

Request for Qualifications	
Solicitation name/number:	Municipal Advisory Services Q2507
Upload responses by:	11:00 a.m. on November 18, 2024
Upload your response to:	<p><u>Upload your Submittal by clicking this link</u></p> <ul style="list-style-type: none"> • <u><i>All submittals must be submitted through the Vendor Registry platform as ONE document</i></u> • Submittals delivered by email, fax, USPS or in person will be rejected.
Post questions to:	<p><u>Post questions by clicking this link</u></p> <p>by 6:00 p.m. on November 8, 2024.</p> <p style="text-align: center;">KCDC will not accept questions via email or telephone.</p>
Award results:	KCDC posts the award decision to its web page at: <u>http://www.kcdc.org/procurement/</u>
Open Records/Public Access to Documents:	Once an award recommendation is made, all documents provided to KCDC are subject to the Tennessee Open Meetings Act (TCA 8-44-101) and open records requirements.
Check KCDC's webpage for addenda and changes before submitting your response.	

1. Background and Intent

- a. KCDC is the public housing authority for Knoxville and Knox County. KCDC manages and rents more than 3,600 dwelling units. KCDC oversees approximately 4,097 Section 8 Vouchers and 76 Moderate Rehabilitation units. Additionally, KCDC serves as the redevelopment agency for the City of Knoxville, managing redevelopment areas, TIFs, and PILOTs.
- b. KCDC, chartered by the State of Tennessee in 1936, as an independent public instrumentality is governed by a seven-member Board of Commissioners. KCDC's Board members are appointed by Knoxville's Mayor. Day-to-day oversight of the corporation resides in KCDC's Chief Executive Officer/Executive Director (CEO) and the staff. KCDC is comprised of four departments and employs approximately 156 individuals. KCDC's total annual operating budget is approximately \$60,000,000.
- c. KCDC is looking to advance and leverage financial tools/resources to expand and accelerate its mission and impact for the Knoxville community. In connection with this endeavor, KCDC is seeking a pool of financial/municipal advisors (Advisor) to choose from that will assist with planning, leveraging, implementation and oversight, ensuring KCDC elevates and magnifies its housing and development impact.

2. Requested Services

The scope of services for the selected advisor(s) is expected to include, but not necessarily be limited to:

- Obtain credit rating
- Assist with credit rating strategies and monitoring
- Assist with short-term and long-term funding/bond needs
- Financing plans and cost benefit analysis development
- Research, analysis and development of a loan fund program
- Coordinate and participate in all aspects of loan/bond issuance process, including providing advice related to the retention of additional consultants to assist with financing and oversight of such consultants
- Additional services, as needed, along a municipal/financial advisory capacity

- Debt, capital and cash reserve analysis

3. **Minimum Qualifications of Advisors**

KCDC established the following minimum qualifications for financial advisors:

- The key professionals assigned to provide services to KCDC will have at least five years of financial advisory experience.
- Shall have substantiated experience in municipal revenue financing by governmental entities.
- The selected Advisor must be registered as a municipal advisor with both the Municipal Securities Rulemaking Board and Securities and Exchange Commission.
- The selected financial advisor would preferably have experience in:
 - Identifying, reviewing and recommending funding sources as may be available from open market leasing, state and/or federal grant or loan programs to support short-term and long-term funding needs.
 - Providing technical financial guidance or analysis related to financing options for various development projects. Other non-traditional activities the Advisor may deem appropriate. KCDC encourages innovation.
 - Financing major capital improvements at housing authorities.
 - Have knowledge of HUD loans, limitations and requirements and be able to present relevant financial leveraging strategies using a mix of possible funding sources.
- Experience obtaining a credit rating with a credit rating agency.

4. **Contact Policy**

Only contact KCDC's Procurement Division about this solicitation from the issuance of this solicitation until the award. Information obtained from an unauthorized officer, agent, or employee will not affect the risks or obligations assumed by the respondent(s) or relieve the respondent(s) from fulfilling any of the conditions of the resulting award for this project. Such contact can disqualify the respondent(s) from the solicitation process.

5. **Evaluation**

- a. KCDC will evaluate this on the criteria detailed below.
- b. KCDC reserves the right to request additional information to assist in the evaluation process including references and business ability information.

- c. KCDC will review all submittals and reserves the right to request necessary modifications, waive minor technicalities, reject all submittals, reject any submittal that does not meet mandatory requirements(s) or cancel this solicitation, according to KCDC’s best interests.
- d. KCDC may elect to interview one or more respondents. Those interviews may be in person or by video conference as agreed upon by KCDC and the respondent. Following such interviews, KCDC will select the respondent or respondents that KCDC feels is most qualified to provide services to KCDC. Upon such selection, KCDC will notify that respondent and commence negotiations of an agreement, including terms of compensation, with that respondent. If KCDC is not successful in reaching agreement with that respondent, KCDC may choose to commence negotiations with an alternate respondent.
- e. KCDC will award to the best overall submittal(s) on the following evaluation scale:

Factors	Maximum Points
Municipal Financial Expertise	20
Housing Industry Experience	20
Redevelopment Experience	20
Qualification of Key Personnel	20
Regulatory Compliance History	10
Fees	5
References	5
Total	100

6. Insurance

The respondent agrees to maintain at its sole expense on a primary and non-contributory basis during the term of this resulting contract insurance coverages and limits in accordance with the respondent’s standard business practices and acceptable to KCDC. Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the respondent. Upon request, the respondent will provide KCDC with Certificates of Insurance evidencing such insurance.

7. Length of Award

The length of the contract will initially be 12 months with four optional annual renewals that KCDC may exercise at its discretion.

8. Submittal Instructions

Upload your information **in the order indicated below** as ONE document uploaded as detailed on the cover page.

Document Number	Title
Solicitation Document A	General Response Section (this is the first page of your submittal)
Solicitation Document B	Affidavits
Solicitation Document C	Examples of past financial advisory work demonstrating experience of the type required by KCDC.
Solicitation Document D	At least three professional references from entities for which the respondent has provided financial advisory services, preferably chief executive officers or chief financial officers of governmental entities that operate entities similar to KCDC themselves.
Solicitation Document E	Identification of the key professionals that will provide services to KCDC and information regarding the experience of those professionals.
Solicitation Document F	Submittal of registration information with the Municipal Securities Rulemaking Board and Securities and Exchange Commission.
Solicitation Document G	Fee Schedule

Notes
1. No more than 10 pages of written materials addressing the qualifications to provide financial advisory services to KCDC.
2. A page is one 8.5 x 11 piece of page with 1-inch margins and 12 font type.
3. Solicitation Documents A and B, required by KCDC, do not count toward the 10-page limit.

9. Timeline

KCDC's expected timeline is as follows below, Note that this is simply as estimate provided for the proposer's edification.

Solicitation Issuance	October 23, 2024
Last Day for Questions	November 8, 2024
Responses Due	November 18, 2024
Interview Sessions, if applicable	December 2-3, 2024
Complete Negotiations with Selected Financial Advisor	December 13, 2024
KCDC Board of Commissioners approval	TBD

1. **Acceptance**

Respondents shall hold their offer firm and subject to acceptance by KCDC for ninety calendar days from the opening date.

2. **Anti-Lobbying Amendment**

Respondents who submit must sign KCDC's anti-lobbying affidavit (Document B). Respondents shall require each subcontractor and each lower-tier subcontractor exceeding \$100,000 to certify to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352.

3. **Books and Records**

Respondents shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under an agreement and/or contract and make such materials available at its offices at all reasonable times during the contract period and for three years (and as required by federal law and/or regulations) from the date of the final payment under an agreement or contract.

4. **Expenses Incurred**

All expenses incurred in the preparation and submission of a response to this solicitation shall be borne by the respondent.

5. **Federal Obligation**

The federal government is not a party to KCDC's solicitation and is not subject to any obligations or liabilities resulting from its award.

6. **Federally Required Orders/Directives**

Respondents agrees that they will comply with the following laws and directives that KCDC has received from the federal government. These orders and/or directives shall be a part of any award and/or contract:

- a. Executive Order 11246: "Equal Employment Opportunity."
- b. The Age Discrimination Act of 1975.
- c. Anti-Drug Abuse Act of 1988 (42 U.S.C. 11901 et. seq.).

- d. Copeland "Anti-Kickback" Act.
- e. Equal opportunity clause (41 CFR §60-1.4(b)) prohibiting workplace discrimination and its application to both prime and subcontractors.
- f. Public Law 88-352, Title VI of the Civil Rights Act of 1964.

7. Governing Law

All the laws of the State of Tennessee and applicable federal laws and regulations governing KCDC purchase orders and other contracts. All obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes arising hereunder.

8. Indemnification/Hold Harmless

According to Tennessee state law, KCDC cannot agree to hold respondents harmless nor to indemnify respondents.

9. Knoxville/Knox County Obligations

The City of Knoxville and Knox County are not parties to KCDC's solicitation and are not subject to any obligations or liabilities to a contractor or any other party resulting from its award.

10. Limitation of Liability

KCDC is not liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if KCDC has been advised of the possibility of such damages.

11. Non-Discrimination and Non-Conflict Statement

- a. The respondent agrees not to exclude persons on the grounds of handicap, age, race, color, religion, sex or national origin from participation in, or deny benefits to, or otherwise subject to discrimination in the performance of an agreement, or in the employment practices of the respondent.
- b. The respondent shall post notice of such non-discrimination and shall post it in a conspicuous place available to all employees and applicants. The respondent covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act and other federal and state employment laws as applicable. The respondent covenants that it does not engage in any illegal employment practices.
- c. The respondent covenants that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or the performance of its services.

- d. The respondent warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of KCDC as wages, compensation or gifts in exchange for acting as an officer, agent, employee, subcontractor or consultant to the respondent in connection with any goods provided or work contemplated or performed relative to an agreement and/or contract.
- e. KCDC's policy requires that all its services and activities be administered in conformance with the requirements of Titles VI & VII of the Civil Rights Act of 1964. This extends to the vendors that KCDC awards/contracts with.

Do not return this and the preceding pages to KCDC.

Solicitation Document A	General Information about the Respondent
--------------------------------	---

Note: Complete all cells even if the answer is "Does not apply"

Sign Your Name in the field to the right

If completing this document in Adobe, an electronic signature is acceptable to KCDC.

Your signature indicates you, reviewed Solicitation Package, the information you provided is accurate and you are authorized to contractually bind the firm.

Printed Name and Title

Legal Corporate Name

Street Address

City/State/Zip

Contact Person (Please Print Clearly)

Telephone Number

Cell Number

Proposer's E-Mail Address (Please Print Clearly)

Addenda and Questions

Questions raised during the solicitation process are posted and answered on KCDC's portal. Respondents must review these before uploading responses. Once these have been reviewed, certify so below: I have read all the posted Questions and Answers: Yes

Addenda are at www.kcdc.org. Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a response.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
-------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

Statistical Information (Check a box in each of the next four lines)

1. This business is at least 51% owned and operated by a woman	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

2. This business qualifies as a small business by the State of Tennessee <i>Total gross receipts of not more than \$10,000,000 average over a three-year period OR employs no more than 99 persons on a full-time basis</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

3. This business is at least 51% owned and operated by a veteran	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

4. This business is owned & operated by persons at least 51% of the following ethnic background:

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native American <input type="checkbox"/>	White <input type="checkbox"/>	Publicly Owned <input type="checkbox"/>
---	-----------------------------------	---	--------------------------------------	--	-----------------------------------	--

Conflict of Interest

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the proposer providing goods or services.
2. Employees, officers or agents of the grantee or sub-grantee will not participate in the selection, or in the award or administration of an award supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the proposer selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from respondents, potential respondents, or parties to sub-agreements.
4. By submission of this form, the respondent is certifying that no conflicts of interest exist.

Eligibility

5. The respondent is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

General

6. Respondent fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
7. Such offer is genuine and is not a sham offer.

Iran Divestment Act

8. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this offer, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each respondent is not on the list created pursuant to § 12-12-106.




General

9. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, proposer, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other

respondent, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award.

No Contact/No Advocacy Affidavit

- 10. After this solicitation is issued, any contact initiated by any respondent with any KCDC representative concerning this solicitation is strictly prohibited-except for communication with the Procurement Division. My signature signifies that no unauthorized contact occurred. To ensure the integrity of the review and evaluation process, respondents to this solicitation nor any firm representing them, may not lobby or advocate to KCDC staff or Board members. My signature signifies that no unauthorized advocacy occurred.

Signed by 	
Printed Name 	
Title 	

Solicitation Document C | Past Financial Advisory Work

Use this section of your submittal to demonstrate the corporate history of your firm that enables you to perform the type that KCDC needs. Include organization charts, management team information, years in existence, assets held, ratings, and other relevant information.

Solicitation Document D | References

Use this section of your submittal to provide at least **three** professional references as similar as possible to this work. Respondents may only list a firm as a reference once even if you have done multiple jobs for them. Include:

- Name of the entity serviced
- Contact person
- Contact person title
- Contact person’s telephone number
- Contact person’s email address
- Description of the service provided
- Contract began
- Contract ended

Solicitation Document E | Professionals to be Assigned

Use this section of your submittal to identify the professionals to be assigned to KCDC’s service and identify the experience of those professionals. Include resumes that highlight relevant experience. If subcontractors will be utilized, include key personnel resumes, illustrating the qualifications of each subcontracted individual to perform the required services.

Solicitation Document F | Documentation of Professional Registration

Use this section of your submittal to supply documentation of your registration as a municipal advisor with both the Municipal Securities Rulemaking Board and Securities and Exchange Commission.

Solicitation Document G | Fee Schedule

Use this section of your submittal to supply information about your fee schedules and how fees are calculated. Explain the details of any alternate method of compensation such as hourly fees, per bond basis, or annual retainers your firm would consider.