



To: Prospective Financial Consultants
From: Fort Ord Reuse Authority ("FORA")
RE: **REQUEST FOR QUALIFICATIONS – Building Removal Financing**
Date: November 6, 2018

Dear Prospective Consultant,

FORA is a California State public corporation responsible for reuse oversight of the former Fort Ord military base in Monterey County California. A map of the vicinity and overview information are available at the FORA web site at www.fora.org. FORA seeks professional financial consulting services to assist the FORA jurisdictions in financing removal of blighted buildings on the former military base. FORA will sunset on June 30, 2020 under provisions of State of California Law. Consequently, FORA will likely be outsourcing, assigning or transferring obligations/responsibilities and assets/resources/liabilities to others or terminating certain activities. Therefore time is of the essence in creating a viable financing/bond issuance sufficient to removing former Army structures that are currently the responsibility of the individual FORA jurisdictions.

FORA is seeking professional financing consulting services to assist in the issuance of bonds backed by FORA's statutorily guaranteed property tax stream. Financing may require cooperation between FORA and its jurisdictions, regional agencies, and or designated successor entity (ies) to support the above referenced building removal program. Currently, FORA members and other entities are considering the obligations/responsibilities and assets/resources/liabilities, with respect to how and when to sunset the agency. It is the desire of the FORA Board of Directors to meet its legal sunset requirements while assisting the jurisdictions in implementing transition plan elements and future former Fort Ord reuse of which building removal is one element.

In general, the following areas are to be addressed:

1. Recommend financing plan outline and existing revenue streams for multi-jurisdictional building removal program and other transition plan elements. Establish legal authority for use of FOR A funds for this effort.
2. Prepare and negotiate/mediate financing plan for building removal between FORA and its jurisdictions, regional agencies, and/or FORA and successor(s).
3. Secure team and implement financing plan if approved by FORA Board.

Interested firms should submit a reply to the attached RFQ their statement of qualifications and references via email to:

Fort Ord Reuse Authority
Attn: Steve Endsley, Assistant Executive Officer
920 2nd Avenue, Suite A
Marina, CA 93933

REQUEST FOR QUALIFICATIONS
BUILDING REMOVAL FINANCING –
CONSULTING SERVICES

ISSUED BY:

Fort Ord Reuse Authority

Issued: November 6, 2018

Due: November 20, 2018

SCHEDULE OF EVENTS

Fort Ord Reuse Authority (CONSULTANT SELECTION)

EVENT	DATE
Release of Request for Qualifications Documents	November 6, 2018
Questions/RFI's Regarding RFQ Must be Received By	November 12, 2018
Statement of Qualifications Must Be Received By	November 20, 2018
Interviews with Consultant Applicants (If Applicable)	November 27, 2018
Anticipated Announcement of Selection of Consultant	December 7, 2018
<u>Note:</u> <i>All dates are preliminary and subject to revision</i>	

REQUEST FOR QUALIFICATIONS (RFQ) FOR FINANCIAL CONSULTANT SERVICES

INTRODUCTION

The Fort Ord Reuse Authority ("FORA") Executive Officer is seeking professional financial consulting services to assist in crafting and negotiating issuance of bonds or other borrowing mechanism to be backed by FORA's statutory share of the property tax revenue stream generated on former Fort Ord from the regional recovery program. FORA is scheduled to sunset on June 30, 2020 but state law provides for designation of FORA's property taxes to pay for FORA obligations.

BACKGROUND

FORA may be outsourcing, assigning or transferring its obligation/responsibilities and assets/resources/liabilities to other agencies or terminating certain activities. By policy, the current organization intends to complete as much of its State authorized and/or contracted obligations prior to the sunset date. It should be noted that there may be a continuation of certain services under a limited extension of the organization (which may be undertaken or administered by a member FORA agency).

Within these general parameters, FORA is seeking professional services to create a viable Financial Plan that addresses issues relative to removal of former Army structures that fall within and are the responsibility of the individual FORA jurisdictions. FORA would be donating a portion of its future property tax revenue stream to accomplish this program. Another portion of the revenue stream may also be applied to other FORA obligations including but not limited to certain pension obligations. It is the desire of the FORA Board of Directors to meet its legal sunset requirements while assisting completion of remaining/existing FORA obligations as required under state law.

Each responding firm shall submit one (1) original Statement of Qualifications (SOQ) with wet signatures and two (2) copies of each SOQ along with a copy in electronic format. All SOQs shall be submitted to FORA no later than 2:00 p.m. on November 20, 2018 at the following address:

Fort Ord Reuse Authority
Attn: Steve Endsley
Assistant Executive Officer
920 2nd Avenue, Suite A
Marina, CA 93933

This RFQ does not commit FORA to award a contract or pay any costs incurred in the preparation of a statement responsive to this request. FORA further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of FORA.

GENERAL INSTRUCTIONS

SUBMITTAL REQUIREMENTS

FORA desires the successful candidate to provide professional and comprehensive Financial Consulting services in cooperation with FORA. FORA's intent is to award a contract for financial consulting services. Legal and/or bond counsel services are anticipated to be part of this package.

Questions pertaining to this RFQ must be received by FORA at or before 2:00 p.m. November 12, 2018. Address questions to the attention of Steve Endsley, steve@fora.org.

Each firm should be prepared to address the level of service and the management techniques and approach for executing the Proposed Services outlined in Section II. FORA will evaluate each SOQ based on the information provided.

Submittal of SOQ's should be reviewed for accuracy before submission to FORA since SOQ's may not be adjusted after submission to FORA. FORA reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

Submittals should address the following:

I. COVER LETTER/LETTER OF INTEREST

Provide a cover letter/letter of interest of not more than one page that includes the name, title, address, phone and email address for the contact individual. The Cover Letter should also provide a general understanding of FORA's needs and how the firm intends to fulfill them. Describe the general structure of the proposed team, the names of the team members and the roles they will fulfill.

II. QUALIFICATION GUIDELINES

SOQs from each responding firm must address all the elements in the following sections:

- 1) **Legal Entity:** Describe the legal entity under which your organization operates:
 - a) Corporation; provide the date of incorporation, state(s) of incorporation filed, President's name, Vice President's name(s), Secretary's name, and Treasurer's name.
 - b) Partnership or Joint Venture; provide the date of organization, type of partnership or venture, names of General Partners and Limited Partners. Joint Ventures are to provide an explanation why they are associating.
 - c) Sole Proprietor; provide the date of organization and the name of the owner.
- 2) **Business Experience and Licensing:** Describe the business experience of your organization and address the following:
 - a) Indicate the year your organization was founded under the present name.
 - b) List any other or former names under which the organization has operated.
 - c) Indicate the number of years your organization has provided Financial Consulting services.
 - d) Describe your organization's annual revenues over the last five (5) years.
- 3) **Locations:** If your organization operates from more than one location, indicate the

office from which the proposed project will be served.

- 4) **References:** Describe the construction experience of your organization:
- Provide a line item list of client types that have been assisted by your firm within the last three (3) years.
 - If references are for former or non-participating members of the firm/association please be clear about the purpose of the reference.

Note: For each reference indicate the name, location, owner, a contact name and phone, start date, completion date.

- 5) **Insurance Certificate:** Provide a copy of your current certificate of insurance listing all coverage. Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance, as described below:
- Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 - Owned, non-owned and hired vehicles;
 - Blanket contractual;
 - Broad form property damage;
 - Products/completed operations; and
 - Personal injury;
 - \$2,000,000 per claim Professional liability insurance, including contractual liability
 - Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.
- 6) **Team Members:** Identify the consultant services management team members your firm intends on assigning to FORA and describe each individual's role. Notwithstanding the above, please also provide the following:
- Provide resumes of key proposed project personnel and their role on the project. Indicate number of years employed by firm, and number of years employed in a similar role for projects of similar scope, size and client type.
 - Key resumes should include: Project Executive; Project Manager; Bond Counsel; and key supporting staff.
 - Provide an organization chart identifying the manner in which the team will operate, what support is available to the team by the firm.
- 7) **Fees:** Please provide a proposed fee schedule, general conditions costs and/or reimbursable expenses that your firm intends on proposing for the completion of the FORA's projects.

III. BASIC SERVICES

- 1) Notwithstanding the foregoing, please describe your firm's experience in performing the services and detail the level of service and the management techniques, and your organization's approach, for executing the services requested.
- 2) Selection as a Successful Respondent does not entitle the Successful Respondent to the award of a contract, which award shall be made only, if at all, at the sole discretion of FORA.

EVALUATION CRITERIA:

Submitted SOQs will be reviewed and ranked by an Evaluation Committee selected by FORA. FORA may elect to shortlist firms for interviews or recommend award on the basis of the submitted statements of qualifications as confirmed through interviews.

FORA will evaluate all SOQs submitted and select the successful firm(s) from the contents of the SOQ's, and any applicable interviews, based on FORA's selection criteria which includes, but is not limited to, the following:

- A. Consultant will investigate legal and financial feasibility of a multi-jurisdictional building removal program backed by the statutory FORA property tax revenue stream:
- B. The following parties are expected to be participants Marina, Monterey County, Seaside, Del Rey Oaks, City of Monterey, Marina Coast Water District, Monterey Salinas Transit, Transportation Agency Monterey County, and University California Santa Cruz.
- C. Consultant will design a financing program for building removal that includes the following functions:
 - Building clearance to accommodate On-site Transportation/Roads
 - Building clearance to accommodate Transit and Multi-modal location
 - Escrow accounts to hold FORA and jurisdictional assets and jurisdictional revenue sharing funds to enhance the financing program.
 - Underwriting and bond counsel services, trustee account and provide for other customary costs of issuance.
- D. Implement Financing Plan

Consultant to break out costs of "A" and "C" as FORA would like to complete the feasibility analysis outlined in "A" first to facilitate a "Go-No-Go" progression to item "C" and Board approval of the financing plan.

