

REQUEST FOR PROPOSAL

Financial Advisor Capital City Economic Development Authority

The Capital City Economic Development Authority (“CCEDA”) is seeking to engage the services of a Financial Advisor to assist in the support for its current outstanding debt. The scope encompasses the ability to provide CCEDA’s management independent financial advice and serve solely at the interest of CCEDA on its debt positions.

THE CAPITAL CITY ECONOMIC DEVELOPMENT AUTHORITY

The Capital City Economic Development Authority (“CCEDA” or the “Authority”) was established effective June 1, 1998 under Title 32, Chapter 588x of the General Statutes of Connecticut, as amended (the “Statute”), and is a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut. CCEDA was created to: stimulate new investment in CT; attract and service large conventions, tradeshow, exhibitions, conferences and local consumer shows; encourage the diversification of the state economy; and, strengthen Hartford’s role as the region’s major business and industry employment center and seat of government. Further detail on CCEDA and its annual report can be found on its website: www.CCEDA.net.

TECHNICAL CRITERIA

1. What municipal, governmental or Quasi-Public entities in Connecticut does your firm serve as financial advisor? How long have you served?
2. What municipal, governmental or Quasi-Public entities outside of Connecticut does your firm serve as financial advisor? How long have you served?
3. Please address areas of special expertise of your firm that would have a bearing on your representation of the Authority in financings such as:
 - A. Private Activity Revenue Bonds
 - B. Governmental Bonds
 - C. Tax – Exempt and Taxable Bonds, Notes or other securities
 - D. General Obligation Bonds
4. In addition to serving as financial advisor, what other services or activities would your firm offer the Authority. Please discuss which of these services or activities would not be billable and which would be billed and the basis of such billing.
5. Please describe your firm’s familiarity with the Authority and its activities.

6. Please describe any potential conflicts of interest arising from continued representation of your current clients and any engagements for the Authority.
7. Please provide the names of the partners and associates in your firm who would be assigned to the Authority, give a description of each person's experience, indicate probable areas of responsibility, and the percentage of time which each would be made available to the Authority.
8. Please provide a fee structure for the individuals identified in #7 above and if your firm has discounted or downwardly adjusted rates for quasi-public agencies like the Authority please provide those rates as well.
9. Describe in detail components other than hourly rates that are considered in establishing your firm's fee for financial advisor services. Describe how your firm would propose to bill for any ongoing financial services.
10. Please provide, as references, a minimum of three (3) clients for who your firm has performed similar services as those set for this in this RFP. Please include the name, address, telephone and fax number of the contact person at each reference.

GENERAL REQUIREMENTS AND CONDITIONS

Important Note: All Bidders must be willing to adhere to the following conditions and must positively state this in the proposal.

- a. All proposals in response to this RFP are to be the sole property of CCEDA. Bidders are encouraged not to include in their proposals any information which is proprietary.
- b. Any product, whether acceptable or unacceptable to CCEDA, developed under a contract awarded as a result of the RFP is to be the sole property of CCEDA.
- c. The bidder agrees that the proposal will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
- d. CCEDA may amend or cancel this RFP, prior to the due date and time, if CCEDA deems it to be necessary, appropriate or otherwise in the best interests of CCEDA. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.
- e. The price quoted includes all travel and related out-of-pocket expenses that will be incurred. Cost estimates will be considered as "not to exceed" quotations, except to the extent that the assumed scope is changed, against which time and expenses will be

charged. CCEDA as a political subdivision of the State of Connecticut is exempt from the payment of excise, transportation, and sales taxes therefore such taxes must not be included in the price quoted. Finally, the price quoted will be applicable to the entire term of the contract and will not be subject to alterations without the prior written consent of the Executive Director of CCEDA.

f. The bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by CCEDA, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by CCEDA. At its discretion, CCEDA may require the removal and replacement of any of the bidder's personnel who do not perform adequately, regardless of whether they were previously approved by CCEDA.

g. Any costs and expenses incurred by bidders in preparing or submitting proposals are the sole responsibility of the bidder. A bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.

h. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by CCEDA at the bidder's sole cost and expense.

i. The bidder awarded the contract may be required to give presentations to the extent necessary to satisfy CCEDA's requirements or needs.

j. The bidder represents and warrants that the proposal is not made in connection with any other bidder and is in all respects fair and without collusion or fraud. The bidder further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of CCEDA participated directly in the bidder's proposal preparation.

k. All responses to the RFP must conform to instruction. Failure to answer all questions or to follow the requested format may be considered appropriate cause for rejection of the response.

l. The contract document will represent the entire agreement between the bidder and CCEDA and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. Any contract awarded as a result of this RFP must be in full conformity with the statutory requirements of the State of Connecticut and the federal government. CCEDA shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been accepted and approved by CCEDA. The contract may be amended only by means of a written instrument signed by CCEDA and the bidder.

- m. Any firm awarded a contract under this RFP is prohibited from working on any other project related to the overall Adriaen's Landing project except with the express written permission of CCEDA.
- n. An authorized officer of the firm must sign the submitted proposals. Proposals must also provide name, title, address and telephone number for individuals with CCEDA to negotiate and contractually bind the firm, and for those who may be contacted for the purpose of clarifying the information provided.

OFFICIAL CCEDA CONTACT

Official CCEDA contact: The official contact person for purposes of this RFP is Ms. Jennifer Gaffey. All communications must be directed to Ms. Gaffey in writing at the address provided below:

Ms. Jennifer Gaffey
Capital City Economic Development Authority
100 Columbus Boulevard, Suite 500
Hartford, Connecticut 06103-2819
(860) 527-0100
E-mail: jgaffey@cceda.net

RFP TIMELINE

RFP Formally Announced	September 23, 2011
Proposals Due at CCEDA 3:00pm	October 21, 2011
Selection and Notification	November 14, 2011
Contract Negotiation and Processing Completed	November 18, 2011
Contract effective Date	November 21, 2011

SUMMARY OF PROPOSAL

The following format should be followed in order to allow the Authority to have a working basis on which to compare one proposal with another. The elements within this outline are expected to be addressed in any submitted proposal; however, additions to it may be made where necessary for purposes of clarification or amplification.

- I. Executive Summary
- II. Technical Criteria
 - A. Overview
 - B. Understanding of work to be performed
 - C. Technical Experience of firm
 1. Firm's commitment to public service
 2. Services to other governmental entities
 3. Service to other entities; and
 4. References
 - D. Affirmative Action
 1. Affirmative Action Policy Statement
 2. Workforce statistics
- III. Cost of Services
- IV. COMPLETED Appendix A
- V. COMPLETED Appendix B
- VI. COMPLETED Appendix C: Non-discrimination Certification

**APPENDIX A
PROPOSAL LETTER
CAPITAL CITY ECONOMIC DEVELOPMENT AUTHORITY**

We propose to furnish and deliver any and all of the deliverables and services named in the Request for Proposals (RFP).

It is understood and agreed that we have read CCEDA's specifications described in the RFP and that this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications.

We agree, if awarded the contract, to deliver goods or services which meet or exceed the specifications.

Respectfully submitted,

Legal Name of Bidder

Date

Authorized Signature (original) (Typed Name)

Title

Street Address

Telephone No.

City, State, Zip Code

Fax No.

Social Security OR Federal Tax Payer ID No.

E-mail Address

Remittance Address (if different from street address)

City, State, Zip Code

Location of Bidder

Bidder is: Individual Partnership Corporation* Joint Venture

State of Incorporation: Connecticut Other:

Is Corporate Seal Available In Connecticut: Yes** No

* Attach to this page evidence of authority of the above officer to submit an offer on behalf of the corporation, giving also, the names and addresses of the other officers.

** If yes, affix corporate seal.

Appendix B
CONTRACT COMPLIANCE PACKAGE

- The following forms are **MANDATORY** and must be completed and returned with bidder's response to this Request for Proposal
 1. Notification to Bidders Form
 2. Evidence of Nondiscrimination Form
 3. Employment Information Form

If the vendor submitting the bid files an EEO-1 or an EEO-4 form with the Federal Government, a copy of the EEO-1 or EEO-4 may be attached to the Employment Information Form in lieu of completion.

- Definitions and descriptions to assist in completing the Employment Information Form

CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the state, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans. . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women ... (5) Asian Pacific Americans and Pacific Islanders; or (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 32-ne of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirement:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Connecticut General Statutes Sections 46a-68-1 to 46a-68-17 inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City State Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

EVIDENCE OF NONDISCRIMINATION FORM

_____ Vendor Name

_____ Street Address

_____ City _____ State _____ Zip

_____ Contact Person _____ Title

() _____ Telephone Number

We have read the extract provided of C.G.S. Section 4a-60 and Connecticut State Agencies' Regulations Section 46a-68j-23 and agree with the principles expressed therein. We offer as evidence of nondiscrimination and of our agreement and ability to meet contract compliance regulations one or more of the following factors and have enclosed appropriate, related documentation. Note: If the vendor/bidder/contractor is an individual and does not employ anyone, please check here [] and sign below.

<u>ENCLOSED</u>	<u>FACTORS</u>	<u>EVIDENCE</u>
(a)	success in implementing an Affirmative Action Plan;	_____ _____
(b)	success in developing an apprenticeship program in compliance with Connecticut General Statutes Sections 46a-68-1 to 47a-68-17 inclusive;	_____ _____ _____
(c)	promise to develop and implement a successful affirmative action plan;	_____ _____
(d)	submission of Employment Information Form or EEO-1/EEO-4 data indicating that the composition of its workforce is at or near parity in the relevant labor market area; and	_____ _____ _____
(e)	promise to set aside a portion of the contract for legitimate minority business enterprises.	_____ _____

_____ Signature _____ Title _____ Date

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

EMPLOYMENT INFORMATION FORM

WORKFORCE ANALYSIS AFFIRMATIVE ACTION REPORT

Vendor/Bidder/Contractor	Contact Person	Date
Address	Telephone	Bid Number

Report all permanent full-time or part time employees, including apprentice and on the job trainees. Enter the numbers on all lines and in all columns.

JOB CATEGORIES	OVERALL TOTALS (Sum of all col: A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or PACIFIC ISLANDER		E AMERICAN INDIAN ALASKAN NATIVE		F PHYSICALLY DISABLED	
		Male - - - - -	-Female	Male - - - - -	-Female	Male - - - - -	-Female	Male - - - - -	-Female	Male - - - - -	-Female	Male - - - - -	-Female
Officials & Managers													
Professional													
Technicians													
Sales Workers													
Office and Clerical													
Craft Workers (Skilled)													
Operatives (Semi-Skilled)													
Laborers (Unskilled)													
Service Workers													
TOTALS of ABOVE													
Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No								Explain:					
If CT based, do you post all employment openings with the State of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No								Explain:					
Do you implement a written Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No								Explain:					
DESCRIBE YOUR RECRUITMENT, HIRING, TRAINING, AND PROMOTION ANTIDISCRIMINATION PRACTICES													

- I am an individual with no employees. (Please sign below. Print or type name beneath signature.)
- I have submitted a Federal EEO-1 or equivalent. See attachment. (Please sign below. Print or type name beneath signature.)

Signature	Title	Date
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DEFINITIONS OF RACES AND OCCUPATIONS

RACE/ETHNIC IDENTIFICATION

- A. **WHITE** - (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- B. **BLACK** - (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- C. **HISPANIC** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- D. **ASIAN OR PACIFIC ISLANDER** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. **AMERICAN INDIAN OR ALASKAN NATIVE** - Persons have origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- F. **PHYSICALLY DISABLED** - Persons who have any chronic physical handicap, infirmity or impairment, whether congenital or resulting from bodily injury, organic processes or changes or from illness, including but not limited to blindness, epilepsy, deafness or hearing impaired or reliance on a wheelchair or other remedial appliance or device.

DESCRIPTION OF JOB CATEGORIES

- 01. **OFFICIALS AND MANAGERS** - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Include officials, executives, middle management, plant managers, department managers, department manager and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.
- 02. **PROFESSIONALS** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.
- 03. **TECHNICIANS** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education such as offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes

computer programmers, drafters, engineering aids, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic, physical science), and kindred workers.

04. SALES WORKERS - Occupations engaging wholly or primarily in direct selling; Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, and kindred workers.
05. OFFICE AND CLERICAL WORKERS - Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.
06. CRAFT WORKERS (SKILLED) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.
07. OPERATIVES (SEMI-SKILLED) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.
08. LABORERS (UNSKILLED) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes; garage laborers, car washers and greasers, gardeners (except form) and groundskeepers, longshoremen and stevedores, lumbermen, digging, mixing, loading, and pulling operations, and kindred workers.
09. SERVICE WORKERS - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.
10. APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.
10. TRAINEES - Persons engaged in formal training for craft workers when not trained under apprentice programs - operative, laborer, and service occupations; also persons engaged in formal training for official, managerial, professional, technical, sales, office, and clerical occupations.

**Appendix C
Non-discrimination Certification**



**STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation
By Entity
For Contracts Valued at Less Than \$50,000**

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at less than \$50,000 for each year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____, of _____,
Authorized Signatory Title
Name of Entity

an entity duly formed and existing under the laws of _____,
State or Commonwealth Name of

represent that I am authorized to execute and deliver this representation on behalf of
_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut
General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signatory Date

Printed Name