



Board of County Commissioners Agenda Report

Washington County, Maryland

Open Session ✓

From: Karen R. Luther, CPPO - Purchasing Agent

Presentation By: Karen R. Luther, CPPO - Purchasing Agent and Debbie S. Murray, Director - Budget & Finance Department

Presentation Date: November 17, 2009

Subject: Contract Award (PUR-1115) - Financial Advisor Services

Recommendation Motion: To award the contract to **Public Advisory Consultants, Incorporated** of Owings Mills, Maryland, for the total proposal value of **\$50,000.00** (5 years @ an annual cost of \$10,000) plus out-of-pocket expenses related to bond issues; and the hourly rates for each employee classification to be used for any required Extra Work as follows:

Managing Director	\$170.00
Senior Consultant	\$160.00
Consultant	\$140.00
Associate	\$125.00
Analyst	\$95.00

Report-in-brief: The following persons served as members on the selection committee: County Administrator (Chairperson), County Director of Budget & Finance, Assistant Director of Budget & Finance, County Senior Accountant, and Purchasing Agent. Three (3) proposals were received for the subject services. The three (3) firms' Qualifications & Experience/Technical Proposal were considered to be responsive by the Committee and their Price Proposals were opened (see attached Proposal Tabulation Sheet). Notice of the Request for Proposal (RFP) was published on the County's web site, the State's e-Maryland Marketplace web site, and in the local newspaper. Fifty-one (51) persons/firms accessed the RFP from the County web site. It should be noted that the RFP incorporated financial advisory services that may be required during the term of the contract that are in addition to the bond issue financial advisor services. Attached for your reference is a copy of Section III of the RFP outlining the Scope of Services. The initial term of this contract is for a one (1) year period tentatively to have commenced November 1, 2009 and ending October 31, 2010,

with an option by the Board to renew for up to four (4) consecutive one (1) year periods thereafter based on the annual lump sum fees proposed by the successful firm. The above stated rates are the same as the previous 5-year contract awarded in 2004 to Public Advisory Consultants, Inc.

The following members of Public Advisory Consultants are assigned as the Primary Project Team to the contract: Lester B. Guthorn - Managing Director, Susan E. Ostazeski - Consultant, and Ronald M. Halper - Senior Consultant.

Discussion: N/A

Concurrences (If Applicable): As recommended by the Coordinating Committee

Fiscal Impact (If Applicable): CIP - Bond Issuance Cost, Chartfield Account No. 30-10500-ADM001

Alternatives (If Applicable): N/A

Attachments: (1) Proposal Tabulation Sheet; (2) RFP Section III - Scope of Services

	Public Advisory Consultants, Inc. Owings Mills, MD	Public Financial Management Harrisburg & Philadelphia, PA	Davenport & Company LLC Towson, MD
FY' 10	\$10,000.00	\$20,000.00	\$30,000.00
FY' 11	\$10,000.00	\$20,000.00	\$30,000.00
FY' 12	\$10,000.00	\$20,000.00	\$30,000.00
FY' 13	\$10,000.00	\$20,000.00	\$30,000.00
FY' 14	\$10,000.00	\$20,000.00	\$30,000.00
Total Proposal	\$50,000.00	\$100,000.00	\$150,000.00
Hourly Rates for Each Employee Classification for Extra Work	Managing Director - \$170.00 Senior Consultant \$160.00 Consultant - \$140.00 Associate - \$125.00 Analyst - \$95.00	Managing Director - \$225.00 Senior Managing Consultant \$225.00 Consultant - \$150.00 Associate - \$100.00	Senior VP - \$210.00 First VP - \$200.00 VP - \$190.00 Asst. VP - \$180.00 Other Professional Staff - \$170.00 Rates escalate 5% per year for the term of the agreement.

III. SCOPE OF SERVICES:

- A. Financial Advisory Services for an estimated \$77 Million in financing over a five (5) year period to include:
1. Preparation of bond issues, including recommendations on the size and timing of bond sales; refunding opportunities; structuring of sales on competitive vs. negotiated bonds; bond maturity schedules; provisions for issuance of additional bonds and redemption prior to maturity; call premiums; registration; provision for handling and investment of bond funds; covenants as to the establishment of funded interest or reserve funds; investment procedures; closing instructions; and other matters which may assist in obtaining the lowest practical interest cost and the widest competition for their purchase.
 2. Assistance with preparation and distribution of Preliminary Official Statement, Notice of Sale, Official Statement and other documents and materials required to facilitate all bond sales.
 3. Verification of bond bids on competitive bond issues and review of underwriting proposals for negotiation transactions.
 4. Assistance in the preparation of legal and financing documents in coordination with bond counsel, underwriters counsel, county staff, and others.
 5. Development of rating agency strategy, assist with preparation of rating agency presentation material, schedule meetings with rating agencies, organize and coordinate County and staff rehearsals and presentations, coordinate itinerary for rating agency visits as required with the objective of maintaining and improving, when applicable, the rating assigned to the County. (Out-of-pocket expenses related to these services are not to be included in the annual lump sum fees.)
- B. All firms responding to this proposal shall demonstrate the capabilities and experience to conduct the following scope of services if requested:
1. Formulation of financing plans, including presentations of alternative financial programs and strategies taking into consideration: construction schedules; appropriate debt structures; timing; impact on tax rates and taxpayers; credit ratings; coordination with other issues; new tax laws; assessment of current climate of the capital markets.
 2. Develop and take primary responsibility for quantitative analysis of structuring alternatives for debt issues including sizing, structure, and term of issue, provide computer modeling, comparison of alternatives.
 3. Assist and advise in the development of debt limits, debt service coverage ratios, reserve funds, compliance with debt affordability policies or other debt policies as requested.
 4. Assist the County in updating its financial strategies and policies when requested.

This includes analyzing short, intermediate and long-term financing options.

5. Be available for consultation to render advice and recommendations regarding all financial aspects of the County as may be requested by the County.
6. Identify policy issues and direction(s) related to effective administration of the Capital Program.
7. Provide general advice on tax issues, particularly compliance with respect to arbitrage rebate, but not including any arbitrage rebate calculations.
8. Develop financial analysis programs and computer models to be used in conjunction with the County's financing programs.
9. Assist with long-term forecasting regarding debt and related issues.
10. Provide pricing analysis and comparisons following bond sale, document pricing results, and provide written report to County with respect to final pricing.
11. Upon request, assist in reviewing and analyzing legislation that may have a financial impact on the County.
12. Assist when conducting surveys of the financial activities of other major government operations and utilities.
13. Review the existing Long Range Financial Plan, provide an analysis of the proposed funding methods and potential options including analysis of the structure of the finance plan, discuss issues or difficulties which may be foreseen and the strategies to deal with such issues.
14. Assist with obtaining required debt authorizations from the legislative body.
15. Attend various meetings, including meetings of the Board of County Commissioners.