



Request for Proposals

Municipal Advisory Services for the City of Dublin, Ohio

Angel L. Mumma, Director of Finance
City of Dublin, Ohio
5200 Emerald Parkway
Dublin, Ohio 43017
amumma@dublin.oh.us

Deadline for submission of proposals:

Friday, July 6, 2018

5:00pm EST

General Information / Purpose of Request

The City of Dublin, Ohio (the "City"), is requesting proposals for the provision of Municipal/Financial Advisory services to the City on an ongoing basis with respect to general obligation bonds and revenue bonds as may be authorized for new and refunding issues. For the purposes of this Request for Proposal ("RFP"), Municipal or Financial Advisor shall mean Municipal Advisor as defined by federal laws, regulations, agencies, and commissions (including the Securities and Exchange Commission ("SEC")), and self-regulatory organizations such as the Municipal Securities Rulemaking Board ("MSRB") and the Financial Industry Regulatory Authority ("FINRA").

The primary role of the Municipal Advisor under this contract is to provide advice on all aspects of any proposed capital financing. This includes developing innovative solutions to the City's funding requirements in order to achieve the most advantageous financing terms; reviewing and making appropriate recommendations on funding for potential projects, creating financial analysis, assisting the City with the selection of underwriting firms and managing the financing process for the City (including but not limited to, consultation and guidance related to rating agency presentations and other presale functions). Additionally, it is expected that the Municipal Advisor selected will provide ongoing support, as needed, to the Director of Finance and other City of Dublin officials when negotiating economic development agreements between the private sector and/or other governmental entities. While these agreements may have infrastructure requirements of the City (funded through the issuance of bonds), it is important to recognize that the financing of such projects may be delayed as the agreements are being negotiated.

This is a qualifications/experience-based selection process. Qualifications, proposals and pertinent experience will be reviewed during evaluation of the proposals. After the evaluation, the Director of Finance may request in-person interviews, in which case, it is expected that the lead Municipal Advisor will be present. The Director of Finance reserves the right to negotiate contract costs and terms after the selection process is completed.

Background on the City's finances (including recent CAFRs, the 2018-2022 Capital Improvements Program and 2018 Operating Budget), form of government, debt management, and major initiatives are available on the City's web site (www.dublinohiousa.gov). The City encourages respondents to review that information prior to responding to this RFP.

The City is currently rated Aaa/AAA/AAA by Moody's Investors Service, Fitch Ratings, and S&P Global Ratings, respectively. As of December 31, 2017, the City had \$188.6 million of debt outstanding, which includes general obligation and revenue bonds as well as loans through the State of Ohio State Infrastructure Bank (SIB) and the Ohio Public Works Commission (OPWC).

Term of Contract

It is intended that the Municipal Advisor will be selected for a period beginning August 1, 2018 through December 31, 2021 with the potential of renewals thereafter. However, the City retains the right to solicit additional Municipal Advisor service proposals at any time solely upon its determination and discretion. The Municipal Advisor selected pursuant to this RFP shall serve at the pleasure of the Director of Finance and the professional services may be terminated with or without cause or at the convenience at the sole discretion of the City at any time for any reason.

Time Schedule

The City expects to observe the following schedule regarding selection of a Municipal Advisor:

Tuesday, June 19, 2018	Distribution of Request for Proposals
Friday, July 6, 2018	Deadline for Proposals to be Submitted
Monday, July 16 & Tuesday, July 17, 2018	Tentative Date for In-Person Interviews (if needed)
Friday, July 27, 2018	Selection of Municipal Advisor

Instructions

Three copies of each proposal shall be delivered to:

Angel L. Mumma, Director of Finance
City of Dublin
5200 Emerald Parkway
Dublin, OH 43017
Email: amumma@dublin.oh.us
Phone: 614.410.4401

In addition to the original copy, an additional email copy must be sent to amumma@dublin.oh.us by the due date and time. The email copy should be in either Word or PDF format.

Questions concerning any portion of the RFP should be emailed to Ms. Mumma at the email address listed above.

No proposal will be considered unless received by 5:00pm EST on Friday, July 6, 2018.

RFP Instructions

The contents of the response should be complete in description and concise in volume. The materials presented in the response are expected to clearly reflect qualifications that demonstrate the individual's/firm's capabilities and experiences in public finance, as well as in evaluation of potential public/private partnerships with appropriate risk/reward criteria for public bodies and risk allocation between public and private partners.

Throughout this RFP, the term "firm" or "proposer" means the individual or firm that has responded to this RFP by submitting a proposal.

The RFP response should contain the following components in the order listed:

1. Executive Summary, Experience, Qualifications and Personnel:

- a. Present in brief, concise terms, a summary description of the firm and its capabilities.
- b. Describe the firm's and the assigned individual's experience in similar types of issues as may be considered by the City.
- c. Key Personnel – Identify who will be assigned to the City (including the lead Municipal Advisor as well as any other staff that may work under this contract), their credentials, qualifications, experience, position with the firm, availability, etc.

The City reserves the right to terminate an agreement if key personnel identified in the response are no longer available. The City also reserves the right to approve personnel performing the work under any contract. If the City is dissatisfied with any individual assigned to perform such work, the City may require that the respondent assign a difference person or persons to perform the work.

2. Provide evidence of the firm's ability to provide relevant services to the City as needed regarding debt management. Include the team's ability to provide and evaluate analytical results, assessment of market conditions, determination of appropriate pricing levels, evaluation of structuring options, and related financing issues.

3. References: Respondents must provide a minimum of three references for which the firm, and more specifically, the lead Municipal Advisor, has provided municipal advisory services within the past two years. Respondents will not receive credit during the evaluation process if references do not include a current email address. Please use the following format for each reference:

Entity name:

Contact Person's Name:

Contact Person's Address:

Contact Person's Telephone Number:

Contact Person's Email Address:

Brief Description of the Work:

Dollar Value of the Transaction:

4. The proposed fee structure - Specify and provide minimum and not to exceed estimates, if applicable. Provide fees for bonds and a description of additional fees expected to be reimbursed, if any. If advisory services related to economic development projects, separate from a specific capital financing plan, are expected to be billed separately and under a different pricing structure, please provide the pricing structure for those services as well.
5. Acknowledgement by the firm that if selected it would have explicit fiduciary duty to the City of Dublin.
6. Disclosure of any pending or past actions (within the past five years) concerning the firm by the SEC, FINRA, MSRB or other regulatory bodies.
7. Certification of the following:
 - a. The individuals proposed as the lead Municipal Advisor and team member(s) are registered as a municipal advisor with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).
 - b. The proposed MA activity will not create any conflict of interest for the firm. If a conflict exists, the nature of the conflict must be described.
 - c. The firm is not in violation of any laws or regulations which would have a material or adverse impact on the firm's ability to provide the services described in its proposal.

Confidentiality

All proposers are advised that proposals received by the City in response to this RFP may constitute public records as defined by Ohio Revised Code Section 149.43. If your proposal contains material that you deem confidential and exempt from disclosure under Ohio Revised Code Section 149.43, it should be clearly identified and marked confidential, and should be accompanied by an explanation stating the basis for claiming confidentiality.

Any confidential material that is properly designated shall be removed from the proposal prior to release of the proposal to the public. The determination as to the exemption from public records law of any material stamped as confidential by a proposer shall be made by the City. The City shall assume no risk, nor shall it be held liable by any proposer for the release of any material, which proposer may designate or deem confidential. Submittal of a proposal to the City shall be deemed acceptance of this covenant not to sue.

Additional Information

Costs – Proposers shall be responsible for all costs associated with responses to this RFP, including but not limited to costs for attendance or travel to any interview meeting contemplated by this RFP.

Rejection of All Proposals – The City reserves the right to reject any and all responses and reissue the RFP at any time prior to execution of a final contract if, as determined by the City, it is in the City's best interest to do so. The City further reserves the right to reject the response of any proposer that, as determined by the City, has been delinquent or unfaithful in the performance of any other agreement or interaction with the City (including delinquent taxes or withholding), or is not financially or technically capable, or otherwise is not a responsible proposer.

Rejection in Part – The City reserves the right to accept or reject any or all items in a proposal and award the contract in whole or in part if, as determined by the City, it is in the City's best interest to do so.

Retention of Responses – The City reserves the right to retain all responses submitted regardless of whether the response is selected.

Waiver – The City reserves the right to waive any informality, defect, non-responsiveness or deviation from this RFP that, as determined by the City, is not material to the proposal.

Amendment and Additional Information – The City reserves the right, as determined by the City, to request that some or all proposers amend responses or provide additional information.