

# REQUEST FOR PROPOSAL TO SERVE AS BOND COUNSEL FOR:

## SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT

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### INTRODUCTION

The Salt Lake City Mosquito Abatement District (SLCMAD) is an independent local district established in 1923. The District is in the process of expanding its services to the public. This expansion will require the District to increase its staff and upgrade its current facilities, equipment, and services. The Board of Trustees of SLCMAD have determined that a Phase II construction project is needed for this expansion. The District is providing capital reserves and is interested in financial options, which may include bonding, to allow for future growth. The District has retained the professional services of General Legal Counsel, Financial Advisors, Architects, Engineers, and Owners Representative; however, we foresee a need for the services of Bond Counsel as well. The District foresees the issuance of a bond for the purpose of construction of new facilities and equipment acquisition. The District has engaged Zions Public Finance to assist with the proposed financing and has asked that they provide assistance in the hiring process for Bond Counsel.

### Scope of the Work

Bond Counsel will be tasked with helping the District navigate the legal and obligatory process involved with issuance of bonds to ensure compliance with Utah law, assist in the preparation of the disclosure documents (if needed), and arrange for the closing of the transaction. The duration of this assignment will extend through the closing of this transaction.

### Inquiries

Questions concerning this Request for Proposal should be directed to Ary Faraji, Executive Director of SLCMAD, at (801) 355-9221 or [ary@slcmad.org](mailto:ary@slcmad.org).

### Basis for Selection

The District intends to select the Bond Counsel that exhibits the strongest ability to assist it in achieving its overall goals. Bond Counsel fees, although important, will not be the primary factor in the Districts' selection. Fees will only be discussed after the District has selected what it believes to be the most highly qualified firm to meet its needs. The District reserves the right to reject any or all proposals. The District retains sole discretion in this decision.

### Selection Process

The selection process will be done in three stages: 1) selection of up to two highly qualified firms based on the submission of a Proposal to Provide Bond Counsel Services; 2) Interview of the highly qualified firms, and 3) contract and fee negotiations.

The Districts intend to make a decision in approximately two weeks following the receipt of the Request for Proposals.

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## Proposals

### Submission of Proposals

Each responding firm must submit its proposal no later than 5:00 p.m. on Friday, **23 February 2024**, to the office of Ary Faraji, Salt Lake City Mosquito Abatement District, 2215 N 2200 W, Salt Lake City, Utah 84116. Electronic submissions will all be accepted to [ary@slcmad.org](mailto:ary@slcmad.org) no later than 5:00 p.m. on Friday, **23 February 2024**. No proposals will be accepted after this time.

### Proposal Content

Each respondent should set forth its most compelling case for being selected as Bond Counsel. As part of that case, each firm should provide the following information:

1. Briefly summarize a description of your firm and your firm's experience with various forms of bonds.
2. Briefly summarize your firm's experience with independent local district bonds during the last decade.
3. Briefly summarize your firm's experience with Mosquito Abatement District bonds during the last decade.
4. Provide primary contact that will interface with the District (include resume and contact information).
5. References from three independent local districts, which your firm has successfully assisted as bond counsel in the issuance of bonds.
6. **Proprietary Information**  
Please mark any specific information contained in your firm's response that is not to be disclosed to the public, or used for purposes other than the evaluation of the response. All material becomes the property of the Issuer and may be returned only at the Issuer's option. Responses submitted may be reviewed and evaluated by other persons at the sole discretion of the Issuer.

### Proposal Evaluation

The District will use a Selection Committee composed of a Trustee, the District Manager, and Assistant Manager to evaluate all properly submitted proposals. Evaluations will be based on the following criteria:

1. References from independent local districts (40%)
  - Communications with client during the planning and successful bonding of the project.
  - Responsiveness to clients needs
  - Attention to detail.
  - Completion of bonding by an established timeline.
2. Demonstrated ability to meet the needs of local districts in Utah based on prior experience, ultimately giving the citizens the best possible value. (40%)
3. Documented Ability to develop creative solutions. (20%)

### Interview

The field of applicants will be narrowed down to a field of up to two highly qualified firms by **26 February 2024**. The highly qualified firms will be invited by the SLCMAD selection committee to give a presentation, not to exceed twenty minutes, on how their firm and personnel fit the needs of the SLCMAD. The date and time of the presentation will be **28 February 2024, between 10:00 am and 2:00 PM**. From that presentation the firms will be ranked according to the following criteria:

1. Understanding of the needs of the SLCMAD ..... 60%
  - Local Governmental entity using taxpayer funding
  - Purchase of new property / bonding process
  - Budgeting Process
2. Stated ability to meet the needs of the SLCMAD..... 20%
3. Availability of personnel to work with SLCMAD ..... 20%

### Determination of Compensation for Bond Counsel Services

1. The SLCMAD Selection Committee shall recommend to the SLCMAD Board of Trustees the award of a contract to a qualified firm at compensation that the selection committee determines, in writing, to be fair and reasonable to the SLCMAD.  
The selection committee shall take into account the services':
  - (a) estimated value;
  - (b) scope;
  - (c) complexity; and
  - (d) professional nature.
2. If the selection committee is unable to agree to a satisfactory contract with the highest ranked firm, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
  - (a) formally terminate discussions with that firm; and
  - (b) undertake discussions with a second qualified firm.
3. If the selection committee is unable to agree to a satisfactory contract with the second firm selected, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
  - (a) formally terminate discussions with that firm; and
  - (b) undertake discussions with a third qualified firm.
4. If the selection committee is unable to award a contract at a fair and reasonable price to any of the selected firms, the selection committee shall:
  - (a) select additional firms; and
  - (b) continue discussions in accordance with this part until an agreement is reached.

The goal of the SLCMAD Board of Trustees is to select a firm for Bond Counsel services by **29 February 2024** and to immediately initiate any legal procedures needed soon thereafter.

For additional information contact:

**SLCMAD**  
**Ary Faraji, PhD**  
**2215 N 2200 W, Salt Lake City, UT 84116**  
**ary@slcmad.org, 801 355-9221**