



Request for Proposals (RFP)

Financial Advisory Services

Wasatch Fire District
251 East 1200 South
Heber City, Utah 84032
RFP Issue Date: May 14, 2026

Proposal Due Date: Friday, May 29, 2026 at 12:00 PM Mountain Time

REQUEST FOR PROPOSALS

Financial Advisory Services

Notice is hereby given that Wasatch Fire District is requesting proposals from qualified firms to provide financial advisory services to Wasatch Fire District pertaining to any and all bond transactions or other financing over the terms of the contract.

This RFP is effective May 14, 2026, and final proposals are due by Friday May 29, 2026 no later than 12:00 pm mountain time. It is anticipated that the selection process will take less than five (5) business days to complete. If you have any questions, please contact Stacy Carpenter at scarpenter@wasatchfire.gov or 435-940-9636 (email preferred).

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified firms capable of providing comprehensive financial advisory services to the District.

The purpose of this Request for Proposal (RFP), including attachments, is to solicit proposals from qualified firms to enable Wasatch Fire District (WFD) to select a financial advisory service pertaining to any and all bond or similar transactions. This RFP is part of a competitive procurement process which is intended to serve the best interests of the District and the citizens it serves. It also provides each qualified firm responding to this RFP with a fair opportunity for its services to be considered. WFD anticipates entering into a relationship with the

successful respondent, the firm selected will be expected to provide financial advisory services to WFD over the term of the contract.

1.2 Scope

This RFP explains WFD's requirements and requests information regarding the products, prices, and expected delivery schedule that your company can provide to satisfy WFD's need for financial advisory services. This RFP does not constitute an offer to contract but rather seeks to establish a common framework within which an agreement may be reached with the successful respondent. The financial advisor shall provide advice and assistance regarding the fiscal and other matters that are preliminary to the incurrence of debt (bonds) by the District, provide advice and assistance on the structuring/ issuance/ method of sale/ notes/loans and other forms of debt being considered by the District. The financial advisor shall also provide information on current methods available for financing the construction of facilities, provide information about fixed income market conditions/interest rates/ and revenues available as well as other bond markets and financial information requested by the District. Other duties of the financial advisor may be: provide advice on placement of debt including acting as an information agent for the District in communications with prospective purchasers of bonds/notes/loans, prepared detailed numerical analysis of cost savings and benefits, extend services as necessary to insure that all projects are brought to a successful conclusion on behalf of the District in a professional manner, and engage in any services as assigned or negotiated.

This RFP is intended to provide a fair and open competitive process through which the District may select the firm best qualified to serve the District's interests and the citizens of Wasatch County.

The selected firm will be expected to provide professional financial advisory services throughout the term of the agreement and assist the District with financing strategies and debt-related transactions as needed.

2. DISTRICT OVERVIEW

WFD is a Fire Protection Special Service District located in Wasatch County, Utah. The District provides fire protection, fire suppression, Emergency Medical Service (EMS), fire prevention and inspection, and hazardous materials response services to residents and properties within Wasatch County.

Pursuant to Utah code, The District was created by Wasatch County in 1987, as a Special Service District, and operates as a separate governmental entity. The District operates primarily through a General Fund supported by property taxes, and a special sales and use tax collected by Wasatch County. Additional revenues collected by the District include ambulance transport revenue, impact fees, inspection and plan review fees,

In addition to the General Fund, the District maintains:

- An Impact Fee Fund
- A Capital Project Fund
- A Reserve Fund for employee retirement cash-out obligations

3. SCOPE OF SERVICES

The selected financial advisor shall provide professional advisory services related to the District’s financing and debt management activities, including but not limited to:

- Advising the District regarding bond issuances and other financing transactions
- Assisting with structuring debt obligations
- Advising on methods of sale and financing alternatives
- Assisting with notes, loans, lease purchase agreements, and other debt instruments
- Providing market analysis and information regarding:
 - Fixed income markets
 - Interest rate trends
 - Revenue considerations
 - Bond market conditions

4. TERM OF CONTRACT

The District anticipates entering into an agreement with the selected firm for an initial term to be negotiated, with options for renewal at the District’s discretion.

5. PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	May 14, 2026
Deadline for Questions	May 22, 2026
Proposal Due Date	May 29, 2026 at 12:00 PM MT
Evaluation Period	June 1 – June 4, 2026
Anticipated Selection	June 2026

The District reserves the right to modify this schedule at its discretion.

6. SUBMISSION REQUIREMENTS

6.1 Proposal Format

Proposals must be submitted as two separate documents:

1. **Quality Proposal**
2. **Price Proposal**

Failure to separate pricing from the Quality Proposal may result in disqualification.

6.2 Submission Methods

By Mail

Wasatch Fire District
251 East 1200 South
Heber City, Utah 84032

Mailed proposals must be submitted in sealed format.

By Email

admininfo@wasatchfire.gov

6.3 Proposal Deadline

Proposals must be received no later than:

Friday, May 29, 2026 at 12:00 PM Mountain Time

Late submissions may be rejected.

No oral or telephone proposals will be accepted.

It is the responsibility of the proposer to ensure timely delivery of proposals.

7. QUESTIONS AND COMMUNICATIONS

Questions regarding this RFP shall be directed to:

Stacy Carpenter

scarpenter@wasatchfire.gov

Phone: (435) 940-9636

Email communication is preferred.

8. GENERAL CONDITIONS

8.1 Revisions to the RFP

The District reserves the right to revise or amend this RFP prior to the proposal due date. Any addenda issued shall become part of this RFP.

8.2 Proposal Costs

All costs incurred in preparation of a proposal, presentations, interviews, or negotiations shall be the sole responsibility of the proposer.

All submitted materials become the property of the District.

8.3 Reservation of Rights

The District reserves the right to:

- Reject any or all proposals
- Waive informalities or technical defects
- Request clarification of information submitted
- Conduct interviews with proposers
- Negotiate with one or more proposers
- Cancel or reissue the RFP

This RFP does not constitute a contract or commitment of any kind.

9. QUALITY PROPOSAL REQUIREMENTS

The Quality Proposal shall include the following information:

A. Firm Profile and Financial Stability

Provide a summary of the firm including:

- History and background
- Organizational structure
- Financial stability

- Relevant experience
 - Management experience and tenure
 - Annual reports or website links, if applicable
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B. Office Locations

Identify office locations that will support the District and indicate the primary office responsible for servicing the account.

C. Financial Advisory Experience

Describe the firm's experience providing financial advisory services to:

- Fire districts
- Local governments
- Special service districts
- Public safety agencies

Include relevant examples of bond issuances or financing transactions completed within the last five years.

D. Safety Commitment

The District is committed to maintaining the highest standards of safety for employees, contractors, vendors, and the public. Describe your firm's commitment to safety and professional conduct.

E. References

Provide at least four (4) client references including:

- Organization name
 - Contact person
 - Address
 - Phone number
 - Email address
 - Description of services provided
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F. Conflict of Interest Disclosure

Provide a statement identifying any actual or potential conflicts of interest that could impact the firm's ability to represent the District impartially.

If conflicts exist, include:

- Names of involved parties
 - Nature of the conflict
 - Mitigation measures
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G. Account Management and Technical Expertise

Describe the firm's ability to provide effective management of the District's account, including:

1. Availability of a dedicated account manager
 2. Understanding of the Dodd-Frank Wall Street Reform and Consumer Protection Act as it relates to municipal finance and bond transactions
 3. Availability and responsiveness of support staff
 4. Communication practices and reporting capabilities
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10. PRICE PROPOSAL REQUIREMENTS

The Price Proposal shall be submitted separately and shall include:

- Proposed fee structure
- Hourly rates, if applicable
- Transaction-based fees
- Reimbursable expenses
- Any additional costs associated with services

All pricing shall be stated in U.S. Dollars.

11. EVALUATION CRITERIA

Proposals will be evaluated based upon the following criteria:

Criteria	Considerations
Experience and Qualifications	Relevant municipal finance experience
Technical Approach	Understanding of District needs
References and Reputation	Client satisfaction and stability
Availability and Responsiveness	Ability to support District needs
Pricing	Overall value and competitiveness

The District may request interviews or presentations from selected firms as part of the evaluation process.

12. PAYMENT TERMS

The District requires payment terms of Net 30 unless otherwise stated in the proposal.

13. PUBLIC RECORDS

All proposals submitted may become public records subject to applicable Utah public records laws.

Proposers shall clearly identify any information claimed to be confidential or proprietary.

14. NON-DISCRIMINATION

The District encourages participation from all qualified firms and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected classification.

15. AUTHORIZED SIGNATURE

Proposals shall be signed by an individual authorized to bind the proposing firm contractually.

The District appreciates your interest in providing professional financial advisory services to the Wasatch Fire District and looks forward to reviewing your proposal.