

September 14, 2015

REQUEST FOR STATEMENT OF QUALIFICATIONS
Deadline for Statement of Qualifications is September 25, 2015

The Association of Bay Area Governments (ABAG) and its Finance Authority for Nonprofit Corporations (FAN) invite you to submit a Statement of Qualifications (SOQs) and other materials for consulting services in connection with FAN's Community Facilities Districts (CFD) and assessment districts program.

I. Background

ABAG is a joint powers authority formed to establish a permanent forum for discussion and study of regional and subregional problems of interest and concern to the counties and cities of the San Francisco Bay Area, developing policies and actions, and providing services and undertaking actions addressing such problems. ABAG's regular membership consists of the nine counties and more than one-hundred cities in the San Francisco Bay Area. ABAG also has a large number of cooperating (non-voting) members comprised of various jurisdictions in and outside the region.

FAN is a joint powers authority formed to assist nonprofit corporations and other entities, on behalf of member jurisdictions, to obtain conduit financing for projects and purposes serving the public interest.

ABAG and FAN serve its members and other California governmental jurisdictions through a variety of conduit financing programs, including pooled assessment bond programs, pooled general fund credit programs, a pooled tax-allocation bond program, and other bond and lease financing vehicles. Neither ABAG nor FAN has taxing powers.

II. Services Required

The Consultant selected pursuant to this RFQ will consult and advise ABAG and FAN staff on the administration, recordkeeping and accounting procedures related to (a) its previously formed CFDs and assessment districts and (b) any subsequently formed CFDs, assessment districts or the like.

III. Time Frame

Services will commence on or about October 12, 2015 and end on or about December 31, 2015.

IV. Compensation

Consultant must be a bona-fide independent Consultant. Consultant is responsible for payment of applicable state and federal taxes. Services will be paid for on either an hourly basis with other direct costs to be billed on an as expended basis or on the basis of completion of tasks. All payments will be in arrears.

V. Selection Procedure

Every Statement of Qualifications (SOQ) will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Consultant will be evaluated based on the level of experience and background in performance of similar projects.
- 2) Education and Professional Background - The Consultant will be evaluated based on his/her academic credentials and professional associations sufficient to demonstrate a high level of relevant expertise.
- 3) Results of Reference Checks.
- 4) Statement - The Consultant will be evaluated based on the adequacy of the material submitted in response to the services required as described in this Statement of Qualifications (SOQ). Statements must respond to all the requirements of the request, and must include all information specifically required in all sections of the request.

VI. Contract Award

Contract award shall be made to the responsible Consultant on the basis of the evaluation criteria listed above and whose statement is most advantageous to ABAG and FAN. Our objective is to obtain the highest qualified Consultant to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This request does not commit ABAG or FAN to award a contract. We reserve the right to reject any or all SOQs received in response to this request. Award of contract may not be made to any Consultant unless an agreement can be secured for all general and special contract provisions. Award will not be made to a Consultant whose proposed period of performance is not within a period of time acceptable to ABAG or FAN. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

VII. What to Submit

To provide an objective, fair review of candidate submittals, statements are to include only the following information:

- 1) Transmittal Letter - Normal transmittal letter, covering highlights and unique features of your career. Any special terms and conditions of the offer should also be summarized here. Letter should include the name and telephone number of a contact person and your office address.

Length: **One (1) page maximum.**

- 2) Statement of Qualifications - Provide a definitive statement to respond to the requirements as stated in this request. This must describe in detail the procedures and

methods that will be used to provide the services requested, preferably drawing on past experience/work conducted by the applicant.

Length: **Four (4) pages maximum.**

3) Relevant Experiences - Provide a summary of relevant experience over the last 5 years.

Length: **Two (2) page maximum.**

4) Educational and Professional Background - Provide a summary of educational background, including degrees. Also include special professional and/or project experience.

Length: **Three (3) pages maximum.**

5) List of Client References - Provide a list of clients to be used as references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ _____).

Length: **One (1) page maximum.**

6) Examples of Work - Length: **Brevity will be appreciated.**

All SOQs must be submitted via an email, with an identifying subject header, that is time stamped as being sent no later than September 25, 2015 at the close of business, 5:00 P.M. Questions may be directed to Peggy Caruso at PeggyC@abag.ca.gov or 510-464-7917.

VIII. Where to Submit Application

Electronic SOQs should include an identifying subject header and emailed to:

PeggyC@abag.ca.gov