



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

**City of Clyde Hill  
Request for Qualifications (“RFQ”)  
Investment Broker/Dealer**

The City of Clyde Hill seeks Statements of Qualifications from individuals or firms to provide investment broker/dealer services.

**Overview and Goal:**

The City of Clyde Hill is interested in obtaining a broker/dealer to perform investment broker/dealer services. The primary purpose of this contract is to assist the City in overseeing an investment portfolio currently ranging from \$5 million to \$10 million. All current funds are invested in the Washington State Local Government Investment Pool (LGIP). The City has adopted an Investment Policy that regulates the standards and procedures used in its cash management activities and should be reviewed prior to submission.

**Contract Length:**

The proposed contract will be three years in length, starting on January 1, 2022 and ending on December 31, 2024. There will be the option to extend the contract by two years to December 31, 2026.

**Submittal Instructions & Deadline: (8-page maximum)**

Submissions should provide a concise response to the requirements listed below as well as the attached questionnaire. Promotional materials are not desired. Emphasis should be on completeness and clarity of content. Submittals should include:

- Completion of the attached questionnaire;
- A brief letter of interest speaking to the individual’s or firm’s ability to perform the service, inclusive of appropriate certifications of key lead personnel;
- A brief list/description of previous, related work in the past ten years, if any;
- Brief documentation indicating the quality of previous, related work, inclusive of the ability to meet deadlines/milestones, if any; and
- A list of three comparable public agencies who can speak on previous, related work performed in the past ten years, if any.

All submissions must be in a sealed envelope and marked in the upper left-hand corner “*Investment Broker/Dealer Services*” and should be sent to:

City of Clyde Hill  
9605 NE 24<sup>th</sup> Street  
Clyde Hill, WA 98004  
Attn: Lisa King, Finance Manager

**SOQs must be received by the City no later than 5:00 PM on Friday, December 10, 2021.** No faxed or telephone proposals will be accepted.

The City will not pay for costs incurred by an applicant resulting from their preparation or submittal of a SOQ in response to this RFQ. The City reserves the right to modify or cancel in part, or in its entirety, this RFQ. The selection of a successful applicant will be made without regard to race, color, sex, sexual orientation, gender identification, gender, religion, national origin, veteran status, or political affiliation. The City is an Equal Opportunity Employer.

**Criteria for Selection:**

City Staff will review the SOQs using the following evaluation criteria:

- Qualifications, relevant experience, and capability of performing the services;
- Proposed approach, including clarity of understanding of the scope of work to be provided and appropriateness of the proposed approach that thereto;
- Ability and commitment to perform services within desired schedule;
- Knowledge of local conditions and regulations;
- Demonstrated interest/ability to work effectively with City Staff; and
- Special qualifications or characteristics that may provide a unique match with the City's needs and objectives.

Qualified applicants may be narrowed to a short list for a possible interview. The City will attempt to schedule interviews, if desired, in December. Clyde Hill's City Council must ratify a contract with the selected individual or firm as appropriate and plans to consider a contract at its January 2022 meeting.

**City Contact:**

Lisa King, Finance Manager  
City of Clyde Hill  
9605 NE 24th Street  
Clyde Hill, WA 98004  
T: 425.453.7800  
E: [lisa@clydehill.org](mailto:lisa@clydehill.org)

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