

REQUEST FOR PROPOSALS – INVESTMENT ADVISOR

Introduction

The Mesa County Federal Mineral Lease District (MCFMLD or District) is a statutory mineral lease district charged with distributing mineral leasing revenues to communities impacted by mineral development. HB17-1152, enacted on April 4, 2017, authorizes mineral lease districts to retain and invest a portion of mineral lease revenues for the purpose of creating a fund which will be available to support the mission of mineral lease districts, subject to a number of investment restrictions.

The MCFMLD has enacted an investment policy consistent with the requirements of HB17-1152. The text of HB17-1152 and the MCFMLD Investment Policy are available on the District's web site: www.mesaFML.org. The dollar value of funds which may be invested is likely to vary, but is expected to be within the range of \$50,000 to \$1,000,000 annually.

MCFMLD seeks proposals from qualified persons wishing to serve as an investment advisor to the Board. The Board seeks proposals from persons who will:

1. Safeguard the assets of the District by serving as a fiduciary;
2. Research and advise the Board on investments in accordance with the MCFMLD Board Policy and state laws;
3. Provide timely reporting to the MCFMLD Board, including periodic financial reports disclosing investment performance and costs; and
4. Advise the Board periodically on investment strategy and revisions to the District investment policy.

Proposal Components

Proposals must include the following:

Cover Letter - the cover letter shall introduce the consultant and summarize its qualifications, all applicable licenses and/or professional certifications, and experience. The cover letter must also contain the location of the office and names, title, address and telephone numbers of the individual(s) expected to provide services.

Description of Proposed Services and Fees– the proposal must describe the services which would be provided by the consultant and explain the proposed fee structure.

General Description of Experience - the proposal shall provide a general description of experience, including a brief history, types of services provided, and experience advising institutional clients on investment matters.

References - the proposal must include references from at least three (3) clients (include names of contact persons, telephone numbers, addresses, and a brief description of the work performed) for whom the consultant has performed services similar to those required by this RFP.

Proposed Contract- the proposal must include a proposed form of contract.

Special Terms and Conditions

1. All material as part for the response to this request for proposal shall be considered the property of the MCFMLD.
2. Respondents will not be compensated for any expenses incurred in the process for responding to the RFP or, if requested, in submitting further information or appearing for an interview.
3. Respondents may be asked to interview with the Board prior to a final selection.
4. The Board reserves the right to reject proposals that do not meet the criteria, terms or conditions of this RFP or applicable law.
5. The Board may reject all proposals if it deems it to be in the best interests of the District.
6. A contract awarded under this RFP is expected to be for a one year term, renewable upon the agreement of the parties.

Evaluation Criteria

The Board will evaluate proposals based on the following:

1. Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the MCFMLD;
2. Experience in performing similar services, especially managing the investment of public funds;

3. The cost of the proposed services;
4. The strength of references and recommendations;
5. Conformity of the proposal with applicable laws, policies, and this RFP; and
6. Any limiting terms in the proposed contracts.

Proposal Submittal

Interested persons must submit proposals to the MCFMLD, no later than 5:00 p.m. October 10, 2017. Proposals should be delivered to:

Dusti Reimer, Administrative Coordinator
Mesa County Federal Mineral Lease District
P.O. Box 3
Grand Junction, CO 81502
E-Mail: info@mesaFML.org

Any questions regarding this Request for Proposals should be directed to Ms. Reimer.