

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY  
REQUEST FOR PROPOSALS FROM  
TRUSTEES  
FOR  
ARKANSAS STATE AGENCY ENERGY  
CONSERVATION SERIES**

**SPECIAL NOTE:** YOUR IMMEDIATE ATTENTION IS CALLED TO SECTION I.C. YOU NEED TO SEND TO US AN E-MAIL ADDRESS FOR TRANSMISSION OF NOTICES OF INQUIRIES.



**April 3, 2017**

**Arkansas Development Finance Authority  
900 West Capitol, Suite 310  
Little Rock, AR 72201  
(501) 682-5900**

## SECTION I: INSTRUCTIONS TO PROPOSER/ GENERAL INFORMATION

**A. PURPOSE.** The Arkansas Development Finance Authority (ADFA) is seeking to engage a trustee for a period of two (2) years (term can be extended for additional one (1) year terms, with a maximum of 5 extensions, at the discretion of the ADFA Board), subject to successful fee negotiations. The Trustee will assist with the Energy Savings Bonds for the Arkansas Energy Performance Contracting Program (the "program"). The program was created in cooperation with the Arkansas Energy Office (AEO) to, among other things, assist State Agencies with the identification and financing of energy efficiency and renewable facility upgrades in the areas of lighting, HVAC, building controls, water and sewer and photovoltaic arrays. The bonds will be payable from appropriations and other available sources, and the Agencies will seek to engage in Energy Savings Contracts with pre-qualified providers. They will rely, in part, on Act 554 of 2013, which allows State Agencies to use maintenance and operations appropriations for debt service on a guaranteed energy saving cost contract, as well as Act 1252 of 2013 which allows for ADFA to issue the debt.

### Brief Discussion of Initial Financing Plan/Needs:

The initial bonds being proposed are to finance improvements and replace systems in the areas of water, sewer, lighting and HVAC for the Arkansas Department of Correction. The improvements proposed are at the East Arkansas (Brickey's) Unit and the Delta Regional Unit. The initial bond issue should not exceed \$15,000,000. The planned structure of the financing is a not to exceed 20 year bond issue that will be backed by the appropriation to the Arkansas Department of Correction (ADC), and other available revenues. An audit performed by Entegry Energy Partners, LLC has shown savings on energy and water costs exceeding the cost of financing for the proposed energy conservation measures. Based on this audit, Entegry will enter into a guaranteed energy savings contract with the ADC, as promulgated by AEO per Act 554, which will reimburse the agency for any savings not realized on an annual basis.

**B. SUBMISSION OF PROPOSALS.** Written proposals responding to the questions and requests for information in the manner specified in this Request For Proposal ("RFP") should be submitted to the following:

[rfp@adfa.arkansas.gov](mailto:rfp@adfa.arkansas.gov)

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than April 21, 2017, 12:00 p.m., via email. Late proposals will not be accepted. ADFA reserves the right to reject any or all proposals.

**C. ADDITIONAL INFORMATION.** It is the responsibility of the proposer to inquire about and clarify any aspect of the RFP. Questions should be directed to Ro Arrington ([robert.arrington@adfa.arkansas.gov](mailto:robert.arrington@adfa.arkansas.gov)), Public Finance Officer at 501-682-5910 or Patrick Patton ([patrick.patton@adfa.arkansas.gov](mailto:patrick.patton@adfa.arkansas.gov)), Vice President for Internal Audit at 501-682-5902. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an e-mail address. **IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST IMMEDIATELY ADVISE PATRICK PATTON OF ADFA, THE INTERNET E-MAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.**

**D. PROPERTY OF ADFA.** Any information or materials submitted as a response to this RFP shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

**E. RESPONSE TO REQUEST FOR PROPOSAL.** Firms wishing to respond to this RFP may contact any of the ADFA staff persons identified herein. **NO CONTACT WITH ADFA BOARD MEMBERS IS ALLOWED AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A FIRM'S PROPOSAL.**

**F. SELECTION TIMETABLE.**

April 3, 2017	Request for Proposal Issued
April 21, 2017	Proposals due by 12:00 p.m.
TBA	Oral Presentations (if necessary)
May 18, 2017	Board Action (Appoint/ratify Trustee)
TBD	Submission to Legislative Committee for contract review (if required)

**G. SELECTION PROCESS.** The ADFA Staff Professional Selection Committee will review the submitted proposals. Proposals will be evaluated based on (1) responses to specifics outlined in the Proposal Format section of this RFP and (2) the selection criteria. Proposals which omit any of these items may be rejected as non-responsive. From this review, a select group of firms may be chosen for oral presentations. All proposing firms will be advised of the firms selected for oral interviews. After conducting oral interviews, if necessary, the Board Professional Selection Committee, in consultation with the Review Committee, will make its decision on a recommendation for selection which will be reported to the Board of Directors of the Authority at its regular meeting. The final selection will be made by a vote of Board members.

ADFA, at any time prior to the selection of a firm or firms, reject any and all proposals and cancel this RFP, without liability therefore, upon finding it would be in ADFA's interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. Each proposer who submits a response does so solely at the proposer's cost, risk and expenses. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates ADFA to select a firm(s).

Any firm selected will be required to complete a disclosure form in compliance with Governor's Executive Order 98-04.

**H. SELECTION CRITERIA.** The proposals will be reviewed by the Staff Professional Selection Committee composed of selected members of ADFA staff. The committee generally will use the following criteria to rank all acceptable proposals and to develop recommendations to be presented to the ADFA Board Professional Selection Committee; however, ADFA reserves the right to evaluate the ranking of proposals based on factors beyond the listed criteria.

**Criteria**

1. Firm's prior experience as trustee for:
  - a. ADFA bond issues and other bond guaranty issues.
  - b. Other revenue bond issues.
2. Ability to handle daily receipts and payments.
3. Timeliness and clarity of transaction reporting.
4. Qualifications of staff to be assigned. (Position in firm and years and type of experience will be considered.)
5. Responsiveness of written proposals to the purpose and scope of services.
6. Reasonableness of proposed fee.

## **SECTION II: SCOPE OF SERVICES AND REQUIREMENTS**

The trust indenture for this series of bonds, when adopted by the ADFA Board of Directors and accepted by the trustee, shall be deemed to be and shall constitute a contract between ADFA and the trustee. The indentures will require the trustee to perform services normally associated with being trustee for a revenue bond program, including, but not limited to:

1. Authenticate and deliver the Bonds authorized by the trust indenture.
2. Maintain registry books of ADFA showing the person in whose name the Bonds are registered, if applicable.
3. Hold and maintain trust funds pursuant to the trust indentures.
4. Apply or deposit all Bond proceeds, pledged funds and pledged revenues pursuant to the trust indentures.
5. Invest or reinvest moneys held in accounts pursuant to the trust indentures or as directed by an authorized officer of ADFA.
6. Maintain accurate records of all trust fund transactions.
7. Advise ADFA in writing, on or before the 5<sup>th</sup> business day of each calendar month, of the details of all investments held for the credit of each fund and account in its custody under the provisions of the trust indentures as of the end of the preceding month.
8. Select bonds to be redeemed in such manner as prescribed in the trust indenture.
9. Give notice, in the name of ADFA, of redemption of Bonds at the time and in the manner required by the trust indentures.
10. Send copy of all unscheduled Bond Redemptions occurring prior to maturity to the ADFA Financial Manager.
11. Serve as Disclosure Dissemination Agent for ADFA - report all annual financial disclosure and material events to the National Repositories on behalf of ADFA. ADFA should be notified and copied on all correspondence relating to disclosure to the MSRB Electronic Municipal Market Access (EMMA) system on ADFA bond issues.
12. Bill and collect the ADFA annual servicing fee.
13. Ability to provide Internet accessibility of trust account information.
14. File continuations of any UCC's related to the outstanding financings in the program, on the behalf of ADFA.
15. Prepare and forward, to borrower, UCC terminations.
16. Prepare and forward, to borrower, any mortgage or lien terminations
17. Cancel note evidencing debt.
18. Ensure timely receipt of arbitrage rebate calculations from borrower.

## **SECTION III: STATEMENT OF QUALIFICATIONS**

An updated statement of qualifications should be maintained on file at ADFA for all firms submitting proposals as trustee.

## **SECTION IV: PROPOSAL FORMAT**

**A. TRANSMITTAL LETTER.** A one page transmittal letter prepared on the proposer's business stationery should accompany the submitted proposal.

**B. PROPOSAL.** The proposal should be labeled "Proposal to serve as Trustee for the State Agency Energy Conservation Bond Program." The submission must contain sufficient information to enable the ADFA Staff and Board Professional Selection Committees to evaluate the proposal. It should be prepared in a clear and concise manner and should address each of the following subsections:

1. **Experience.** Give a brief summary of your firm's prior experience as trustee for:
  - a) ADFa Bond issues.
  - b) Other revenue bond issues.
2. **Staffing and Qualifications.** Give a brief summary of the qualifications and experience of the trust officer and staff who will be assigned to this account.
3. **Daily Processing and Reporting.** Please give a brief description of your computer systems and programs utilized in the Trust Division and their capabilities. Comment on your ability to handle daily receipts, daily payments and the timeliness and clarity of transaction reporting. Also discuss what account accessibility via the Internet you offer as well as any experience you have with electronic interfaces between your trust systems and your customer's accounting software.
4. **Scope of Services.** Elaborate on the services you propose to perform as trustee for the proposed financing. In what way do you expect the scope of services to differ from those listed in Section II?
5. **Financial Strength.** Please comment on your company's financial condition and any issues that might impact your ability to carry out this assignment.
6. **Trustee Fee & Reimbursable Expenses.** Complete the attached Proposed Trustee Fee Schedule, and, if necessary, use a narrative description to present the basic assumptions on which your firm's fee proposal is predicated and any factors that would change the proposed fee. List all anticipated expenses to be incurred by your firm for which you expect reimbursement. This includes any wire fees or sweep fees you anticipate to be charged on the account. For each expense item, give an estimated per unit cost and a total cost for the item.
7. **Equal Opportunity Statement.** Please submit your Equal Opportunity Policy to ADFa in accordance with Arkansas Act 2157 of 2005. This act requires any firm wishing to respond to an RFP or submit a proposal or statement of qualifications to provide ADFa with your Equal Opportunity Policy.
8. **Acceptance.** Submission of proposals, in response to this Request for Proposal, constitutes acceptance of all conditions, requirements and limitations described in this document.

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY**  
**Arkansas State Agency Energy Conservation Bonds**

Proposed Trustee Fee Schedule

Acceptance Fee and Registration Fee. \$ \_\_\_\_\_

Annual Administration Fee:

( ) Fixed annual fee \$ \_\_\_\_\_

( ) Other basis (Explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fee payable on first anniversary debt service payment date:

\_\_\_\_\_

Additional Fees or Charges (Brief description and estimated \$ amount):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Presented on behalf of: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_