



CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

Municipal Advisory Services

Proposals Due by 2:30 p.m. (Pacific Time), Wednesday, December 1, 2021

Notice is hereby given that the City of Albany ("City") is requesting proposals for municipal advisory services. The City desires to enter into a personal services agreement with a qualified individual or firm who can demonstrate competency and experience in providing municipal advisory services, for a term of five years, commencing January 2021, with an option to extend the contract for two additional, one-year terms.

The scope of work for the requested services includes the following:


- Provide expert guidance on the structuring, pricing, sale, and servicing of various bonds, urban renewal financing, state loans, and letters and lines of credit.
- Prepare and review bond orders, indentures, escrow deposit agreements for debt issuance.
- Assist and evaluate potential funding sources for capital projects.
- Attend meetings held by city departments, audit committee, and city council, as needed, when establishing terms and authorizing debt issues.

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Time is of the essence to acquire a municipal advisor to ensure a contract is in place by January 2022. Proposal responses shall be submitted to procurement@cityofalbany.net, not later than 2:30 p.m., (Pacific Time), Wednesday, December 1, 2021. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line shall include the project name "Municipal Advisory Services".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 3RD DAY OF NOVEMBER 2021.


Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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