

## REQUEST FOR QUALIFICATIONS

### **Project: Western Virginia Regional Industrial Facility Authority Financial Modeling and Legal Services**

#### **Purpose**

The Roanoke Regional Partnership, acting on behalf of the Western Virginia Regional Industrial Facility Authority (WVRIFA), is seeking financial modeling and legal services to support its mission of acquiring and developing larger industrial site opportunities (100+ acres) in the Roanoke market. The project consists of two parts including both financial planning/modeling as well as legal services. Offerors may propose participation in one or both parts of the project.

The Western Virginia Regional Industrial Facility Authority is a six-member regional industrial facility authority, a specific type of regional authority as enabled by the Virginia Regional Industrial Facilities Act, Chapter 64, Title 15.2 Code of Virginia 1950 and imbued with specific powers related to acquisition, improvement, and disposition of real estate; regional revenue-sharing, and bonding/financing activities that might be expected in the case of multi-jurisdictional real estate development for the purpose of economic development. Membership includes the Counties of Botetourt, Franklin and Roanoke, the Cities of Roanoke and Salem, and the Town of Vinton. The WVRIFA has previously engaged a consultant and identified target parcels for acquisition. Professional services are needed to ensure optimal strategies are in place prior to acquisition of land regionally.

Financial work will consist of compiling case studies detailing how other Regional Industrial Facility Authorities in Virginia or similar vehicles in other states have financed similar projects, development of funding/financing scenarios to include projected cash-flow requirements, potential inter-jurisdictional agreement conceptual structures, potential sources of borrowing, and the potential impact of various strategies on individual member credit standings. Legal tasks will include a review of state enabling legislation, review of the Authority's charter agreement and bylaws, advice to the Authority on various financial strategies proposed, and advice on purchase agreements for acquisition of land. If, during the course of the project, an offeror should identify problematic issues and/or limitations posed by state legislation those issues/limitations will be shared with the WVRIFA as the WVRIFA may seek to include such issues in a future regional legislative agenda. Selected offeror will be expected to attend at least two (2) Authority or subcommittee meetings throughout the project phase to present operational concepts and to receive group feedback and provide a final report in written and oral forms.

Work must be finalized by June 15, 2016.

#### **Project Description**

The WVRIFA has identified and evaluated various options for land acquisition. The Authority will procure professional services to provide capital improvement funding strategies, best practices research, and legal advice to ensure that optimal financial and administrative models are in place prior to land acquisition.

It is generally understood that WVRIFA projects (including both acquisition and possibly eventual improvement of real estate) will necessitate the involvement of multiple members and that these members will share in costs as well as tax revenues that eventually exceed the cost to develop properties. There is precedent through the Virginia's First Regional Industrial Facility Authority, to which several WVRIFA members also belong, to suggest that a project's scope may grow over time as market conditions demand additional site improvements/readiness, that projects may occur in multiple phases, that project partners may eventually seek to leave a project, and other localities may seek to join an ongoing project in a later phase. Additionally, if interest should arise among a private sector entity to invest, the Authority needs to understand whether enabling legislation allows for this and procedurally how a private partner might join with the localities in investing and sharing revenues. Financial and administrative models must anticipate fluidity of membership and of project scope. Interjurisdictional agreements and cost/revenue sharing structures must be formed anticipating these issues, which may arise. Agreements must provide procedural elements for expanding the scope of a project, allocation/distribution of shares, changes in membership/disposition or reallocation of shares, etc. Financial models should anticipate future regional participation in incentivizing the location of a business entity through grants paid and funded through site-specific revenues.

This project has the following overarching goals:

1. Determine optimal joint capital improvement funding/borrowing strategies for Authority members to ensure utmost efficiency of use of public funding.
2. Formulate administrative structures to encompass financial and administrative procedures and/or arrangements that will spell out in detail how cooperative development will actually function (including aspects such as sharing of cost, sharing of revenue, addition or loss of participating localities and/or private partners, changing levels of participation in various project phases among participating localities and/or private partners, and funding of local business incentives which are typically funded through anticipated revenues resulting from the attraction of a business entity).
3. Increase WVRIFA board and staff understanding of powers and tools (both legal and financial) available to undertake joint development and their implications to members and the Authority.
4. Empower WVRIFA to move ahead with land acquisition and/or improvement.

The following are anticipated written work products:

1. Development of proprietary cash-flow planning models for use in evaluating the Authority's potential capital projects and potential offsetting revenue sources;
2. Overview of the Authority's powers under state law and ways in which the Authority could utilize these powers to finance development of industrial sites and suggested changes to state law, if necessary, to ensure the authority meets its goals;
3. Case studies detailing how other regional industrial facility authorities in Virginia have financed similar projects including any incentives paid to business entities locating in such projects;

4. Recommendations for financial policies/best practices for the Authority's adoption and implementation also considering the impact of funding policies on credit standing/rating of member jurisdictions;
5. Funding scenarios for consideration including:
  - a. Projected cash-flow requirements for project financing under a variety of different debt structures and interest rate environments;
  - b. Potential inter-jurisdictional agreement conceptual structures;
  - c. Potential sources of borrowing and related mechanics;
  - d. Potential impact of the funding strategies on the finances and credit standing of the Authority's member jurisdictions.
6. Recommendations on legal structure and framework in future intergovernmental agreements including draft shell participation committee documents.
7. Compilation of overview of WVRIFA powers.

The WVRIFA staff and board will be engaged throughout the process. The WVRIFA will provide feedback on proposed administrative and financial scenarios as well as background information to include cost estimates and potential phasing of project to utilize in the development of financial scenarios.

Confidentiality will be of the utmost importance throughout the process.

### **Statements of Qualifications**

Statements of qualifications should be delivered no later than 2:00 PM, on February 29, 2016 to the offices of the Roanoke Regional Partnership at 111 Franklin Road SE, Suite 333, Roanoke, VA 24011. All costs incurred in preparation of a response to this RFQ will be the responsibility of the preparer and will not be reimbursed by the Roanoke Regional Partnership.

Inquiries concerning this RFQ should be directed to:

John Hull, Director of Market Intelligence  
Roanoke Regional Partnership  
111 Franklin Road SE, Suite 333  
Roanoke, VA 24011  
Ph: (540) 343-1550 x 103  
Email: [john@roanoke.org](mailto:john@roanoke.org)

In completing your proposal, please include the following elements:

- A description of your capabilities in relation to this project including prior experiences with similar projects
- Description of your firm's experience in providing financial and/or legal advice to local governments or regional authorities
- Description of your firm's and staff's expertise in these areas
- A listing of key staff with bios, identifying clearly the project lead who will be responsible for meeting with the Authority
- A proposed approach
- Proposed timeline

Please also provide three references and identify any proposed sub-contractors.

Please include two copies of the full proposal and 1 electronic copy (PDF) of the proposal on compact disc or flash drive in sealed envelope clearly marked in the lower left hand corner with the following information:

*RFQ-Western Virginia Regional Industrial Facility Authority Financial Modeling and Legal Assistance Project  
(Date of Submission)*

Failure to mark your proposal in the manner specified above may result in premature disclosure of your proposal. It is the responsibility of the preparer to ensure the proposal is received by the Roanoke Regional Partnership by the date and time specified.

Address the proposal as follows:

John Hull, Director of Market Intelligence  
Roanoke Regional Partnership  
111 Franklin Road SE, Suite 333  
Roanoke, VA 24011

### **Right to Reject**

The Roanoke Regional Partnership reserves the right to reject any and all packages received in response to this RFQ. Negotiations will be pursued with the top scoring respondents based upon the factors described in this RFQ. Only firms licensed to do business in Virginia will be considered. Final selection will occur after consideration of the RFQ and negotiations with top scoring respondents.

**Notification of Award**

The Roanoke Regional Partnership will be selecting a consultant by the end of February 2016. All work activities should be completed by June 15, 2016. Upon conclusion of final negotiations with the successful candidate, all respondents to this RFQ will be notified in writing of the name of the successful firm.

**Virginia Fair Employment Contracting Act**

This contract must certify compliance with the following provisions of the Virginia Fair Employment Contracting Act (or as amended): *The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, or national origin unless it is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employee and applicants for employment, notices setting forth the provision for this nondiscrimination clause.*

**Virginia State Code 51.01-40: Non-Discrimination under State Grants and Programs**

The contract must certify compliance with the following provisions of the state code:

*No otherwise qualified person with a disability shall, on the basis of the disability, be excluded from participation, be denied benefits of, or be subjected to discrimination under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.*

**Payment**

Payments will be made within thirty days after the receipt and verification of an invoice. Payment will be made provided that an invoice and other proper documentation is received and reviewed by the Roanoke Regional Partnership, as the fiscal agent to the Western Virginia Regional Industrial Facility Authority, and the Partnership determines that work has been satisfactorily completed.

**Proposal Evaluation**

Statements of qualifications shall be evaluated according to the following criteria.

<b>Factors</b>	<b>Points</b>
Experience with similar initiatives	0-20
Demonstration of firm’s capabilities	0-20
Makeup of staff/consultant team expertise	0-20
Project approach/understanding of work	0-40

**Review Process**

The Roanoke Regional Partnership may, at its discretion, request presentations by or meetings with any or all respondents to clarify or negotiate modifications to statements of qualifications.

The Partnership anticipates negotiating a budget with multiple respondents with the highest total points. Final selection will be based upon Authority's consideration of qualifications as well as subsequent negotiations.