



**CITY OF DRIPPING SPRINGS, TEXAS**

**REQUEST FOR PROPOSALS  
AND  
STATEMENTS OF QUALIFICATIONS**

**#2025-19: FINANCIAL ADVISOR**

*To provide advice and professional recommendations to City of Dripping Springs, Texas (“the City”) for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).*

**If your firm is interested in being considered as Financial Advisor for the City, proposals must be filed received no later than 2:00 P.M. (Central Time) on Monday, December 22, 2025, at the City Hall, 511 Mercer St, Dripping Springs, TX 78620.**

**One (1) original, five (5) copies, and one (1) electronic copy (in PDF format on a flash drive) of your submission must be sealed and clearly marked on the face of the shipping material “FINANCIAL ADVISOR RFP”. Submissions received after the opening date and time will not be considered.**

**A. INTENT OF PROPOSAL**

The City is soliciting Request for Proposals (“RFP”) and Statement of Qualifications from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by the TWDB, including, but not limited to, the Drinking Water State Revolving Fund (“DWSRF”), Clean Water State Revolving Fund (“CWSRF”), Development Fund, Water Implementation Fund for Texas, RWAF, Water Infrastructure Fund and EDAP programs. This solicitation is intended to cover any financial assistance received by the City from the TWDB following the date of award of any contracts pursuant hereto, whether from the DWSRF, CWSRF, or any other financial assistance program administered by the TWDB. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City.

The City seeks to afford the opportunity for qualified small business enterprise (“SBE”), minority business enterprise (“MBE”) and women-owned business enterprise (“WBE”) firms to propose to provide the services described herein.

## **B. SCOPE OF SERVICES**

The services to be provided by the Financial Advisor shall include, but are not limited to, the following:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan or grant assistance
- Advise the City of current bond market conditions
- Recommend method of sale of debt instruments
- Advise the City on publications of forthcoming sales
- Arrange for reports of independent consultants
- Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agencies
- Coordinate, prepare and submit required information to recognized bond insurance companies for insurance qualification, including for a TWDB loan
- Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures
- Maintain liaison with Bond Counsel in preparation of all legal documents
- Counsel in selection of paying agent/registrar
- Draft disclosure documents
- Deliver schedule of annual debt requirements on debt instruments
- Attend meetings as requested
- Advise of changes in Federal and State laws and regulations
- Advise on investment of funds as requested
- Advise and assist in exercising any call and/or refunding
- Advise and assist in the development of long-range financing plan
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement

## C. STATEMENT OF QUALIFICATIONS

The proponent shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services.

The following information shall be included in your proposal:

1. General information about the firm.
  - A. Name, address and phone number of the firm.
  - B. History of the firm.
  - C. List names and titles of the firm who are directly responsible for financial advisory services.
  - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. List of three (3) references of political subdivisions for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the experience of the individuals assigned to the account with the TWDB and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and phone numbers of contact persons.
5. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract proposed by your firm without fee information.

**D. SELECTION CRITERIA**

The City shall use the following selection criteria and point system to evaluate and score each proposal.

Municipal Advisory Experience	30 POINTS
Capacity to Perform	30 POINTS
Familiarity with the City	10 POINTS
Experience with TWDB	30 POINTS
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TOTAL	100 POINTS

Submissions shall include sufficient information to allow the City to evaluate qualifications based on the criteria. This may include, without limitation, a list of relevant past projects on which the Proponent was engaged and a list of references able to speak to the Proponent’s past performance.

**E. ADDITIONAL INFORMATION**

1. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Request for Proposal (RFP) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFP, or any resulting contract.
3. This contract is subject to the TWDB and Environmental Protection Agency’s (EPA) Disadvantaged Business Enterprise (“DBE”) Program, which includes and offers procurement opportunities to all businesses during solicitations. EPA’s rules require that proponents and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements in a nondiscriminatory manner through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit [www.twdb.texas.gov/dbe](http://www.twdb.texas.gov/dbe).
4. Equal Opportunity in Employment - All qualified proponents will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

**F. NO PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference **will not** be held.

## **G. INQUIRIES**

Should this solicitation fail to contain sufficient information in order for interested proponents to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested proponent may email a copy of a written clarification request to from Ginger Faught, Deputy City Administrator at [gfaught@cityofdrippingsprings.com](mailto:gfaught@cityofdrippingsprings.com), no later than **2:00 p.m. on December 15, 2025.**

Written requests from interested proponents and written responses by the City will be provided to all known Proponents and will be posted on the City's Public Notices website page where the Request for Qualifications and Statements of Qualifications is posted. This is the only permissible contact with the City regarding this bid process until the submissions are opened and the Proponent is contacted by the City. Oral explanations or instructions will not be binding.

## **H. CONFLICT OF INTEREST**

A statement indicating the Proponent has no conflict of interest with the City of Dripping Springs, including any past or present employees or past or present elected officials of the City.

The CIQ form must be submitted with the sealed bid proposal. The form is available here:

<https://www.ethics.state.tx.us/forms/conflict/>

Proponents will also be required to complete a 1295 form from the Texas Ethics Commission available at <https://www.ethics.state.tx.us/filinginfo/1295>.

## **I. COST OF DEVELOPING SEALED SUBMISSIONS**

All costs related to the preparation of the sealed submissions and any related activities are the sole responsibility of the Proponents. The City assumes no liability for any costs incurred by the Proponents throughout the entire selection process.