



RFQ 2018-007

BANKING SERVICES FOR ANAHEIM TRANSPORTATION NETWORK

SUBMITTAL DUE DATE: AUGUST 17, 2018

An electronic copy of this RFQ and attachments, if any, is available from the ATN's website: www.rideart.org/about-us/doing-business-with-atn. All RFQ documents shall be submitted in hard copy. Electronic or e-mailed submissions shall be rejected.



Request for Qualifications #2018-007

BANKING SERVICES FOR ANAHEIM TRANSPORTATION NETWORK

Date:	August 3, 2018
Contact:	Jim Appleby, Project Manager
Telephone Number:	714-563-5287
FAX Number:	714-563-5289
E-Mail:	jappleby@atnetwork.org
Release Date:	August 3, 2018
Request for Qualifications	2018-007



NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

The Anaheim Transportation Network (ATN) is a public transit service provider offering public transit service within the greater Anaheim Resort® area. ATN is seeking qualified firms to provide Banking Services as detailed in Section 2 of this RFQ.

INTRODUCTION

The Anaheim Transportation Network (ATN) is governed by the Board of Directors and is the primary policy making body for the provision of transit services in the greater Anaheim Resort Area. The ATN is a 501(C)(4) non-profit organization located in the City of Anaheim, California. The ATN provides a comprehensive transit service, known as the Anaheim Resort Transportation (ART) in the greater Anaheim Resort area, including cities of Anaheim, Orange and Garden Grove, Buena Park and Santa Ana. ART service connects sixty-two (62) areas' hospitality establishments with local destinations and attractions such as:

Disneyland Resort	The Outlets at Orange
Disney's California Adventure	Christ's Cathedral
Downtown Disney	CtrCity Anaheim
Anaheim Convention Center	The Honda Center
Anaheim GardenWalk	Buena Park Destinations
Angel Stadium & ARTIC Station	Costa Mesa Destinations

PURPOSE OF THIS RFQ

The purpose of this Request for Qualifications (RFQ) is to solicit qualified firms to provide banking services Anaheim Transportation Network (ATN), which is further described in Section 2 in this RFQ.

Submission of a proposal shall constitute a firm offer to the ATN for 12 months from the date of RFQ closing. This RFQ does not commit the ATN to award a contract, to pay any cost incurred in preparation of a proposal, or to procure or contract for services. It is the intent of ATN to develop a list of qualified firms to call upon for services on an "as needed" basis.

Proposals are due to the ATN **by 4 pm on August 17, 2018** and must be submitted to:

Anaheim Transportation Network
Attn: RFQ 2018-007
1354 South Anaheim Blvd.
Anaheim, CA 92805



Proposals may be sent by US mail service certified mail, or overnight delivery carrier, or may be delivered in person. Proposals sent via electronic mail should be sent to jappleby@atnetwork.org. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the ATN shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The ATN will return unopened, any proposal received after the time specified in the most current RFQ Schedule.

For information regarding this RFQ, contact Jim Appleby, at 714-563-5287 phone, 714-563-5289 fax or jappleby@atnetwork.org via email. Any questions or requests for clarification are due from proposers before August 7, 2018 and must be submitted in writing to Jim Appleby either by e-mail, fax or US Mail. If required, ATN's response to these submissions will be in the form of an Addendum.

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SECTION 1 -- OVERVIEW

1. INTRODUCTION

The Anaheim Transportation Network (ATN) is governed by the Board of Directors and is the primary policy making body for the provision of transit services in the greater Anaheim Resort Area. The ATN is a 501(C)(4) non-profit organization located in the City of Anaheim, California. The ATN provides a comprehensive transit service, known as the Anaheim Resort Transportation (ART) in the greater Anaheim Resort area, including cities of Anaheim, Orange and Garden Grove, Buena Park and Santa Ana. ART service connects sixty-two (62) areas’ hospitality establishments with local destinations and attractions such as:

- | | |
|-------------------------------|-------------------------|
| Disneyland Resort | The Outlets at Orange |
| Disney’s California Adventure | Christ’s Cathedral |
| Downtown Disney | CtrCity Anaheim |
| Anaheim Convention Center | The Honda Center |
| Anaheim GardenWalk | Buena Park Destinations |
| Angel Stadium & ARTIC Station | Costa Mesa Destinations |

2. SOLICITATION SCHEDULE

Tasks	Due Date
Release of RFQ 2018-007	August 3, 2018
Questions & Clarifications Due	August 7, 2018 @ 4 p.m.
Responses to Questions & Clarifications	August 10, 2018
Proposal Submittal Due Date	August 17, 2018 @ 4 p.m.
Selection of Qualified Firms	August 24, 2018

3. PURPOSE AND OBJECTIVES OF THIS RFQ

The purpose of this Request for Qualifications (RFQ) is to solicit qualified firms to provide banking services to Anaheim Transportation Network (ATN), which is further described in Section 2 in this RFQ. It is the intent of ATN to develop a list of qualified firms to call upon for services on an “as needed” basis for the various products listed in the Scope of Services.



SECTION 2 – ADMINISTRATIVE PROVISIONS AND SCOPE OF SERVICES

ATN is soliciting written proposals from interested firms to provide the following financial services:

Treasury Management

Product	ATN Details
Checking Account	Average monthly balance \$600,000 to \$1,000,000
Savings Account	\$200,000 +/- interest bearing
Electronic Payments	Incoming and Outgoing
ACH	Incoming and Outgoing – Online Processing with dual approval requirement
Deposit Check Scanner	Remote Deposit, 12-15 checks per week

Refinance Existing Capital Lease - \$1,600,000 Approximate Balance (5 - year term)

BYD Electric Buses	Mileage	Current Market Value
2012 BYD K9A 40' Battery Electric Transit Bus	25,788	Meets 80% LTV
2013 BYD K9A 40' Battery Electric Transit Bus	37,047	Meets 80% LTV
2013 BYD K9A 40' Battery Electric Transit Bus	36,541	Meets 80% LTV
2013 BYD K9M 40' Battery Electric Transit Bus	24,437	Meets 80% LTV

Refinance Existing Real Property Loan – 1354 South Anaheim Blvd., Anaheim, CA 92805

	Goal
Requested Loan Amount	Approximately \$2,050,000
Plan of Refinancing	ATN desires to accomplish this refinancing with the minimum amount of cost and transaction processing
Interest Rate	Fixed rate for the agreed upon term of the loan
Collateral	First deeds of trust on subject property
Prepayment Options	ATN desires the most flexible prepayment option possible for the requested loan
Special Note	Possibility of sale and purchase on new property in the near term



Merchant Processing

Transaction Amounts	\$80K-\$120K per month
Range of Typical Charges	\$100.00 to \$25,000.00
Average Charges	Under \$10,000
Cards Accepted	Visa, MC, Discover, AMEX

Corporate Credit Card

	Avg Monthly	Limit
Payment card for fuel bills and other recurring charges	\$125,000 -\$175,000	\$250,000
T&E cards for ATN users (non-personal)	\$10,000 -\$12,000	\$50,000
Special Note	Entire balance is normally paid in full each month. ATN would prefer a program that offers points.	



SECTION 3 PROPOSAL PREPARATION AND PACKAGING

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the ATN's instructions, selection criteria, and completeness and clarity of content. Proposals shall not exceed ten (10) pages, including the front page, cover letter, applicable attachments and portfolio.

Elements to include in the Proposal:

- I. Submittal letter
- II. Lender profile and description of experience providing these types of services
- III. Completed copy of the proposed loan options and/or a term sheet.
- IV. List of individuals and their contact information for relationship management, underwriting, closing, and legal.
- V. Three references

In order to be considered, the ATN requires that the RFQ be provided not later than 4 p.m. on August 17, 2018

All packages constituting the PROPOSAL shall be individually labeled as follows:

***Response to the Request for Qualifications #2018-007
Anaheim Resort Transportation***

Proposals shall be delivered to:

***Anaheim Transportation Network
1354 S. Anaheim Blvd.
Anaheim, CA 92805
Attn: Jim Appleby
E-Mail: jappleby@atnetwork.org***

Acknowledgment of receipt will be evidenced by the issuance of a receipt by a member of ATN staff.



Submittals will be accepted and must be received by ATN during normal business hours before 4:00 p.m. (Pacific Time) on August 17, 2018. Any submittals received after that date and time will be rejected and returned to the sending party unopened.

Proposers are solely responsible for assuring that ATN receives their Proposals by the specified delivery date and time at the address listed above. ATN shall not be responsible for delays in delivery caused by weather, difficulties experienced by couriers or delivery services, misrouting of packages by courier or delivery services, improper, incorrect or incomplete addressing of deliveries and other occurrences beyond the control of ATN.

Proposals may be sent by US mail service certified mail, or overnight delivery carrier, or may be delivered in person. Proposals sent via electronic mail should be sent to jappleby@atnetwork.org. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the ATN shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The ATN will return unopened, any proposal received after the time specified in the most current RFP Schedule. It is the intention of ATN to select a firm to provide services taking into consideration both the quality and cost.



SECTION 4 PROPOSAL EVALUATION PROCESS

The evaluation team will determine responsiveness of the proposal to the ATN’s expressed needs.

EVALUATION CRITERIA AND WEIGHT FACTORS

Interest rate pricing	40 pts
Loan to Value Ratio, DSCR and other underwriting criteria	20 pts
Favorable Prepayment Terms	10 pts
Origination fees, counsel fees, due diligence costs, and any other costs	10 pts
Lender profile, stability of the financial institution, references and experience of key personnel	20 pts

- I. An evaluation team will review in detail all proposals that are received to determine the extent to which they comply with solicitation document requirements.
- II. If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements.
- III. Proposals that contain false or misleading statements may be rejected if in the ATN’s opinion the information was intended to mislead ATN regarding a requirement of the solicitation document.
- IV. Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
- V. During the evaluation process, ATN may require a Lender's representative to answer questions with regard to the Lender’s proposal. Failure of a Lender to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.



SECTION 5 ADMINISTRATIVE RULES GOVERNING THIS RFQ PROCESS

By virtue of submission of a Proposal, the Proposer agrees to be bound by the ATN administrative rules with regards to this RFQ and said Proposal. Said rules shall in no way act to limit the ATN's right to negotiate additional or different terms if it sees necessary.

The ATN reserves the right to reject any and all Proposals, in whole or in part, as well as the right to issue similar RFQs in the future. This RFQ is in no way an agreement, obligation, or contract and in no way is the ATN responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files.

The ATN policy is to follow the intent of the California Public Records Act (PRA). If a Lender's proposal contains material noted or marked as confidential and/or proprietary that, in the ATN's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the ATN does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a Lender is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.

Any questions regarding this solicitation document shall be directed in writing to Jim Appleby, ATN's Project Manager. Potential Proposers are to refrain from contacting any other ATN personnel with regards to this RFQ.

Jim Appleby
Anaheim Transportation Network
1354 South Anaheim Blvd.
Anaheim, CA 92805
jappleby@atnetwork.org
714-563-5287
714-563-5289 -- fax

5.1 GENERAL

This solicitation document, the evaluation of proposals, and the award shall conform with current competitive procedures as they relate to the procurement of goods and services. In addition to explaining the administrative requirements, the solicitation document includes instructions which prescribe the format and content of proposals.



5.2 ERRORS IN THE SOLICITATION DOCUMENT

1. If a firm submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the firm shall immediately provide the ATN with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the ATN may modify the solicitation document prior to the date fixed for submission of proposals by issuing an addendum to all firms to whom the solicitation document was sent.
2. If prior to the date fixed for submission of proposals a firm submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the ATN of the error, the firm shall submit a proposal at its own risk, and if the firm is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

5.3 QUESTIONS REGARDING THE SOLICITATION DOCUMENT

1. If a firm's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the firm may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the firm must submit a statement explaining why the question is sensitive. If the ATN concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the ATN does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the firm will be notified.
2. If a firm submitting a proposal believes that one or more of the solicitation document's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the firm may submit a written request that the solicitation document be changed. The request must set forth the recommended change and firm's reasons for proposing the change. Any such request must be submitted to the ATN by the date and time listed in this RFQ for "Deadline for submission of Proposer's Requests for Clarifications, Modifications or Questions regarding the RFQ".

5.4 ADDENDA

The ATN may modify the solicitation document prior to the date fixed for submission of proposals by faxing an addendum to the firms to whom the solicitation document was sent. If any firm determines that an addendum unnecessarily restricts its ability to submit a proposal, it must notify the ATN no later than one day following the receipt of the addendum.



5.5 WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSALS

A firm may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying ATN in writing of its withdrawal. The notice must be signed by the firm. The firm may thereafter submit a new or modified proposal, provided that it is received at the ATN offices no later than the proposal due date and time listed in this RFQ. Modifications offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after the proposal due date and time listed in this RFP.

5.6 REJECTION OF PROPOSALS

The ATN may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The ATN's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a selected firm from full compliance with solicitation document specifications. The ATN reserves the right to accept or reject any or all of the items in the proposal, to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the ATN's best interest. Moreover, the ATN reserves the right, in its sole discretion, to cancel this RFQ and make no selection if proposals are deemed to be outside the fiscal constraint or against the best interest of ATN.

5.7 DECISION

Questions regarding the ATN's award of any business on the basis of proposals submitted in response to this solicitation document, or on any related matter, should be addressed to the individual listed in the Submitting Your Proposal section of this RFQ.

5.8 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

ATN encourages the submission of proposals by DBEs and those that subcontract to DBEs. If the Proposer is a DBE or intends to use a DBE, the Proposer should state such in their submission and complete, sign and deliver or have such subcontractor complete, sign and deliver the Certificate of Disadvantaged Business Enterprise ("DBE"). ATN's DBE goal is three percent (3%).

5.9 PROTEST PROCEDURE

Any protests by an interested party regarding this procurement shall be made in accordance with the protest procedure of ATN. Written protest procedure may be obtained by contacting ATN.

5.10 DISPOSITION OF MATERIALS

All materials submitted in response to this solicitation document will become the property of the ATN and will be returned only at the ATN's option and at the expense of the firm submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public



record. Any material that a firm considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the firm's proposal as it may be made available to the public.



Assurance and Certification

I, (We), the undersigned, as duly authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services.

Executed on _____ at _____, California
Date City

Signature: _____

Print Name: _____

Title: _____



[EXECUTE IF APPLICABLE]

CERTIFICATE OF DISADVANTAGED BUSINESS ENTERPRISE (“DBE”)

Company/Organization Name: _____ (“Proposer”)
hereby certifies, under the penalty of perjury, that the following is true and correct as of the date of this Certificate:

He or she or it is a for profit business concern:

- a. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;
- b. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and
- c. Has been certified as Disadvantaged in accordance with Title 49 CFR, Part 26 by a certifying member agency of the California Unified Certification Program.

Date: _____

Signature: _____

Company: _____

Name: _____

Title: _____



Attachment 1
PROPOSAL COVER PAGE

PROPOSER TO COMPLETE ALL APPLICABLE AREAS

If an addendum is issued for this RFQ, it will be the Proposer's responsibility to retrieve all applicable addendum(s) from ATN's website at www.rideart.org.

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

Company Name: _____

Street Address: _____ City: _____ State: ____ Zip: _____

Phone #: _____ Fax #: _____

Vendor Web Site Address: _____

Name: _____ Title: _____

Email: _____

Signature: _____ Date: _____