council is responsible for passing ordinances, adopting the budget, appointing committees and appointing the city manager and city clerk/assistant city manager. Council members serve three (3) year terms and are elected at large. The Mayor is selected annually in April by the Council members and serves a one-year term. The City Manager acts as the chief administrative and budget officer of the City and is responsible for carrying out the policies and ordinances of the City Council and oversees the day-to-day operations of the City.

Additional information regarding the City, including the current City budget may be obtained at the City's website: www.marcelinemo.us.

Project Team

The City involved with the successful firm for these services shall include, but not limited to, the following:

- Jesse Wallis, City Manager
- Lindsay Krumpelman, City Clerk/Assistant City Manager

Purpose

The purpose of this Request for Qualifications (RFQ) is for the City to obtain competitive Qualifications from qualified firms capable of serving as the City's Municipal Financial Advisor. The selected firm will provide financial advisor services related to debt issuance and management and other financial advisory services as required. The City is needing financial advisory services for multiple upcoming city projects to include, but not limited to, the following:

- New Wastewater Plant Construction
- Water System Upgrades
- Electrical System Upgrades
- Wastewater System Upgrades
- AMI System (currently looking at a lease-purchase option through local bank)

Scope of Services

The selected firm will be responsible for developing financing plans for debt issuance including recommended size, structure and specific terms and conditions. The firm is expected to be knowledgeable of the City's financial operations, demographic and economic factors and long-term capital program requirements. The selected firm must have experience with debt issuances for municipalities in the State of Missouri. The firm selected is expected to follow the following services:

- A. Provide as Provide as-need financial advice regarding market conditions and trends, financial products, credit and credit analysis, and third-party alternative financing.
- B. **Debt Issuance and Management** – The firm is expected to perform the following services for a debt offering or issue when authorized by the City:
 1. Prepare a calendar of events detailing the target dates for critical steps of the bond issuances process. Advise on the timing of the bond sale, taking into consideration such factors as changing economic conditions, current and projected market trends, and convenience to the City.
 2. When applicable, review preliminary feasibility studies in cooperation with the City, its officials and administrative staff, attorney, bond attorneys, accountants, architects and engineers as requested by the City. These studies outline the project, its costs, funding alternatives and sources, existing debt, future financing and cash flow consideration.
 3. Present information to rating agencies on behalf of the City, as needed. Assist the City in obtaining as favorable ratings as possible and advise on measures to improve rating.
 4. Act as liaison with bond counsel and coordinate the work of other professionals providing information in connection with the proposed financing.

5. Review all current financings and provide recommendations. Evaluate the impacts these changes may have on obtaining a bond rating for the City and the City's other financings.
6. Assist staff in preparation of special studies, financial forecasts, etc., as required.
7. Attend meetings of the City and its staff on an as-needed basis and make presentations to the City Council, if requested.
8. Analyze the proposed financing, including funding alternatives, to determine methods of strengthening marketability. Recommend the best method of marketing consistent with current economic and market conditions and rating agency criteria.
9. Advise on the appropriate terms and conditions of the sale, including payment, maturity schedule, discount, par, premium, net interest cost, true interest cost, and other requests. Consult with the City and advise bond counsel concerning necessary covenants and advise on any advantageous features such as parity provisions, reserve requirements, sinking fund payments and redemption provisions.
10. Coordinate with bond counsel the preparation of amendments, and distribute the necessary contracts, authorizing resolutions, and other documents involved in the sale. Research and advise on aspects of tax exemption and arbitrage in cooperation with the City attorney and bond counsel. Assist in obtaining Internal Revenue Service rulings deemed necessary.
11. Prepare official draft statements on behalf of and with the cooperation of the City. Advise on disclosure requirements and conformance to suggested guidelines. Coordinate review and revision with City staff and bond counsel. The official statement shall be subject to final review by the City.
12. Publicize the issue with an official statement, notice of sale, bid forms, and any other means necessary and advisable to develop public and institutional interest. Assist in making recommendations concerning registration, trustee, and paying agent selection decisions.
13. Attend the bid opening to assist with the evaluation of bids and provide advice on the acceptability of the best bid.
14. Bond Closing
 - i. Coordinate, supervise, and communicate bond closing details.
 - ii. If requested by the City, the advisor will furnish prompt recommendations for the investment of bond proceeds to maximize earnings. Solicit bids on investment of idle funds, if necessary.
 - iii. Provide the City with bond and interest records showing required semi-annual payments, escrow cash flow and other useful information.

- iv. Following the closing of a transaction, the firm will meet with the City to critique the transaction and to determine what, if any, changes be made to improve future offerings.
- 15. Work Product – The firm will be expected to provide the following work products for each debt offering unless specific arrangements are made for one or more of the se products to be supplied by others.
 - i. Presale analysis
 - ii. Offering statement
 - iii. Post-sale analysis; and
 - iv. Such other analysis, including analysis of funding alternatives, cash flow projections and materials necessary for financial planning and bond sale purposes.
- C. Other Financial Programs and Additional Services – In addition to those services set forth herein, the selected firm may provide services customarily provided by financial advisors in Missouri, including providing ongoing advice to the City, working with the City Manager and City Clerk to develop and maintain a coordinated approach to the overall requirements of the City’s financing programs, including, but not limited to, actuarial services to calculate liabilities, capital improvement programs, investments, revenue trends, and ongoing advice to both common and innovative practices, as the City determines necessary.
- D. Non-Exclusive Services – The agreement will not preclude the City from retaining other financial advisors from time to time as the City, at its sole discretion, decides. This appointment is non-exclusive, and the advisor selected agrees to work with and coordinate efforts with (if requested by the City) any other financial advisor retained by the City.
- E. Prohibited Services – The firm will be prohibited from acting as an underwriter or acting as member of an underwriting syndicate on City financing issues. The City reserves the right to utilize the advisor as an underwriter or placement agent of City issues at its convenience, but only at the specific written request of the City Council.
- F. Responsibilities of Successful Firm(s) – The successful firm is responsible for undertaking the services identified in the Scope of Services, or as negotiated with the City, upon execution of a contract by both parties and providing detailed invoices of services rendered on a monthly basis. Deliverables to the City shall be considered property of the City of Marceline and may be used or reproduced by the City. All reports, research, calculations, survey and other work performed shall be property of the City, and upon completion or termination of a contract shall be delivered to the City of Marceline. The firm may keep copies of all its work.

Proposal Schedule

It is the intent of the City of Marceline to adhere to the following schedule for the selection of the Firm, however it may be altered at the City’s convenience.

A. Release and advertisement of RFQ	April 11, 2025
B. Deadline for Questions	April 25, 2025
C. Qualification Submission Deadline	May 12, 2025
D. Final Selection & Board Approval	June 2025

Qualification Submission and Award

- A. Submission - All responses to the RFQ must be received by the City Clerk/ACM for the City of Marceline prior to 4:00 pm on Monday, May 12, 2025 at City Of Marceline, City Hall, 116 North Main Street USA, Marceline, MO 64658.

Interested firms should submit six (6) copies of the completed proposal and one electronic copy of their proposal in PDF format on flash drive. The proposals shall be submitted in a sealed envelope(s) marked "RFQ – Financial Advisor Services". It is the responsibility of the proposer to ensure that their submittal is received in the City Clerk's Office, prior to the deadline. No faxed, emailed or late proposals will be accepted.

The City reserves the right to accept or reject any or all submittals regardless of any defect or variance for the requirements set forth in this RFQ.

- B. Amendments to RFQ – In the event it should be necessary to revise any portion of this RFQ, the City will endeavor to provide any addenda to anyone who received or requested the original RFQ, but to guarantee you have the complete RFQ, it is recommended you check the city website at <http://marcelinemo.us/government/Purchasing.html> for updates before making your final submission.
- C. Waiver – The City reserves the right to waive any variances from the original RFQ in cases where the variances are in the best interest of the City.
- D. Proposal Format and Contents – Response to this RFQ shall include the following information to facilitate an effective evaluation.
1. RFQ – Municipal Financial Advisory Services Qualifications Form (enclosed)
 2. Cover Letter to include name of the firm, address, date established, and a description of firm's history.
 3. Qualification Contents – Respondents shall provide information about their team, the quality of its expertise and experience in financial advisory services, and its capability and capacity to perform the stated scope of services outlined in the RFQ, including, but not limited to the following:
 - i. Description of general capabilities, including information relating to financial ability, size and staffing, research capability, professional staff, clerical, and work

product quality control process. Include a statement of work explaining work products, plans, activities, etc., as understood by the respondent and unique or innovative solutions or approaches to be provided.

- ii. Statement of the firm's local availability and degree of accessibility to the City of Marceline, specifying how accessibility will be provided and charged to the City. Include a statement of firm's familiarity with the City of Marceline and/or region.
 - iii. Statement of intention and/or need to use the services of other organizations to perform any of the services identified in this RFQ. If applicable, provide identification of service and role of the organization.
 - iv. Disclose any professional or personal financial interest, other possible conflicts of interest, and any affiliation or relationship with any broker-dealer.
 - v. Statement of exceptions to any requirement, terms, or conditions of the RFQ.
 - vi. Provide additional pertinent information for the City's consideration of this RFQ.
4. Fee Qualification – Respondents shall provide a fee qualification clearly identifying and differentiating fees to be charged, including, as applicable, fixed and hourly fees, plus costs or expenses passed onto the City.
 5. References – Provide at least three (3) references that match governmental services rendered equal to services proposed in the RFQ within the last five (5) years. Provide the name, contact information, services provided, and duration of said services for each reference.
 6. Supplemental Material – Respondents shall include a Standard Service Contract.

E. Additional Information –

1. Upon receipt, all submittals become the property of the City of Marceline and are subject to the Missouri Sunshine Act Chapter 610. Selection or rejection of the submittal will not affect this right.
2. The City shall have the right to use all ideas or adaptations of the ideas contained in any submittal received in response to this RFQ. Disqualification of a submittal does not eliminate this right.
3. All material submitted in response to this RFQ will become public records and will be subject to inspection after the final selection and contract is signed. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the submittal. Such request must include justification for the request. Any material requested to be treated as proprietary or confidential may or may not be treated as such. Neither cost or pricing information nor the total cost of a submittal will be considered proprietary.

4. The City of Marceline shall not be obligated to be liable for any cost incurred by proposers prior to the issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

F. Award and Selection – Response will be evaluated based on the following criteria:

1. Overall responsiveness and quality of the submittal in clearly stating an understanding of the work to be performed and familiarity with the City of Marceline. (30%)
2. The nature and quality of the expertise and experience possessed to perform the outlined scope of services. (25%)
3. The capability, capacity and reputation of the respondent to perform the outlined scope of services. (25%)
4. Schedule of fees for services to be provided. (20%)

G. Rejection – The City of Marceline, Missouri, reserves the right to reject any or all bids or submittals received in response to this RFQ or to cancel this RFQ. Failure to furnish all information or to follow the format requested in this RFQ may disqualify the submittal. Any exception to the Scope of Work must be identified in the submittal.

Additional Terms and Conditions Upon Contract

- A. Appropriation Clause – The continuation of the contract is contingent upon the annual appropriation of funds by the City Council. In the event the City Council shall not budget and appropriate, specifically with respect to this agreement, on or before November 1, subsequent years of the contract monies sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.
- B. Assignment of Contract – Neither this contract, nor any portion thereof, shall be reassigned except by formal written approval by the City.
- C. Contract Termination – The City reserves the right to terminate the contract by giving thirty (30) days written notice.
- D. Discrimination Policy – The City of Marceline advises the public that it does not discriminate on the basis of handicapped status, race or color, national origin, religion, age, sex in employment or the provision of municipal services.
- E. E-Verify: Federal Work Authorization Program: Proposers are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract more than five thousand dollars

(\$5,000.00), the successful proposer shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services successful proposers shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to contracted services.

- F. Insurance – The Firm shall have Liability Insurance. Proof of General Public Liability and Property Damage Insurance, including vehicle coverage with a combined single limit for injury and/or property damage of not less than \$1,000,000.00 per occurrence with an aggregate of not less than \$2,000,000.00 and proof of Workman’s Compensation Insurance with statutorily limits required by any applicable Federal or state law and Employers Liability Insurance with minimum limit of \$1,000,000 per accident. The selected Firm shall make the City an additional insured on each policy of liability insurance that Firm is required to maintain under the contract documents.
- G. Indemnification – The Firm shall indemnify, save and hold harmless the City of Marceline, Missouri, its employees, and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the operator or its employees, agents, subcontractors or assignees pursuant to the terms of the contract resulting from this RFQ.
- H. Immunity Retention – By execution and performance of the contract resulting from this RFQ, the City does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of the City, and the City’s council members, officers, directors, servants, employees, agents, successors, or assigns.
- I. Licensing and Certifications – The successful proposer shall have a valid business license, hold all applicable certifications, and agree to maintain them throughout the terms of the contract resulting from this RFQ.
- J. Laws, Ordinances, Regulations – Firm shall conform to all Federal, State, and City regulations, ordinances, and laws applicable to the firm, the City or the subject matter of this contract. The City of Marceline shall not be responsible for any fees, charges, money, etc. due, resulting from any service provided under the provision of this contract. Firm shall conform to all changes made to this contract/agreement as a result of any ordinance, law and/or directive issued by the Federal, State or City government having jurisdiction over this contract.

CITY OF MARCELINE, MISSOURI

MUNICIPAL FINACIAL ADVISORY SERVICES

PROPOSAL FORM

Signature of respondent indicates that the information provided in respondent's submission is true and accurate, the respondent is willing and able to provide services outlined in the scope of services, the respondent understands and will comply with all terms and conditions, and all other specifications made a part of this RFP, and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of a contract subsequent to an award.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to provide consulting services for the City of Marceline in accordance with the cope of services and intent of this request for proposal contained herein.

Indicate whether: () Individual; () Partnership; () Corporation; () LLC/LLP or other entity

State Incorporated: _____ Tax ID# _____ Corporate Charter # _____

FIRM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

Signature Title Date

Attest:

Signature Title