

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. RFQ-00009

Contract   
  Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RFQ-01745   
 TERM OF CONTRACT 3 YEAR(S) WITH 4 YEAR(S) OTR

Requisition /Project Title: Financial Advisory Services (Enterprise Segment)

Description: The County, as represented by the Miami-Dade County Finance Department (Finance Department), is soliciting proposals from financial advisors to provide financial advisory services for revenue debt transactions and services. These transactions will include issuance of bonds, notes, certificates or other financing instruments, and exclude swaps or derivative products, and on-going advisory services (“Financial Advisory Services”) for the County’s Enterprise Segment Departments. The County has retained a swap advisor to provide financial advisory services for all swap and derivative products.

Issuing Department: ISD   
 Contact Person: Jonathan Desvergunat   
 Phone: 305-375-5312

Estimate Cost: \$5,834,000

Funding Source: GENERAL   
FEDERAL   
OTHER Bonds Proceed

### ANALYSIS

<b><u>Commodity Codes:</u></b>	<span style="border: 1px solid black; padding: 2px;">918-49</span>	<span style="border: 1px solid black; padding: 2px;">946-48</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	Hilltop Securities, Inc.	Hilltop Securities, Inc.	Hilltop Securities, Inc.	
<b>Small Business Enterprise:</b>				
<b>Contract Value:</b>	\$833,333.33	\$833,333.33	\$833,333.33	
<b>Comments:</b>	Payment from Bonds Proceeds			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

**Basis of Recommendation:**

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;">Jonathan Desvergunat</span>	<b>Date sent to SBD:</b> <span style="border: 1px solid black; padding: 2px;">11/6/2020</span>
	<b>Date returned to SPD:</b> <span style="border: 1px solid black; padding: 2px;"></span>

## **Appendix A Scope of Services**

### **1. Background**

The County, as represented by the Miami-Dade County Finance Department (Finance Department), is soliciting proposals from financial advisors to provide financial advisory services for revenue debt transactions and services. These transactions will include issuance of bonds, notes, certificates or other financing instruments, and exclude swaps or derivative products, and on-going advisory services ("Financial Advisory Services") for the County's Enterprise Segment Departments. The County has retained a swap advisor to provide financial advisory services for all swap and derivative products.

A separate Request for Qualifications (RFQ) will be issued for each of the three Financial Advisory Service Segments; Water & Sewer Segment (RFQ-01743); General Segment (RFQ-01744); and Enterprise Segment (RFQ-01745). **This RFQ is for the Enterprise Segment of the County.** The Enterprise Segment includes all financial advisory services related exclusively to the following County Departments: Aviation, Seaport, and Solid Waste Management.

Proposing on one Segment does not preclude the Proposer from proposing on any of the other two Segments. However, the Proposer must submit a separate response for each Financial Advisory Service Solicitation (pursuant to the requirements therein) they wish to respond to. Only one proposal from each Proposer, either as an individual Proposer, or as a Joint Venture Proposer, shall be considered for each Segment. A Proposer, who submits a proposal for a Segment as an individual Proposer and a proposal as a Joint Venture Proposer, will only be considered under the Joint Venture proposal.

Notwithstanding the above, a Proposer proposing on multiple Segments, will only be recommended for award for one Segment. The Competitive Selection Committee (see Section 4) will recommend a Proposer for each of the Solicitations in the following order:

1. Water & Sewer Segment: RFQ-01743
2. General Segment: RFQ-01744
3. Enterprise Segment: RFQ-01745

Once a Proposer, individually or as a Joint Venture Proposer, is recommended for award as a result of this Solicitation, that Proposer is ineligible to be recommended for award for any of the other two Financial Advisory Service Solicitations (see paragraph above regarding the order of precedence for recommendation for award).

The following are the limitations to proposing as a Joint Venture Proposer:

1. Joint Ventures will be considered as one entity by the County during the evaluation of the proposal in response to this Solicitation. The qualifications and experience of the individual firms will be "blended" in arriving at an evaluation score for the Joint Venture Proposer, under the specific criteria.
2. Although not required, non-Small Business Enterprise firms are encouraged to joint venture with Small Business Enterprise firms. However, as stated above, only one proposal from the Joint Venture Proposer will be considered.
3. Joint Ventures must be pre-approved by Small Business Development and meet the criteria for the purposes of receiving an SBE Selection Factor pursuant to Section 4.4.

The selected Proposer shall have an established reputation in the investment community for experience, expertise and reliability in municipal finance generally and for Financial Advisory Services, specifically.

### **2. Limitations**

The following items are limitations under this Solicitation:

- A. Subcontractors/Sub-consultants is not allowed to be utilized under this contract;
- B. Members of the County's Underwriting Pool are ineligible to receive an award under this RFQ, and any responses received from those members will not be considered; and
- C. The selected Proposer may participate in the County's 'COMPETITIVE BONDS FOR COUNTY BOND ISSUANCES' ("financings not covered under the County's Underwriting Pool"), but not in its respective Segment (i.e., Financial Advisor for the Enterprise Segment could bid on General or Water & Sewer Segments bond issuances, but not on an Enterprise Segment issuance).

### 3. Qualification Requirement

#### A. Minimum Qualification

The minimum qualification requirements for this Solicitation is that the Proposer shall be listed in the Bond Buyer Municipal Online Marketplace Directory, "Red Book" as Financial Advisors as of the proposal due date of this Solicitation. In the case of a Joint Venture Proposer, at least one of the firms shall meet this requirement.

**Note:** It is clearly understood and confirmed with The Bond Buyer's Municipal Marketplace's Red Book Editorial Department, that only firms are eligible for inclusion in the Red Book under this caption and not individuals. Therefore, the fact that an individual has been listed in the Red Book does not in and of itself qualify a firm which employs that individual as having Red Book status. The Proposer shall provide as proof that they are listed in the Red Book, a copy of the page in the Red Book.

#### B. Preferred Requirement

The selected Proposer shall have been in business performing financial advisory services for at least two (2) years prior to the proposal due date of this Solicitation. With respect to a Joint Venture Proposer, at least one of the firms shall meet this requirement, with the remaining firms each having a minimum of one year experience as of the proposal due date.

### 4. Services to be Provided

#### A. Issuance of Bonds

The selected Proposer shall:

- 1) Advise the County and provide a written recommendation on the means of conducting the sale of bonds (i.e. competitive bidding, negotiation, or some other process);
- 2) For both negotiated and competitively bid bond issues:
  - a) On a pro-active basis, bring refunding or other new financing ideas to the attention of the Finance Director and the respective Director for each Enterprise Segment Department;
  - b) Assist the County in preparing the notice of sale;
  - c) On the day of the sale, advise the County as to the best bid received based upon the verification of bids and recommend an award which, in the Financial Advisors judgment, is in the best interest of the County;
  - d) Assist in determining the optimal timing for the issue "to go to the market"; and
  - e) Participate in the "pricing call" and advise the County as to the reasonableness of the components of the underwriters spread;
- 3) Provide specific recommendations on each bond issue regarding the following:
  - a) The aggregate principal amount of bonds to be issued;
  - b) The timing of the offering in order to provide funds to meet the capital needs of the Enterprise Segment Departments;
  - c) The definitive structure of the bond issue – maturity range, serial and/or term bonds, capital appreciation bonds, etc.;
  - d) Redemption Provisions;
  - e) Prepare number runs in advance of resolution submittal to committee and Board of County Commission regular meeting;
- 4) Prepare pre-pricing analyses in advance of pricing and prepare final report after pricing;
- 5) Provide a certificate at closing which will confirm that the County received a market price on the transaction at the time of pricing;
- 6) Prepare a timetable for each bond issue and assist the County in coordinating all meetings and conference calls;
- 7) Provide advice and assistance to the County and to bond counsel in the preparation of the necessary bond authorizing ordinance or ordinances and other proceedings;
- 8) Assist with validation of the bonds through preparation of financial tables and exhibits and the presentation of testimony when necessary;

- 9) Provide advice and assistance to the County and disclosure counsel as to preparation and composition of the preliminary and final official statements, so as to make the most favorable full and accurate disclosure to the rating agencies and investing public;
- 10) Provide a recommendation on the need for municipal bond insurance and request, receive and evaluate quotes, when applicable, for municipal bond insurance, and make recommendations to the County as to which quote should be accepted;
- 11) Request, receive and evaluate quotes, when applicable, for reserve fund surety, and make recommendations to the County as to which quote should be accepted;
- 12) If applicable, solicit bids for escrow securities in refunding transactions;
- 13) If applicable, solicit bids for investment contracts for debt service reserve funds;
- 14) Request, receive and evaluate bids for the printing of the preliminary and final official statement, and make recommendations to the County as to which bid should be accepted;
- 15) Request, receive and evaluate bids for paying agent/registrar services, and escrow agent, if applicable, and make recommendations to the County as to which bid should be accepted;
- 16) Provide advice and assistance to the County in the preparation and presentations to the rating agencies, to include bond issues documentation, for the purpose of obtaining the best possible rating of the bonds;
- 17) Assist in the preparation and review of all necessary closing documents; and
- 18) Attend all document sessions (i.e. meetings with the finance review team), County Mayor's Finance Committee meetings, Board of County Commissioners Committee meetings, Board of County Commissioners meetings, pre-closings and closings, when deemed necessary;
- 19) Review debt service schedules and annual report to bondholders.

**B. Other Services – (Non-Bond Related)**

The selected Proposer shall:

- 1) Coordinate periodic visits between the County, representatives of the rating agencies and major institutional investors;
- 2) Provide periodic reports of municipal market conditions both within the State of Florida and nationwide;
- 3) In the area of short-term financing, provide the County with advice, guidance, evaluation, pricing and assistance in bond anticipation notes, bank loans, leasing programs, commercial paper, and any other financial instrument as necessary;
- 4) Create and maintain a personal computer database on the Enterprise Segment debt portfolio. The database shall be periodically updated and shall be made available to the County's Finance Director and the Directors of the respective Departments within the Enterprise Segment. Information shall be stored offsite for recovery purposes in case of an emergency;
- 5) Conduct an annual review of the Enterprise Segment's debt structure and prepare, in conjunction with the County's Finance Department and each respective department, an annual report for the rating agencies of Moody's Investors Service, Inc., Standard & Poor's Corporation and FITCH. (The goal in this regard is to maintain the respective bond ratings assigned and to achieve an upgrade from the rating agencies where, in the professional judgment of the Financial Advisors, such upgrade is attainable.);
- 6) Be available to the County to discuss and make recommendations on all financial matters as they relate to incurrence of each department's debt within the Enterprise Segment, and be available for formal presentations to the MFC and the Board as necessary;

- 7) Review unsolicited proposals for financial transactions received by the County from underwriting firms and, on a timely basis, make recommendations as to their merits to the Finance Director, each respective Director within the Enterprise Segment, and the MFC, as necessary;
- 8) Assist each respective Department within the Enterprise Segment in the development of a Five-Year Financing Plan, as necessary, and
- 9) At least once a year, review the outstanding debt portfolio of each respective Department within the Enterprise Segment, and submit recommendations that could result in reducing the Department's borrowing costs;
- 10) Develop required financial analyses for the issuance of debt for each respective Department within the Enterprise Segment and provide them with reports; and
- 11) Provide, on an as-needed basis, financial analyses or any applicable services as directed by the Board, the County Mayor, the County's Finance Director and each department Director within the Enterprise Segment.

**5. Reporting Requirements**

The selected Proposer shall provide an update of its legal and financial status once a year due on October 1st, commencing in October 2022.