

# REQUEST FOR INFORMATION

## Comprehensive Financial Analysis and Long-Term Financial Management Plan



## CITY OF MOORHEAD

ISSUE DATE: April 7, 2017

DUE DATE: May 1, 2017 @ 5:00 p.m.



## **A. Introduction**

The City of Moorhead is requesting information from qualified professional service firms to outline proposed steps in the performance of a comprehensive financial review and in preparing and designing a 5 to 10 year long term Financial Management Plan. Proposals must be received no later than 5:00pm on May 1, 2017.

Please submit two (2) hard copies and one electronic version of the Proposals to:

Christina Volkers  
City Manager  
City of Moorhead  
500 Center Avenue  
Moorhead, MN 56560

Email: [citymanager@ci.moorhead.mn.us](mailto:citymanager@ci.moorhead.mn.us)

## **B. Scope of Services**

The Comprehensive Financial Review will include:

- Review the community's current financial position
- Evaluate the proper level of service for a growing, expanding community, including
  - Support to provide additional services
  - Bike trails, sidewalks, parks, street striping
  - Public safety (police & fire)
  - Facilities assessment and implementation of recommendations
  - Compensation for current staff
- Develop an inventory of capital needs and future infrastructure improvements
- Develop an inventory of current financial resources, including special assessments, franchise fees, enterprise fund transfers, property taxes and identify opportunities for additional revenue sources
- Prepare a forecast of future citywide operating and staffing needs
- Evaluate current service model citywide and identify duplication of services
- Identify opportunities for regional/local service consolidation
- Develop an inventory of existing debt and forecast future debt needs (the City has reviews from 2013 & 2015 available for reference and a 2017 update will be available 04/21/17)
- Assist in identifying policy issues to be discussed and assist in setting framework for discussion

- Present report, information, options, including options for different special assessment policies to the City Manager, Finance Director and to the Mayor, Council, Department Heads at in-person meetings/workshops
- Prepare an affordable, comprehensive financial plan
- Develop a framework to review future capital projects
- Include the City's General Fund, tax-supported Special Revenue Funds, Special Assessment Debt Service Funds, Capital Projects Funds and Enterprise Funds.
- Allow for the ability of the City to update data/results internally (quarterly, annually)

### **C. Proposal Format**

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness and clarity of content. All proposal responses must be in the following format:

1. Cover Letter
2. Company Background /Qualifications
3. Scope and Methodology
4. Estimated cost
5. References
6. Attachments

The desired information in each of these sections is described below.

#### **1. Cover Letter**

The cover letter should contain the name of the proposing Company, the address of the proposing officer(s), and the contact individual(s) authorized to answer technical questions. Contact information should include telephone number, fax number, mailing address, and email address.

The Proposer shall briefly state the professional firm's understanding of the information being requested and why the firm believes it to be best qualified to perform the engagement. Proposer shall also provide a list of relevant projects in the last five (5) years and the timeliness in which they were completed and any other relevant information.

#### **2. Company Background / Qualifications**

This section should include the full name and principal address of the company, as well as the distance of your nearest office to Moorhead. Include the state in which the Company is incorporated to operate and the date of incorporation. Provide a brief overview of the general background and services provided by

your firm, including size of organization, description of organization structure, and number of years in business, and experience in serving local governmental entities.

Identify key staff in your company that would be assigned to the planning process. Provide their resumes with job descriptions and other detailed qualification information. Include the proposed role and estimated amount of time to be spent on this project for each person.

Identify key measures of the company's financial strength. Respondents should be prepared to submit a copy of financial statements for the past two years, upon City request.

### **3. Scope and Methodology**

Provide in detail how your firm would add value to this process. Set forth a work plan, including the methodology and processes to be followed to perform the services as identified in Section B. Specifically note anything outlined in Section B that you are not able to provide or that is outside the scope of your proposal. Also outline a project timeline from award of a contract to final report, allowing sufficient time for presentations to City Council and other internal steering groups.

### **4. Estimated Cost**

Provide a general "estimate" (range) of expected cost, including expenses, to provide the services as identified in Section B.

### **5. References**

Provide a minimum of three (3) client references of long-range financial plans completed for entities of at least 25,000 in population which the proposer has served in a similar capacity. Provide a contact person, telephone number, and email address for each reference customer.

### **6. Attachments**

Additional information that the proposer believes is critical to the City's assessment of the proposal should be included in this section.

## **D. Public Records**

The documents submitted in response to this request for information become a public record upon submission to the City subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure by a specific provision of the Minnesota Government Data Practices Act. The City assumes no obligation to enforce any exemption on behalf of a respondent to this RFI.

## **E. Inquiries**

Prospective proposers may make inquiries regarding the process by contacting the Finance Director at:

City of Moorhead  
P.O. Box 779  
Moorhead, MN 56561

Phone: (218) 299-5318

Email: [accounting@ci.moorhead.mn.us](mailto:accounting@ci.moorhead.mn.us)