

# **CHARTER TOWNSHIP of INDEPENDENCE, MICHIGAN**

**Capital Improvement Bond Administrative Services  
Request for Proposal (RFP)  
December 13, 2017**



## Introduction & Background of Project

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The Charter Township of Independence is located in Northern Oakland County along the I-75 corridor. It encompasses a six-mile by six-mile area and has a population of approximately 36,000 citizens. The Township is primarily made up of low density residential developments, but has experienced some commercial and industrial development over the past several years. The current general fund budget is approximately \$5.5 million.

The Township intends to secure an estimated \$3.5M Capital Improvement Bond to cover a portion of the costs for road work along Sashabaw Road between Flemings Lake and Clarkston Roads that is Master Planned and also part of the Township's Sashabaw Road Corridor Improvement Authority (CIA) Development and Tax Increment Financing Plan. The project consists of widening Sashabaw into a five-lane roadway with a dedicated left turn lane. The total cost of the project is currently estimated at \$5.1M. It is anticipated that the Road Commission of Oakland County will be contributing \$1.6M towards the project. The Township intends to make debt service payments for this bond with General Fund revenue. The General Fund will ultimately be reimbursed with CIA TIF capture that will run through the 2029 tax year, by way of a memorandum of understanding or other appropriate legal documentation between the CIA and Township Board.

The Township is looking for a bonding agency/consultant and bond legal counsel to prepare all necessary materials for issuance of the bonds and to completely administer and fully advise the Township regarding all aspects of this bonding process, from both a legal and financial/bonding consultant perspective.

The Charter Township of Independence invites prospective qualified bonding agencies/consultants and bond counsel, jointly or separately, to submit responses to its request for proposals (RFP) for the project.

## Proposal Requirements and Timeline

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### 1. Proposal Submission and Opening.

One (1) signed original (no copies) of your proposal in response to this Request for Proposal (RFP) – Capital Improvement Bond Administrative Services must be received by the Independence Township Clerk on or before **2:00 PM Friday, January 12, 2018**. The Township office is located at 6483 Waldon Center Drive, Clarkston, Michigan 48346. Sealed bids will be opened at 3:00 pm on January 12th in the Township Boardroom. **Proposals submitted after the above deadline will not be accepted and will be returned unopened to the vendor.**

ALL PROPOSALS MUST BE SUBMITTED WITHIN A **SEALED** ENVELOPE THAT HAS THE FOLLOWING INFORMATION ON THE FACE OF THE ENVELOPE:

- ✓ ADDRESS THE ENVELOPE AS FOLLOWS:  
Charter Township of Independence  
Attn: Barbara A. Pallotta, Clerk

**Charter Township of Independence Township  
Capital Improvement Bond Administrative Services**

PROPOSAL – Capital Improvement Bond Administrative Services  
6483 Waldon Center Drive  
Clarkston, Michigan 48346

- ✓ THE VENDOR'S NAME, CONTACT NAME & PHONE NUMBER, AND ADDRESS MUST APPEAR ON THE LEFT CORNER OF THE SEALED ENVELOPE.

## **2. Minimum Proposal Requirements**

All proposals must include the following minimum information:

- ✓ SIGNATURE LINE FOR PROPOSER(S) AND SIGNATURE LINE FOR ACCEPTANCE OF THE AUTHORIZED REPRESENTATIVE OF THE TOWNSHIP.
- ✓ SUBMIT COPIES OF LICENSES AND INSURANCES IN ACCORDANCE WITH THE TOWNSHIP'S PROCUREMENT POLICY [SEE ATTACHMENT], AND VERIFICATION THAT THE TOWNSHIP SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL INSURANCE POLICIES, EXCEPT WORKER'S COMPENSATION, IN A MANNER ACCEPTABLE TO THE TOWNSHIP AND IN CONFORMANCE WITH ITS REQUIREMENTS.
- ✓ IDENTIFY AND SUBMIT PROOF OF ALL CERTIFICATIONS REQUIRED TO PERFORM THE SERVICES DESCRIBED IN THIS RFP.
- ✓ IDENTIFY THE INDIVIDUALS WHO WILL BE PROVIDING AND ASSISTING IN THE PROVISION OF THE SERVICES TO THE TOWNSHIP UNDER THE PROPOSAL AND THE CONTRACT(S), IF AWARDED, AND ALL SPECIALIZED EDUCATION, TRAINING, CERTIFICATIONS, LICENSES, EXPERIENCE AND QUALIFICATIONS OF EACH SUCH INDIVIDUAL TO PROVIDE THE SERVICES REQUIRED UNDER THIS RFP.
- ✓ IDENTIFY THE INDIVIDUAL WHO WILL SERVE AS THE LEAD REPRESENTATIVE, MAIN POINT OF CONTACT FOR THE TOWNSHIP, AND CARRY THE PRIMARY RESPONSIBILITY FOR PERFORMANCE AND TIMELY COMPLETION OF THE SERVICES UNDER THE CONTRACT, IF AWARDED.
- ✓ REFERENCES FROM AT LEAST FIVE (5) LOCAL UNITS OF GOVERNMENT THAT HAVE SUCCESSFULLY SECURED BONDS USING YOUR SERVICES.
- ✓ VERIFICATION THAT THE TOWNSHIP SHALL BE PROVIDED A CURRENT FORM W-9 (REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION) TO THE TOWNSHIP FINANCE DEPARTMENT.
- ✓ A DETAILED DESCRIPTION OF THE SERVICES TO BE PROVIDED TO THE TOWNSHIP INCLUDING, WITHOUT LIMITATION, THE MINIMUM LISTED SERVICE REQUIREMENTS STATED IN THIS RFP.

- ✓ A DESCRIPTION OF THE COSTS FOR THE SERVICES TO BE PROVIDED AND HOW THEY WILL BE CHARGED AND CALCULATED (HOURLY OR OTHERWISE).
- ✓ A DETAILED DESCRIPTION OF HOW AND WHEN THE TOWNSHIP WILL BE INVOICED FOR PAYMENT DURING OR AFTER COMPLETION OF PROJECT, INCLUDING A SAMPLE INVOICE AND A HOW THE SERVICES RENDERED WILL BE DESCRIBED AND ITEMIZED ON INVOICES.
- ✓ A COMPLETE COPY OF THE CONTRACT OR CONTRACTS THAT YOU PROPOSE TO BE ENTERED INTO BETWEEN YOU AND THE TOWNSHIP SHOULD YOUR PROPOSAL BE APPROVED BY THE TOWNSHIP BOARD, AND A STATEMENT AS TO WHETHER, IF THE CONTRACT IS AWARDED TO YOU, ALL OR ANY OF THE TERMS OF SUCH PROPOSED AGREEMENT(S) ARE NEGOTIABLE AND THE IDENTIFICATION OF ANY TERMS THAT ARE NOT NEGOTIABLE.
- ✓ IF A PROPOSAL IS SUBMITTED FOR BOTH BOND ADMINISTRATIVE SERVICES CONSULTING SERVICES AND BOND LEGAL COUNSEL SERVICES, ALL OF THE INFORMATION LISTED ABOVE SHALL BE PROVIDED FOR BOTH THE CONSULTANT AND LEGAL COUNSEL.

Proposals may NOT be modified, withdrawn, or cancelled for sixty (60) days after the date of opening the proposals.

### 3. Questions:

Questions regarding this RFP may be submitted in writing only, via e-mail or letter, to the following contact no later than 2:00 PM on Friday, January 5, 2018:

Pat Kittle, Supervisor  
[PKITTLE@INDTWP.COM](mailto:PKITTLE@INDTWP.COM)  
 Or  
 6483 Waldon Center Drive  
 Clarkston, MI 48346

Responses to all questions received will be shared with all vendors. Vendor names, where mentioned, will be left out.

### 4. Timeline.

The Township has established the following timeline in relation to the bid award and project completion. Note that dates are subject to change. Vendors will be notified, via an addendum to this RFP, of any changes in the timeframe that occur before the bid opening date.

<b>RFP DISTRIBUTED:</b>	<i>December 13, 2017</i>
<b>DEADLINE for QUESTIONS submitted in relation to RFP:</b>	<i>Friday January 5, 2018 by 2 pm</i>
<b>DEADLINE for RECEIPT of RFP Responses:</b>	<i>Friday January 12, 2018 by 2 pm</i>
<b>Bid Opening:</b>	<i>Friday January 12, 2018 at 3 pm</i>

<b>Proposals Considered and Bid Potentially Awarded by Township Board of Trustees:</b>	<i>Tuesday January 23, 2018</i>
<b>Estimated Date of Project Completion:</b>	<i>Summer of 2018</i>

## **General Description of Project Services to be Provided**

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The following is a description of the minimum services that will be required to be performed:

- Provide financial advice, explanation, options, alternatives, guidance and recommendations regarding all aspects of the bonding process.
- Provide legal advice, explanation, options, alternatives, guidance and recommendations regarding all aspects of the bonding process.
- Prepare all required and necessary legal documents and materials for issuance of the bonds.
- Prepare all required and necessary financial documents and materials for issuance of the bonds.
- Meet with Township officials and staff in person or via telephone conference as necessary for the above purposes.
- Attend Township Board and CIA Board meetings, as necessary, for presentations of resolutions, notices, agreements, legal documents and other items pertaining to the issuance of the bonds and requiring consideration and approval of such boards.
- Completely administer all aspects of this bonding process, issuance and payment.
- The chosen bond financial consultant and bond legal counsel shall work jointly and cooperatively with each other, to the extent allowed by law and good practice, to provide the Township with high quality and timely services in their respective areas of expertise and specialization.
- Any other financial and legal services relating to the project bonding process and payment deemed necessary or appropriate by the Township.

## **Township Evaluation Criteria and Reservations**

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The Township Board will evaluate proposals giving consideration to cost, experience, qualifications, proper licensure and certifications, references, compliance with the submission requirements set forth in this RFP and any other information or factors deemed relevant to the Township Board in its sole discretion. The Board will also evaluate and consider which proposal is the most advantageous to and in the best interest of the Township. Nothing in this RFP, any Township policy or in the review and award process shall prevent the Township Board from

acting in the Township's best interest when making the bid award including without limitation, awarding the bid to other than the low bidder using a qualify based selection process.

The Township retains the following rights and reservations:

- The Township reserves the right, in its sole and exclusive discretion, to cancel this RFP, reject all proposals, decline to award the bid to any proponent, determine not to re-bid the contract, or to re-bid the contract for any reason or no reason at all.
- The Township reserves the right, in its discretion, to waive irregularities and to accept and/or reject any and all proposals when it is in the best interest of the Township.
- All contracts awarded as a result of this RFP are subject to the Township's terms and conditions as stated in this RFP and in a contract deemed acceptable to the Township Board of Trustees. The submission of a proposal containing any terms and conditions that are inconsistent with this RFP may be grounds for rejection of the proposal.
- The Township reserves the right for its Township Board to reconsider and/or rescind its decision to approve a proposal and award the bid if the terms of the proposed contract cannot be agreed upon within 30 days of approval.
- The RFP process provides all interested vendors with an equal opportunity to offer their services. The Township has the flexibility to negotiate with a vendor to arrive at a mutually agreeable relationship. The Township is not required to accept any proposal, or portion of a proposal, if in its discretion and judgment the Township's interests are better served by declining to do so.
- The Township reserves the right to reject any or all proposals or portions of proposals, waive technicalities, and make the award which is in the best interest of the Township.
- The Township prefers to consider and approve a single proposal submitted jointly by a bond financial consultant and bond counsel, but is willing to consider and reserves the right to approve one bond financial consultant proposal and one bond counsel proposal submitted separately if submitted in such manner. In the case of a proposal submitted jointly by a bond financial consultant and bond counsel, the Township also reserves the right to choose and approve one or the other, as opposed to both, in its sole discretion.
- All proposals approved/awarded by the Township Board as a result of this RFP are subject to the Township's terms and conditions as stated in this RFP and in a contract deemed acceptable to the Township Board of Trustees. The submission of any other terms and conditions by a vendor may be grounds for rejection of the vendor's proposal.