

# CITY OF ST JOSEPH

## REQUEST FOR PROPOSAL

NO RFP2022-30

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Proposals Must Be Received No  
Later Than

Time: 4:00PM Date: 7/7/2022

For Information Contact

Purchasing

at (816) 271-5330

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. All documents included in submission are to be of public record.

**Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.**

### Bond Counsel Services

**Please complete, sign and return this form with the proposal**

**Please have the Bid Name and Number on the outside of the sealed proposals.**

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

#### SIGNATURE REQUIRED

Offeror's Signature: \_\_\_\_\_ Offeror's Printed Name: \_\_\_\_\_ Title : \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

CITY OF ST. JOSEPH  
PURCHASING DIVISION  
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL  
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices, and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern. In case of an identified mistake in calculation the City may, but is not obligated to, correct the calculation based on the unit price submitted by the bidder.
- b. Any manufacturer's names, trade names, brand names, information, and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling, and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.  
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick Avenue, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title, and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. Written notice may be in the form of an email provided the email is actually received by the Purchasing Agent prior to the official closing date and time specified; any email that is not actually received, whether due to a delay in delivery, delivery to a filtering service that does not release the email, or other failure in delivery shall not be deemed to be a written notice of modification or withdrawal. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.

- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph, email, or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder, the best interest of the City, and all other relevant factors. When multiple bidders are equally responsible and qualified and submit equivalent bids, those bidders that are equally responsible and qualified and submit equivalent bids may be allowed to submit a subsequent lower bid price in accordance with a schedule established by the Purchasing Agent; such bid price must be submitted in a sealed envelope or container clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the closing date and time established by the Purchasing Agent; the submission may modify only the bid price.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies, or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Purchasing Division that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

**CITY OF ST. JOSEPH, MISSOURI**  
**Request for Proposal for Bond Counsel Services**  
**RFP2022-30**

**General Description of Requested Services (to be performed on an as-needed basis)**

- (1) Work with City staff and outside service providers (financial advisor, bond trustee, underwriter, attorneys, etc.) to effect City bond sales.
- (2) Provide City staff with ongoing assistance, bond transcripts, etc.

**Term of Contract/Agreement**

Five (5) year term commencing July 1, 2022 through June 30, 2027 subject to annual appropriation by the City Council.

**Selection Process**

The City's selection process will depend on the number and quality of responses received. Generally, the City identifies an internal committee to participate in the review and analysis of bond counsel service proposals. The committee narrows the candidate list to fewer than six for further comparisons and assessments. The need for additional inquiries, document gathering and/or oral presentations is determined. Once this process is completed, firms will be notified as to the results. Staff works the details of the bond counsel service agreement and submits the agreement to the City Council for approval. Annually, thereafter, the annual service agreement is reauthorized via Council Resolution.

**Timetable**

The City will use the following timetable resulting in the selection of the successful firm on or before July 25, 2022:

June 11, 2022	Advertise for Request for Proposals
July 7, 2022	Proposals due by 4:00 P.M.
July 13, 2022	Select finalists for interviews (if needed)
July 18-22, 2022	Conduct interviews with finalists
July 25, 2022	Recommend approval of bond counsel firm to the City Manager and City Council

**Minimum Qualifications**

Proposing firms must be able to demonstrate the following:

- (1) Five years' experience serving as lead bond counsel in Missouri with municipal governments.
- (2) Sufficient number of adequately trained and experienced staff.
- (3) Ability to complete all aspects of the services to be performed in a timely manner.
- (4) Submit proof of the following types of insurance coverage:
  - (a) Professional Liability - \$1,000,000 minimum
  - (b) Workers Compensation – Per Statutory Requirements
- (5) Comprehensive fee proposals, including out-of-pocket expenses, contingencies, and other reimbursable costs, for each of the five annual fiscal periods.

**CITY OF ST. JOSEPH, MISSOURI**  
**Request for Proposal for Bond Counsel Services**  
**RFP2022-30**

**Instructions to Proposing Firms**

(1) All questions and comments should be directed to:

Laurie Tietjen, Finance Director  
City of St. Joseph, Missouri  
1100 Frederick Avenue  
Room 201  
St. Joseph, MO 64501  
Telephone (816) 271-5526

(2) All proposals must be in a sealed envelope and clearly marked in the lower left corner: “Sealed Proposal – Bond Counsel Services.” **Five (5) copies of the proposals and one (1) electronic version on a USB drive** must be received in Purchasing-Room 201 on or before **July 7, 2022 by 4:00 P.M.** Proposals received after this time will not be considered.

(3) The Finance Director will notify the firms selected by the City to interview and will establish the time for those interviews.

**Content of Service Proposals**

The City encourages the submission of detailed, yet user-friendly information that concisely explains the Consultant’s approach to the work it will be retained to perform. Proposals may include information in audio, video, or hard copy media. The City will accept and review timely-submitted responses. At the present time we cannot accept proposals submitted via fax, internet, or other telephonic media.

**Other Pertinent Information**

(1) City staff assists in providing all needed financial and operational data needed for bond issuances.

(2) City staff assists in the review of draft documents.

(3) Fiscal year end – June 30.

(4) City data:

Total annual budget – \$167 million

Total outstanding debt – See enclosed debt schedules

Total City population – 76,780

Total number of major funds – 6

Total number of funds – 30

Total number of departments – 18 to 22

Total number of full time City employees – 650+

Major known contingencies and/or uncertainties – none

Form of Government – City Council/Manger + Charter City

**CITY OF ST. JOSEPH, MISSOURI**  
**Request for Proposal for Bond Counsel Services**  
**RFP2022-30**

**City Contacts**

The latest audited financial reports can be accessed on the City of St. Joseph, Missouri website:

[www.stjosephmo.gov](http://www.stjosephmo.gov)

For additional information, please contact:

Summer Deatherage, Purchasing Agent, (816) 271-5330 or  
Lisa Robertson, City Attorney, (816) 271-4680 or  
Laurie Tietjen, Finance Director, (816) 271-5526

**CITY OF ST. JOSEPH, MISSOURI**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

Year Ending	Governmental Activities					
	Industrial Development Authority Bonds		Infrastructure Facility Revenue Bonds		MO Development Finance Board Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	2,245,000	506,002	1,350,000	202,668	165,000	23,625
2023	2,350,000	402,427	1,405,000	144,443	175,000	16,200
2024	2,450,000	294,014	1,475,000	83,837	185,000	8,325
2025	2,565,000	180,925	495,000	10,093	-	-
2027-2031	975,000	109,175	-	-	-	-
2034-2038	-	-	-	-	-	-
2032-2036	-	-	-	-	-	-
2037-2041	-	-	-	-	-	-
2042-2046	-	-	-	-	-	-
	<u>\$ 11,155,000</u>	<u>\$ 1,568,361</u>	<u>\$ 4,725,000</u>	<u>\$ 441,041</u>	<u>\$ 525,000</u>	<u>\$ 48,150</u>

Year Ending	Total Governmental Activities Debt Service Requirements			
	Governmental Obligation Bonds		Debt Service Requirements	
	Principal	Interest	Principal	Interest
2022	215,000	130,325	3,975,000	862,620
2023	220,000	119,575	4,150,000	682,645
2024	230,000	108,575	4,340,000	494,751
2025	235,000	97,075	3,295,000	288,093
2026	245,000	85,325	815,000	161,144
2027-2031	1,305,000	291,894	2,280,000	401,069
2032-2036	1,450,000	190,563	1,450,000	190,563
2037-2041	1,275,000	62,050	1,275,000	62,050
2042-2046	-	-	-	-
	<u>\$ 5,175,000</u>	<u>\$ 1,085,381</u>	<u>\$ 21,580,000</u>	<u>\$ 3,142,933</u>

**CITY OF ST. JOSEPH, MISSOURI**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2021**

Business-type Activities

Year Ending	Revenue Bonds		Industrial Development Authority Bonds		Infrastructure Facility Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 7,249,000	\$ 2,198,445	\$ 1,840,000	\$ 978,794	-	\$ 694,688
2023	7,437,500	2,099,062	1,930,000	886,794	-	694,688
2024	7,581,900	1,989,507	2,085,000	790,294	-	694,688
2025	7,777,300	1,878,481	2,190,000	687,694	\$ 745,000	694,688
2026	7,982,800	1,749,340	3,190,000	580,694	1,225,000	664,888
2027-2031	43,018,900	7,056,757	7,425,000	1,014,700	11,020,000	2,423,581
2032-2036	43,755,100	3,938,631	2,895,000	219,988	13,170,000	1,262,488
2037-2041	14,544,000	2,097,260	-	-	4,950,000	250,000
2042-2046	11,755,602	1,986,130	-	-	-	-
	<u>\$ 151,102,102</u>	<u>\$ 24,993,613</u>	<u>\$ 21,555,000</u>	<u>\$ 5,158,957</u>	<u>\$ 31,110,000</u>	<u>\$ 7,379,706</u>

Year Ending	MO Development Finance Board Bonds		Total Business-type Activities Debt Service Requirements		Total Debt Service Requirements	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 740,000	\$ 101,075	\$ 9,829,000	\$ 3,973,002	\$ 13,804,000	\$ 4,835,621
2023	760,000	77,025	10,127,500	3,757,569	14,277,500	4,440,214
2024	785,000	52,325	10,451,900	3,526,814	14,791,900	4,021,564
2025	825,000	13,406	11,537,300	3,274,269	14,832,300	3,562,361
2026	-	-	12,397,800	2,994,921	13,212,800	3,156,065
2027-2031	-	-	61,463,900	10,495,039	63,743,900	10,896,108
2032-2036	-	-	59,820,100	5,421,106	61,270,100	5,611,668
2037-2041	-	-	19,494,000	2,347,260	20,769,000	2,409,310
2042-2046	-	-	11,755,602	1,986,130	11,755,602	1,986,130
	<u>\$ 3,110,000</u>	<u>\$ 243,831</u>	<u>\$ 206,877,102</u>	<u>\$ 37,776,108</u>	<u>\$ 228,457,102</u>	<u>\$ 40,919,041</u>