

# REQUEST FOR INFORMATION

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



## CITY OF MOORHEAD

ISSUE DATE: April 7, 2017

DUE DATE: May 10, 2017 @ 5:00 p.m.

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## **A. Introduction**

The City of Moorhead is requesting information from qualified professional service firms to outline proposed steps in the preparation of a formal RFP for the performance of a comprehensive financial review and for preparing and designing a 5 to 10 year long term Financial Management Plan. Please provide information by 5:00pm on May 10, 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 – Final RFP**

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. Information Proposal Format**

The purpose of this Request for Information is to solicit ideas from professional service firms relating to steps to be taken and information to be requested in a formal Request for Proposals. The City of Moorhead will use the responses received as a basis from which to prepare a formal RFP. This is a very open-ended request and the next step will be highly guided by this process. Respondents to this RFI are expected to submit the following information and may be given preference in any future process.

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

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

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

The cover letter should contain the name of the responding Company, the address of the responding 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 Respondent shall briefly state the professional firm's understanding of the information being requested and why the firm believes it to be qualified to provide the 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 providing the information and provide their resumes with job descriptions and other detailed qualification information.

### **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 being recommended to prepare a formal RFP to perform the services as identified in Section B. Also outline an estimated project timeline from preparation of the formal RFP to award of a contract to a final report, allowing sufficient time for presentations to City Council and other internal steering groups.

### **4. Estimated Cost**

Provide a general “estimate” (range) of potential cost, including expenses, for a selected firm to provide the final services as identified in Section B.

### **5. Attachments**

Additional information that the respondent believes is critical to the City’s assessment of the information provided 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: Disclaimer**

The issuance of the RFI does not constitute a commitment to issue a request for proposal, award a contract or pay any costs incurred in preparation of a response to this RFI. Any information received in response to this RFI will assist the City of Moorhead in finalizing the scope of work and requirements which may be used at a future date in the issuance of a Request for Proposals. Submitting a response to this RFI is not a guarantee in any way that a respondent will be selected for any subsequent RFP, nor does it preclude any organization from responding to a future RFP.

## **F. 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)