

PUBLIC NOTICE

The City of Mercedes, Texas is accepting sealed Requests for Proposals (RFP) until Friday, June 29, 2018 at 10:00 A.M. for Financial Consulting Services related to the upcoming FY 2018-2019 budget.

RFP criteria is available and can be obtained at the City's website on [www.cityofmercedes.com](http://www.cityofmercedes.com) or at the Office of the City Secretary, 400 South Ohio, Mercedes, Texas 78570.

POSTED ON THIS THE 11<sup>th</sup> DAY OF JUNE, 2018.

Arcelia L. Felix, City Secretary  
City of Mercedes, Texas

**CITY OF MERCEDES, TEXAS  
REQUEST FOR PROPOSAL (RFP)  
FOR FINANCIAL CONSULTING SERVICES  
RELATED TO THE UPCOMING FY 2018-2019 BUDGET**

The City of Mercedes, Texas is requesting proposals from individuals and/or firms familiar with municipalities to provide financial consulting services specifically as it relates to the upcoming FY 2018-2019 budget.

**Background Information**

The City of Mercedes is a Home Rule Municipal Government with a City Commission-City Manager form of government. Pursuant to its provisions, and subject only to the limitations imposed by the Constitution, laws and statutes of the State of Texas, and by its City Charter, all powers of the City of Mercedes shall be vested in the elected City Commission which shall enact local legislation, adopt budgets, determine policies, and appoint a City Manager, who in turn will be held responsible to the City Commission for the execution of the laws and the administration of the government of the City.

The City of Mercedes shall have power to, among others, construct and maintain, or require the construction and maintenance, within or without its corporate limits (CCN jurisdictions), streets, flood control and sanitary facilities, water, and/or storm drainage facilities in, over, under or upon all public property or easements granted for that purpose and to levy assessments for the costs of such improvements.

The City of Mercedes has a General Fund Operations Fund, Enterprise Fund, Utility Fund, and some smaller special accounts as indicated in the City Budget for 2017-2018. Currently, the City has a Finance Director with associated staff to run the daily operations of the City's budget. Mercedes' software is hosted by Incode and we would have the flexibility to provide some confidential remote access, as requested and as needed.

The City of Mercedes has issued an RFP for financial consulting services related to the upcoming city budget for 2018-2019.

**Proposals must be stamp-received no later than 10 a.m., Friday, June 29, 2018 at the City Secretary's Office, Mercedes City Hall, 400 South Ohio, Mercedes, Texas.**

**RFP Questions**

Questions regarding the RFP will be accepted in written form at the following email addresses on or before 5:00 p.m. Tuesday, June 26, 2018: [szavala@cityofmercedes.com](mailto:szavala@cityofmercedes.com) and [erodriguez@cityofmercedes.com](mailto:erodriguez@cityofmercedes.com). The question(s) and response(s) shall be provided through email to all known prospective bidders.

### **Scope of Services**

The financial services will include meeting with the City of Mercedes' Int. City Manager, Finance Director, other Department Directors as deemed necessary, and the City Commission. The services will include strong emphasis in assessing the City's existing financial standing to undertake various projects desired in perspective to its existing and upcoming financial debts; and to assess the city's revenue generating measures such as its tax rates, its water rates, etc., and to discern whether there should be adjustments made to such measures to meet the budget's priorities.

The contract for financial consulting services shall be for a period of no more than 5 months. If an extension is needed, that will be negotiated between the financial consultant and the City Manager based on the approved-upon rate(s) of compensation.

### **Proposal Content**

1. Describe your organization & the type of organization it is (LLC, etc.), date founded, and ownership of your firm as well as any subsidiaries and affiliates.
2. Describe the size of your organization, the location and phone numbers of the office form which the work on this engagement is to be performed.
3. Describe the experience of your organization, and its employees assigned to this engagement in performing financial consulting services.
4. Disclose the estimate price estimates, rates of compensation per employee(s), and other similar fee rates that will be expected in this engagement.
5. Has any governmental entity dropped your organization in the last 3 years and, if so, disclose the details on why that occurred; provide contact data for the identified entities.
6. Has previous clients and/or employers filed lawsuits against your organization, or the owner personally, in the last 5 years? If so, disclose the details of those cases and if they have been settled or are still pending.
7. Identify the credentials, including any university degrees obtained, licensing and/or certification, of key personnel that will be involved in this engagement, in particular their experience in accounting with municipal government accounts.
8. Provide a brief summation of the reason you believe your organization should be selected, particularly, the unique capabilities that distinguish it from other applicants.
9. All applicants shall be provided an approximate 7-10 minute presentation to convey the professional merits of their organization to the City Commission.

### **Evaluation Criteria**

The following substantially represents the principal selection criteria that will be considered during the evaluation process:

- The applicant and/or the key personnel have received adequate continuing professional education in their field of expertise within the preceding three years.
- The proposer has no conflict of interest with regard to any other work requested by the City of Mercedes.
- The proposer exhibits expertise based on past experience and performance on comparable government engagements.
- The quality of the proposer professional personnel to be assigned to this engagement and the quality of the proposer's management support personnel to be assigned to the engagement.
- Cost will not be the primary factor in the selection process. The price estimates should contain all pricing information relative to performing the financial consulting services, including rates of compensation. The estimated fee should include all direct and indirect costs. (NOTE: If it should be necessary for the City of Mercedes to request the financial consultant to perform additional work, that work shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost bid.)
- Any other criteria the City Commission may consider to factor-in during the review process, including the verbal presentation of the applicant's proposal.

#### **Conditions for Submission of Proposal**

All proposals in response to this request must meet the following conditions to be considered:

- Proposal must include a cover letter clearly stating the name of the organization and name, address and telephone number of the proposer's representative.
- Proposal must address each of the items listed under 'Proposal Content'.
- List at least three (3) public sector clients that are similar to the engagement described in this Request for Proposal. Indicate the scope of work, contract period, engagement partner, and the name and telephone number of the principal client contact.
- **The City of Mercedes reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal will not be considered.**
- The City of Mercedes reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that the City of Mercedes may reasonably require.
- The City of Mercedes will not be liable for any cost incurred in the preparation of proposals.

#### **Procedures for Submitting Proposals**

Please send one (1) original and seven (7) copies of the proposal. Proposals need to be stamp-received no later than 10:00 a.m. Friday, June 29, 2018 at the City of Mercedes, City Secretary's

Office, 400 North Ohio, Mercedes, Texas 78570. All copies and materials shall be considered to be the property of the City of Mercedes, Texas.

Arcie Felix  
City Secretary  
City of Mercedes, Texas