

**Municipal Financial Advisor
Request for Proposals**



**DIABLO
WATER
DISTRICT**

RFP Closes July 12, 2019 @ Noon

Overview

Diablo Water District (District) is seeking a municipal advisor to assist in reviewing long-term debt obligations, future cashflows, refunding of a current COP and, issuance of a new bond. The majority of work will involve the current bond sale, as District staff will support and provide data and analysis for the other items.

This Request for Proposals (RFP) reflects The Government Finance Officers Association (GFOA) Best Practices for hiring a municipal advisor. While the municipal advisor will play a key role on the financing team, it is important to note that Diablo Water District remains in control of the decision making process necessary for the issuance and sale of the bond.

The District will negotiate a contract with the consultant that provides the best value to the District. Both cost and experience will be factored into the District's decision. The District retains the right to not issue a contract at the end of the RFP process.

Timing

Milestones	Dates
Issue RFP	June 7, 2019
Last Day for Clarification Questions	July 9, 2019
RFP Closes at Noon	July 12, 2019
Staff Review	July 15 – 19, 2019
Interviews	If Needed
Award Contract	TBD

Contact Information

Dan Muelrath, General Manager

dmuelrath@diablowater.org

Scope of Services Requested

- Review long-term debt obligations
- Review and make suggestions regarding future cashflows
 - District has a 5 year revenue and expense model
- Assist in refunding of existing COP
- All aspects from structuring through issuance of new bond
- Assist in selection of bond underwriter

RFP Contents

1. Relevant experience of the individuals to be assigned to the District, identification of the individual in charge of day-to-day management, and the percentage of time committed for each individual on the account.
2. Relevant experience of the firm with financings of the District or comparable Districts and financings of similar size, types and structures, including financings in same state.
3. Discussion of the firm's municipal advisory experience necessary to assist District with either competitive or negotiated sales.
4. Demonstration of the firm's understanding of the District's financial situation, including ideas on how the District should approach financing issues such as bond structures, credit rating strategies and investor marketing strategies.
5. Demonstration of the firm's knowledge of local political, economic, legal or other issues that may affect the proposed financing.
6. Discussion of the firm's familiarity with GFOA's Best Practices relating to the selling of bonds and the selection of finance professionals.
7. Disclosure of the firm's affiliation or relationship with any broker-dealer and whether any personnel of the municipal advisor firm who would provide advice to the District were associated with a broker-dealer firm within the two years preceding the RFP.
8. Analytic capability of the firm and assigned individuals and the availability of ongoing training and educational services that could be provided to the District.
9. Description of the firm's access to sources of current market information to assist in pricing of negotiated sales and information to assist the District in planning and executing competitive sales.
10. Amounts and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
11. Disclosure of any finder's fees, fee splitting, payments to consultants, or other contractual arrangements of the firm that could present a real or perceived conflict of interest.
12. Disclosure of any pending investigation of the firm or enforcement or disciplinary actions taken within the past three years by the SEC, FINRA, MSRB, or other regulatory bodies.

Deadline for Submission

Proposals must be received (not postmarked) by **July 12, 2019 at Noon.**

USPS: Diablo Water District, Attn: Financial Advisor RFP, PO Box 127, Oakley, CA 94561

Parcel: Diablo Water District, Attn: Financial Advisor RFP, 87 Carol Lane, Oakley, CA 94561