

TOWN OF PLATTSBURGH
Request for Proposal
Independent Financial Advisor

August 16, 2016

INTRODUCTION

The Town of Plattsburgh, New York is soliciting firms through this Request for Proposal to act as financial advisor in conjunction with bond issues that will take place in 2017 and possibly subsequent years. For 2017 and subsequent years it is anticipated that a bond issue will be financed for approximately \$15-20 million for capital improvement to water and sewer infrastructure. The general public improvement bonds will be general obligations of the Town, secured by its faith and credit. The payment of principal and interest on the bonds shall be supported by the Town's power and statutory authority to levy ad valorem taxes on all taxable property in the Town, without limitation as to rate of amount.

GENERAL REQUIREMENTS IN ORDER TO PROPOSE

Proposing firms must have extensive experience in providing financial advisory services to New York municipal bond issuers for both negotiated and competitive transactions.

PROPOSAL SUBMISSION

Please submit three copies (3) of your proposal no later than 2:00 PM on September 23, 2016 to:

Rickey Collins
Town Clerk
Town of Plattsburgh
Plattsburgh, New York 12901

Packages must be marked: Request for Proposal — Financial Advisor No changes or corrections will be allowed after proposals are opened. Any questions concerning this Request for Proposal should be directed to Patrick Bowen, the Finance Manager, 518-562-6839 or patrickb@townofplattsburgh.org.

Proposals received after the deadline for receipt will not be considered.

SCOPE OF SERVICES

Role of Financial Advisor

- Serve as the Town's consultant on debt financing projects.
- Provide independent financial advice and serve solely the interests of the Town.
- Manage the bond financing process and negotiate key business points to accomplish the Town's objectives

The Town seeks to utilize the best combination of options available to adequately address the capital needs of the Town. Financial advisory services to be provided in conjunction with the bond issue may include, but not necessarily be limited to, the following:

- Develop a plan of finance and prepare financing schedule.
- Evaluate legal approaches permitting various financing structures and propose financing methods, with emphasis on innovation, to be considered for accomplishing the Town's objectives. This will be done in conjunction with the Town's staff and legal counsel.
- Review legal documents.
- Analyze and report on the advantages and disadvantages of each proposed financing.
- Evaluate the projected cash flow from any revenue sources that may constitute security for any obligation incurred.
- Review existing revenue sharing agreements, tax rebate agreements and debt commitments to determine potential impacts, if any, on the proposed financing and make appropriate recommendations to the Town's financing team.
- Work with the Town's bond counsel in recommending size, structure, specific terms and conditions of a debt issue. Present information regarding methods of sale, including publicly offered and privately negotiated options.
- Advise the Town's financing team on areas of industry specific knowledge that affects the financing and marketing of the project's debt.

- Assist bond counsel in preparing the text of an official statement as required. The official statement and disclosure documents. Official statements will include a description of the securities, the project, and pertinent financial and economic data. In the preparation of such an official statement, assist the Town in ascertaining material facts and circumstances regarding the project. The official statement will be printed and mailed, together with copies of the official notice of sale and basic legal documents, to a comprehensive list of prospective bidders.
- Prepare credit profiles and assist Town making presentations bond insurance companies and/or rating agencies. These agencies may require sufficient information to receive the highest possible rating on any securities prior to the sale of such securities.
- Prior to the sale of securities, assist in representing the Town at information meetings if such meetings are necessary or desirable.
- Assist in negotiations with bond insurers and/or letter of credit providers.
- Manage competitive or negotiated sale process. Arrange for advertising and pre-marketing of issue. Represent the Town at the bid opening for a public sale and analyze the bids, identify the most favorable bid, and make a recommendation as to award of the bid. Act as the Town's agent if bid negotiations are required. After the bid is awarded, prepare an actual debt service table based on accepted coupon rates. In the event of a negotiated offering, assist the Town in negotiating appropriate terms, reviewing spreads, comparing deals, analyzing market levels, and clarifying syndicate roles with selected underwriter.
- Assist the Town in closing the financing, which includes assistance in selecting a bond printer and in advising the Town on the investment of proceeds pending expenditure.
- Prepare and deliver presentations designed to facilitate an understanding of public sector financing and its implications to the Town Board and other governing boards as may be necessary.
- Analyze the financing impact of project costs, cash flow projections and rate implications. Participate in the development of alternate strategies with Town's financing team.
- The Town reserves the right to elect not to use the services of the Financial Advisor for every debt issue.

LIMITATIONS

The Financial Advisor shall not be permitted to participate directly or indirectly in any manner in the purchase of any financing debt or bonds relating to any phase of the project for which Financial Advisor services are provided.

CONTRACT TERM

It is the intent of the Town of Plattsburgh to enter into a one (1) year contract with a financial advisory firm. At the end of one (1) year, should both the Town of Plattsburgh and the financial advisory firm agree, the contract may be extended for four (4) additional one (1) year terms; however, it is to be understood that the total years shall not exceed five (5) years. Notice of intent to renew will be given to the contractor in writing by the Town Supervisor, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the Town to a Contract renewal. For the protection of both parties, this contract may be canceled by either party giving 60 days prior notice in writing to the other party.

PROPOSAL CONTENT

The general purpose of the proposal is to demonstrate the qualifications, competence and capacity of the proposer to undertake the responsibilities of serving as financial advisor to the Town. The proposal should include a transmittal letter that will be considered an integral part thereof, and shall be signed by the individual or individuals authorized to contractually bind the firm.

The following specific information should be included in your proposal:

- A list showing your firm's direct prior experience in providing financial advisory services to governmental entities in conjunction with the issuance of general obligation new money bonds during the period January 1, 2013 to May 31, 2016. Information to be provided includes the name of the issuer; the size of the issuance; the date of closing; and a brief summary of the services provided.
- The qualifications and experience of any staff members that will serve as advisors for this transaction, and a description of the function each would perform.
- The names, titles, addresses, telephone numbers and e-mail addresses of three current clients that the Town can contact for reference purposes.
- The proposed compensation for providing the requested services. Note the fee must be a discrete dollar amount (i.e., it cannot be percentage based).

EVALUATION/ACCEPTANCE/REJECTION

Proposals will be reviewed by the Town Board. The Town reserves the right to seek additional information and/or clarification from any proposer, the right to reject any and all responses received with or without cause, the right to negotiate with any proposer that submits a response and also to waive any irregularity or informality if deemed to be in the best interest of the Town. The Town specifically may choose other than the lowest cost proposal in order to provide the requisite services under terms and conditions that, in its sole judgment, are deemed to be in the best interest of the Town

MISCELLANEOUS

- Responses should be prepared simply and economically, and should be both straightforward and concise.
- The Town shall not be liable for any expenses incurred in the preparation or presentation of your reply.
- Proposers must be in full compliance with federal, State, Town and local laws, ordinances, rules and regulations that in any manner affect the items covered herein.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the Town. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the Town.

Lack of knowledge by the proposer shall in no way be cause for relief from responsibility.

3 copies of your response are required.