

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
REQUEST FOR PROPOSALS
FINANCIAL SERVICES PERTAINING TO
DESIGN-BUILD-FINANCE PROJECTS**

Notice is hereby given the Arkansas State Highway and Transportation Department (Department) is seeking proposals from Financial Services firms interested in being considered to serve as a Financial Advisor to advise the Department on matters concerning partial financing of the Department's Design Build Finance projects.

Currently, the Department is seeking advisement on the partial financing of the I-30 Design-Build-Finance project (Project) in Pulaski County Arkansas. The Project is located within the cities of Little Rock and North Little Rock along Interstate 30. The limits of the Project are from the interchange of I-30/I-530/I-440 (South Terminal) in Little Rock to the interchange of I-30/I-40 (North Terminal) and over to the interchange of I-40/Hwy 67 in North Little Rock. The project is partially funded by the Connecting Arkansas Program (CAP) ½-cent sales tax program.

Funding from the ½-cent sales tax is in place to execute the Project. The Project is anticipated to cost between \$400 Million and \$600 Million. The Department is interested in the design-build team adding private funding to the Project.

The Department intends to enter into a fixed-price, design-build-finance (DBF) contract with a design-build team (DBT) that will set forth, among other things, the obligations of the DBT, including the design, construction, and financing of the Project. The Financial Services firm will work closely with Department staff throughout the procurement process.

I. SCOPE OF WORK

The following is a general list of services to be provided by the selected Financial Services firm. It is not intended to be all inclusive:

1. Identify and evaluate the most likely private financing structures for the proposers and advise the Department on how to optimize and facilitate an efficient financing structure.
2. Identify any perceived challenges to financing the Project or for the Department to optimize the financial structure of the proposed options.
3. Assist Department staff with the development of financial documents for the procurement of a DBT.
4. Advise the Department through the DBT procurement process and establish the financial parameters that will be the most advantageous to the Department.
5. Analyze the cash flow of the CAP and Federal Aid programs with Department staff and give advice on how to set up the most advantageous reimbursement schedule.
6. Assist the Department with negotiations and selection of the DBT, development of the Design-Build Agreement (DBA), and establishment of all financing and commercial terms associated with the financing of the Project.

7. Participate in meetings of the Department's Finance Technical Oversight Committee (TOC) for DBF contracts.
8. Assist the Department with the review and update of the Department's Design-Build Guidelines and procedures in relation to Design-Build-Finance.

II. QUALIFICATIONS

Respondents to this request will provide the following information concerning their qualifications:

1. Respondents shall acknowledge an understanding of the content of the required work and illustrate why the firm should be enlisted for the Project.
2. Applicable experience on similar types of projects within the last five (5) years provided to other Departments of Transportation. List the size and type of financing involved with each. Provide a reference with contact information for each project listed.
3. Qualifications and applicable experience (Design-Build-Finance, Design-Build-Finance-Operate-Maintain, and Public-Private-Partnership) of staffing will be a significant consideration in the selection process. Provide an organizational chart showing the staff that will be assigned to this project. Include resumes for each of the individuals shown on the organizational chart. Staff shown in the organizational chart will be the individuals to provide the services of the firm.
4. If your team involves more than one firm, provide information for each firm and describe the roles and percentage of total work for which each firm will be responsible.
5. Describe any financial modeling software used by the firm and how such software will be utilized to accomplish the scope of work.
6. List any pending or previous (within the last five (5) years) charges, investigations or litigation by or involving the United States Securities and Exchange Department or any other regulatory body or court (local, state or federal) regarding the conduct of your firm or its management
7. Provide your firm's Title VI Assurances and Title II of the Americans With Disabilities Act (Nondiscrimination) clause or any policy prohibiting the discrimination against individuals or entities based on race, color, national origin, religion, gender, age, or disability.

III. SPECIAL CONDITIONS OF THE WORK

The selected firm will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations.

Although no DBE percentage goal is established for these services, the proposal shall include DBE participation to the extent practical.

The Department will not be liable for any costs incurred in preparing, submitting, or presenting a consultant's submittals or any associated travel costs.

The Department reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The Department also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.

If only one qualified consultant responds by the due date, the Department may enter into contract negotiations with that firm.

IV. WORK SCHEDULE

Assisting in the development of the financial portion of the Project procurement documents will be an essential responsibility of the selected firm. Following is the current procurement schedule for the DBT and should be considered as a partial work schedule for this Request for Qualifications.

1. The Requests for Qualifications for the Project will be issued in mid-December 2015.
2. A short list of qualified Design Build Teams will be developed and the Request for Proposals will be released in late spring 2016.
3. A Design Build Team will be selected and a Design Build Agreement executed in late 2016 or early 2017.

V. PREPARING PROPOSALS

The evaluation and selection of a firm will be based on the proposals submitted. In order to properly evaluate the firms, each firm must include in the submission the following documents:

1. A Cover Letter is required and should display a clear understanding of the project, include a positive commitment to complete the work and briefly summarize why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Project Proposal: A project proposal is requested in response to the scope of work and qualifications. All proposals shall include the information listed below.
 - a) A detailed work plan that identifies all tasks included in the scope of work;
 - b) An organization chart showing key personnel by name and title;
 - c) A complete response to all qualifications listed in Section II of this RFP;
 - d) Details illustrating commitment and responsiveness to the required work schedule.
3. DBE Considerations: Discussion of DBE status or participation should be provided in order to receive special consideration.

VI. SELECTION

The Department may retain the services of a Financial Services firm who will be responsible for delivering the above services. The Department reserves the right to utilize the selected financial advisor for not only those services outlined above but for any and all other Design-Build-Finance projects related thereto.

A proposal that responds to the elements listed under the QUALIFICATIONS section above for the Project should be addressed to:

Mr. Scott Bennett, P.E., Director
Arkansas State Highway and Transportation Department
Post Office Box 2261, Little Rock, Arkansas 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209
Fax: 501-569-2641

Questions concerning submissions of a proposal in response to this RFP should be addressed in writing to the AHTD official listed below and received at the AHTD office no later than **4:30 p.m. (CDT) on October 16, 2015:**

Mr. Benjamin Browning, P.E., Design Build Project Director
Arkansas State Highway and Transportation Department
Post Office Box 2261, Little Rock, Arkansas 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209
Fax: 501-569-2641
Benjamin.browning@ahtd.ar.gov

Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this Scope of Work or relieve the successful firm(s) of any obligations under any contract resulting from this Scope of Work.

Six (6) sets of paper responses and a copy in PDF format on a Compact Disc (CD) must be received no later than **4:30 p.m. (CDT) on October 19, 2015**. Any response received after this deadline will not be considered. The cost and expense of the proposal and its preparation will be the sole responsibility of the proposer.

VII. EVALUATION

The objective is to select the firm that best meets the needs of the Department in the area of financial services for Design Build Finance contracts. To accomplish this objective, firms will be evaluated on the following.

No.	Evaluation Criteria	Maximum Points
1	Professional Staff Education, Experience, Personnel, and Partnerships	20
3	Past Work Performance with State DOTs	20
4	Experience with Projects of Similar Nature	15
5	Understanding Scope of Work	10
6	Detailed Work Plan	15
7	Commitment and Responsiveness to Required Work Schedule	15
8	Identification of sub-consultants and responsiveness to DBE opportunities	5
Maximum Total Points		100

Based on the above categories, the Evaluation Committee will rank the firms in order of preference.

NOTICE OF NONDISCRIMINATION POLICY

The Department complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@arkansashighways.com. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.