

**CITY OF MERCEDES, TEXAS REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)
FOR GENERAL GOVERNMENT CONSULTING SERVICES
WITH SPECIAL EMPHASIS ON FINANCIAL & BUDGETING SERVICES
RELATED TO THE UPCOMING FY 2018-2019 BUDGET**

The City of Mercedes, Texas is requesting sealed proposals for Statement of Qualifications 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 a SOQ for general city government consulting services with special emphasis on city finances and budgeting related to the upcoming city budget for 2018-2019.

Sealed Statement of Qualifications 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.

SOQ Questions

Questions regarding the SOQ will be accepted in written form at the following email addresses on or before 5:00 p.m. Thursday, June 28, 2018: szavala@cityofmercedes.com; and

afelix@cityofmercedes.com. The question(s) and response(s) shall be provided through email to all known prospective applicants.

Scope of Services

The desired consulting 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 assessing individual city departments for cost-saving measures and/or programs where monies may be saved but retaining or enhancing employee customer service; also, strong emphasis is expected in assessing the City's 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 tender specific and realistic recommendations on whether there should be adjustments made to such measures to meet the budget's priorities. Awarded consulting services related to the above are paramount, as well as providing recommendation(s) to the City on other general areas of government services or projects.

Selection of Applicant(s)

The contract for financial consulting services shall be on a month-to-month basis, but more realistically between 2-4 months. Upon selection of the top 3 ranked SOQ applicants by the City Commission, the proposer's contract will be provided to Management and examined for appropriateness; thereafter, the (potentially modified) contract will be presented to the City Commission for official acceptance. Should it be evident that contractual terms of agreement could not be reached with the first selected applicant, the City may then pursue the same process above with the 2nd and 3rd ranked applicants.

It is further stated by the City of Mercedes that the performance and services to be provided will be paid from current revenues available and that any contract may be terminated without cause, or without further obligation or liability to the City other than the payment of services rendered to the date of termination.

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 from 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 if 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.

5. 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.
6. Identify the credentials, including any licensing and/or certification, of key personnel that will be involved in this engagement, in particular their experience in accounting with municipal government accounts.
7. Provide a brief summation of the reason you believe your organization should be selected, particularly, the unique capabilities that distinguish it from other applicants.
8. All qualified applicants shall be provided an approximate 5-8 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 professional personnel to be assigned to this engagement, and the quality of the proposer's management support personnel to be assigned to the engagement.
- 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 Statement of Qualifications 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 Statement of Qualifications. 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 Statement of Qualifications will not be considered.**

- 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 sealed Proposals

Please send one (1) original and seven (7) copies of the Statement of Qualifications. 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.

Arcelia Felix
City Secretary
City of Mercedes, Texas