



Request for Proposals

Redevelopment Authority Financial Services

REDEVELOPMENT AUTHORITY
OF THE CITY OF LA CROSSE
400 LA CROSSE STREET
LA CROSSE, WISCONSIN, 54601

All RFP submittals must be received **no later than** _____.

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Section 1 – Request for Proposals (RFP) Overview

1.1 Purpose of the Request for Proposals

The Redevelopment Authority of the City of La Crosse is opening a competitive process to secure a financial services firm for to provide comprehensive financial accounting and advisement services. The Redevelopment Authority seeks to secure an annual contract with a qualified firm who can provide financial accounting, reporting, analysis and evaluation services for all aspects of the Authority's work. The Redevelopment Authority will select from several short-listed firms through this RFP evaluation process and a final interview/

1.2 Description of Work

- Financial Reporting and Accounting
 - Monthly, Quarterly and Annual Financial Reports complying with accepted government accounting standards
- Analysis of project proformas and evaluation of cost and benefits of public-private partnership options
- Banking relationship management
- Advisement on fund management
- Providing legal team with information for development agreements and other project needs

1.3 Relationship with City Officials

- City Planning and Economic Development
- Finance Department
- Contractual Entities (Springsted, Ehlers)

1.4 Nature of Project Work

- Redevelopment Programs (General)
- Riverside North
- Future Projects

Section 2 - RFP Submittal Instructions

2.1 Schedule

The following is a list of dates for certain activities related to the RFP process:

Release of RFP.....

Deadline for Proposers to submit RFP response.....

RFP Proposer Final Interviews.....

2.2 Request for Proposals Location

This RFP is posted on the City of La Crosse economic development web site. The address is:

[_____](#)

2.3 Contacts Regarding Questions

Only the Contacts listed below may be contacted to discuss this RFP.

Jason Gilman, Executive Director (608) 789-7362
gilmanj@cityoflacrosse.org

Andrea Schnick, Economic Development Planner (608) 789-8321
schnicka@cityoflacrosse.org

2.4 Submission of Proposals, (RFP)

Responses shall be submitted in complete original form. No faxed or emailed proposal will be accepted. The proposal shall be sealed and marked "**Redevelopment Authority Financial Services**". Proposers shall submit ten (10) copies of their RFP in a paper form and one (1) electronic format via e-mail. **RFP must be delivered no later than 5:00 p.m., _____ to:**

**Jason Gilman, AICP
Executive Director, City of La Crosse Redevelopment Authority
400 La Crosse Street
La Crosse, Wisconsin 54601**

Proposals received after the above date and time will be returned unopened.

2.5 Ownership of Proposals

Proposals submitted on time become the property of the Redevelopment Authority upon submission, and the RFP will not be returned to the Proposers. By submitting, the Proposer agrees that the Redevelopment Authority may copy the RFP submittal for purposes of facilitating the Redevelopment Authority's evaluation.

2.6 Other Information

Proposers may submit any other information that is not described in this RFP that would be beneficial to the Redevelopment Authority. If in the Proposer's opinion, the Redevelopment Authority has overlooked anything material or relevant, such item(s) may be brought to the Redevelopment Authority's attention and be included in the RFP.

2.7 Amendments to the Request for Proposals

The Redevelopment Authority reserves the right to amend this RFP, including dates, at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the City of La Crosse economic development website. It is the Proposer's responsibility to be aware of amendments that are posted on the website. The address is: _____.

2.8 Public Records Law

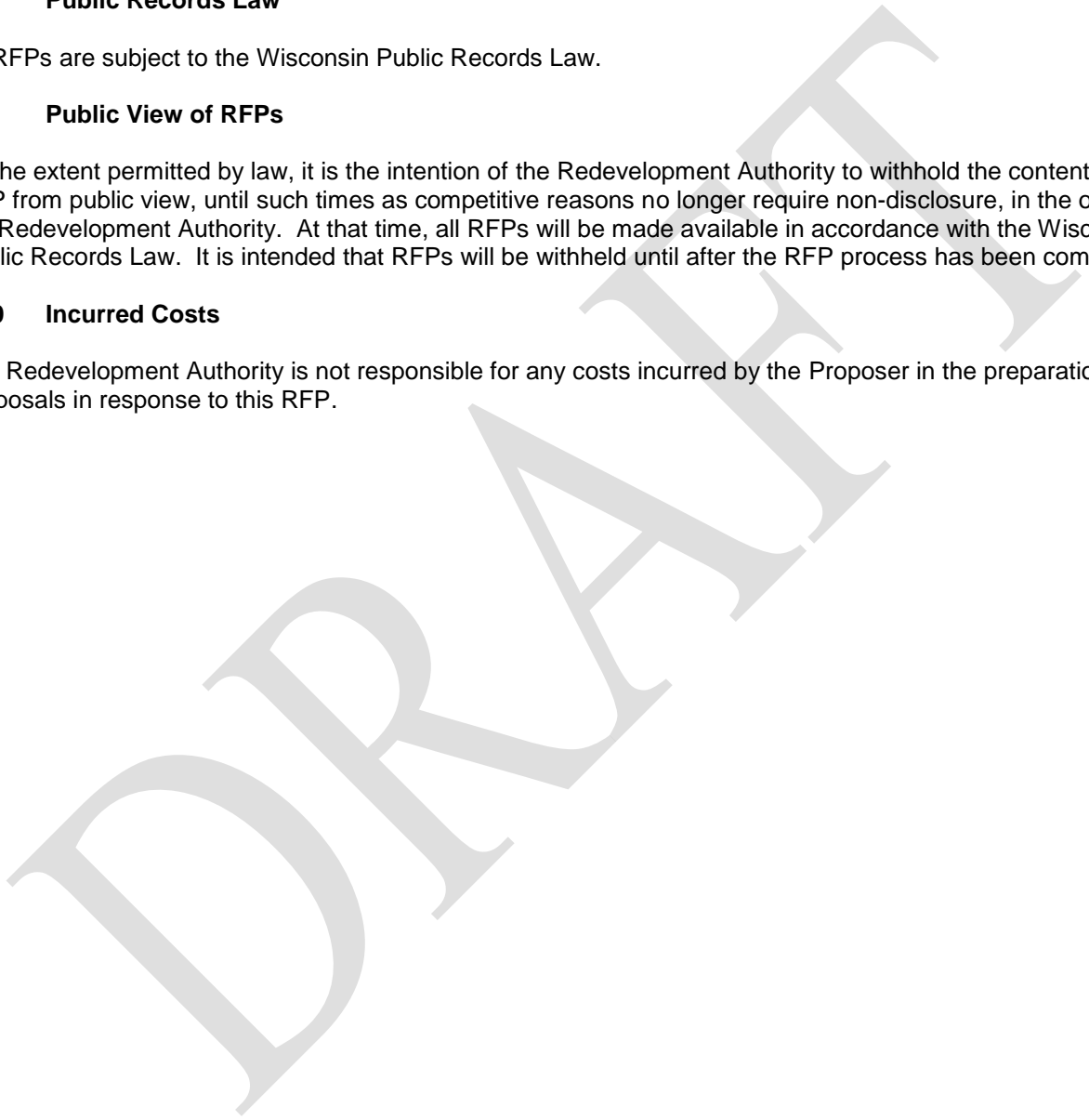
All RFPs are subject to the Wisconsin Public Records Law.

2.9 Public View of RFPs

To the extent permitted by law, it is the intention of the Redevelopment Authority to withhold the contents of the RFP from public view, until such times as competitive reasons no longer require non-disclosure, in the opinion of the Redevelopment Authority. At that time, all RFPs will be made available in accordance with the Wisconsin Public Records Law. It is intended that RFPs will be withheld until after the RFP process has been completed.

2.10 Incurred Costs

The Redevelopment Authority is not responsible for any costs incurred by the Proposer in the preparation of the Proposals in response to this RFP.



Section 3 - Proposal Requirements (35-40 Pages Maximum with Illustrations)

3.1 Firm Background and Qualifications

- A. Provide a general narrative of your firm's relative experience
- B. Provide a listing of staff to be assigned to this program
- C. Provide strategies and methodology for maintaining and reporting financial information

3.2 Fee Proposal

- A. Provide a breakdown of anticipated services and costs by phase and task and staff assignment
- B. Provide a fee proposal for an annual retainer for these services
- C. Provide a fee proposal for alternative services (add-ons) should the RDA need assistance beyond the general scope of this retainer proposal.

Section 4 - How to respond to this RFP

Provide the requested information in Section 3, organized and clearly marked.

Section 5 - Evaluation of RFPs

Evaluation Criteria

The Redevelopment Authority will evaluate the RFPs using the criteria described below.

Category	Points
Section 3.1 Qualifications	100
Section 3.2 Services Offered	25
Section 3.3 Fee for Services	25
Section 3.4 Alternatives and Add-On Services	25
Section 3.5 References	25
Initial Total	200
Interview-Presentation	100
Grand Total	300

Evaluation

The RFPs will be reviewed by the Redevelopment Authority evaluation team beginning _____. The highest evaluated Proposer from both the RFP and interview shall advance to negotiation with the RDA for a developer agreement.

Interview

Final Interviews will be held between _____. The time and place will be determined in the upcoming weeks. The selected firm will be notified and will be posted on City of La Crosse Economic Development Website by _____. <http://www.cityoflacrosse.org/economicdevelopment>

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