



MILWAUKEE COUNTY COMPTROLLER

REQUEST FOR PROPOSALS

Bond Counsel Services

ISSUED August 29, 2024

Response Due Date: October 09, 2024 at 5:00 p.m.

RFP-2024-039

**INFORMATION SUMMARY SHEET**

Request For Proposal Title:	Bond Counsel Services
Request For Proposal Number:	RFP-2024-039
RFP Issuing Office:	Milwaukee County Office of the Comptroller
RFP Issue Date:	August 29, 2024
Deadline for Receipt of Questions:	September 11, 2024 at 5:00 PM Central Time
RFP Proposal Receipt Deadline:	October 09, 2024 at 5:00 PM Central Time
Anticipated 1st Bond Sale Date:	Q3-Q4 2025
RFP Upload Submission Location:	<a href="https://countymilwaukee.bonfirehub.com/opportunities/149411/">https://countymilwaukee.bonfirehub.com/opportunities/149411/</a>
RFP Administrator:	Marina Litvinets Department of Administrative Services Procurement Division 633 W. Wisconsin Ave., 9th Floor Milwaukee, WI 53203  Phone: 414-223-8106 Marina.Litvinets@milwaukeecountywi.gov

**Except as otherwise set forth in this RFP, no one may contact any person at Milwaukee County or working with Milwaukee County regarding this RFP, except the RFP Administrator, without the RFP Administrator’s written consent. Any such unauthorized contact can be grounds for disqualification from consideration under this RFP.**

# **GENERAL INFORMATION 1.0**

## **INTRODUCTION AND AUTHORITY**

### **INTRODUCTION**

The Milwaukee County Office of the Comptroller (“Comptroller”) is seeking proposals for Bond Counsel Services. The Department anticipates entering into a three-year professional services agreement from 2025 through 2027 for services related to the issuing of bonds. The department also anticipates including options for three one-year extensions. This agreement will require review by the County Board Finance Committee and approval by the full County Board.

The selected Bond Counsel will work as part of a financing team with Milwaukee County’s financial advisors (PFM Financial Advisors, LLC and Independent Public Advisors, LLC).

### **DESCRIPTION OF MILWAUKEE COUNTY GOVERNMENT**

Milwaukee County is governed by an elected County Executive and an 18-member elected County Board of Supervisors. Other County elected officials include a Register of Deeds, Treasurer, Comptroller, County Clerk, and Sheriff, who in conjunction with administration provide a full range of associated governmental services, including but not limited to law enforcement, highways, courts, corrections, official record keeping, parks and recreation, airport operations, jail and juvenile detention, public assistance programs, and a zoo. Milwaukee County serves a constituent population of approximately 940,000 residents with an annual budget of \$1.4 billion.

### **THE OFFICE OF THE COMPTROLLER**

The Office of the Comptroller was created through State Statute in November 2011, and in April 2012, the County elected the first County Comptroller. The Comptroller is required to monitor and report on the County’s current fiscal health, to act as the County auditor, and to provide an independent fiscal review on any proposed spending at the request of the County Board or County Executive. The Comptroller also acts under authority vested in the office by the Wisconsin Statutes. The Office of the Comptroller consists of Administration, Financial Services, Accounting, Accounts Payable, Payroll, Capital Finance, Research and Policy, and Audit Services.

The Capital Finance Section, under the Office of the Comptroller, manages day-to-day responsibility for the issuance and administration of County debt. The staff of this section will work closely with the selected Bond Counsel to accomplish the services sought in this Request for Proposals (RFP). Currently, the staff, with assistance from the financial advisors, is responsible for preparing each Official Statement.

For public bond sales, the Office of the Comptroller works with the financial advisors and bond counsels to prepare bond resolutions that authorize that issuance of the bonds, provides parameters for the issuance and delegates approval of the sale of the bonds to the Comptroller. The Comptroller’s approval is limited to results of the sale that fall within the parameters outlined in the resolution. For negotiated bond sales, the Office of the Comptroller also works with selected underwriter(s).

## **RFP DESCRIPTION**

### **SCOPE OF SERVICES**

The County will select a firm for bond counsel services. The scope of services to be provided by the selected firm includes, but is not limited to:

1. Assist in the drafting of proposed legislation or ordinances related to County debt issuance, including legislation at any level of government.
2. Review the eligibility of projects proposed for debt financing and consult with County committees and officers and staff and investment bankers or financial advisors regarding legal aspects for proposed financings.
3. Inform County officials about changes in State and Federal legislation regarding debt and tax regulations and assist the County in complying with regulations such as federal arbitrage rebate requirements or project expenditure targets.
4. Prepare all proceedings and documents relating to each financing including public hearing notices, notices of sale, authorizing resolutions, closing documents and those portions of the official statement which describe the bonds within the time frames established by the Office of the Comptroller.
5. Offer general assistance in concert with the County's financial advisor to help ensure that the County complies with disclosure guidelines and advise the County with respect to "undertaking" regarding primary and secondary market disclosure.
6. Meet with representatives of the credit rating agencies or bond insurers, if required, to present information about proposed financings.
7. Upon request, provide written legal opinions in addition to the bond counsel opinions provided for the official statements for the financings.
8. Attend Finance Committee and County Board meetings, as requested, to answer questions about proposed financings proposals.
9. Prepare closing documents and supervise closing and prepare a compilation of all important documents, contracts and records associated with each financing.

10. Issue an approving opinion with respect to each financing when authorization and issuance is duly accomplished.
11. Assist County officials in evaluating alternative financing proposals from a legal perspective, as requested.
12. Perform other general services and provide advice related to debt financing as may be requested by the County throughout the year.
13. Experience with continuing disclosure and compliance for bond transactions.

All proposers are notified that Milwaukee County reserves the right to delete or modify any task from the Scope of Services at any time during the course of the proposal process or the contract period.

#### **RFP ADMINISTRATOR**

The RFP Administrator is:

Marina Litvinets  
Department of Administrative Services  
Procurement Division  
633 W. Wisconsin Ave., 9th Floor  
Milwaukee, WI 53203

Phone: 414-223-8106  
Marina.Litvinets@milwaukeecountywi.gov

#### **QUESTIONS**

Proposers may submit questions and requests for clarification regarding this RFP. All questions regarding this RFP shall be made in writing, citing the RFP title, RFP number, and section, and shall be submitted via e-mail to the RFP Administrator or via the RFP's Project Board on the Bonfire website.

Questions sent to anyone other than the RFP Administrator will not be considered.

All questions must be submitted by the specified deadline as identified on the Information Summary Sheet. Milwaukee County will not respond to any questions received after this date and time. Responses to all questions and inquiries received by Milwaukee County will be posted on the RFP's Project Board on the Bonfire website as identified in the Information Summary Sheet. It is the responsibility of Proposers to check this website for any and all information such as questions and answers or addenda or related documents posted during the RFP process.

Communication initiated by the Proposer to any County official, employee or representative, whether or not such person is evaluating or considering the proposals, prior to the time of any award is prohibited unless at the explicit direction of the RFP Administrator and any such unauthorized communication may constitute grounds for rejection or elimination of a proposal from further consideration, in the sole discretion of the County.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

**PROPOSER NOTIFICATION REQUIREMENT AND AMENDMENT  
ACKNOWLEDGEMENT**

Should any Proposer discover any significant ambiguity, error, omission or other deficiency in the RFP document, they must immediately notify the RFP Administrator in writing, via email, prior to the submission of the proposal. The failure of a Proposer to notify the RFP Administrator of any such matter prior to submission of its proposal constitutes a waiver of appeal or administrative review rights based upon any such ambiguity, error, omission or other deficiency in the RFP document.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the RFP's Project Board on the Bonfire website. It is the responsibility of prospective vendors to check the website for any amendments prior to the RFP submission date. All amendments are acknowledged by your submission of Sworn Statement of Proposer form.

If the Proposer fails to monitor the web site for any changes or modifications to the RFP, such failure will not relieve the Proposer of its obligation to fulfill the requirements as posted.

**FIRM COMMITMENT, AVAILABILITY, PROPOSAL VALIDITY**

Proposers shall maintain their availability of service and proposed price as set forth in their proposals. Proposers are expected to perform planning and implementation activities prior to commencement of a contract. The County will not reimburse for these costs.

**NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS**

No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

No Milwaukee County employee, officer or agent shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved.

Milwaukee County Specific Requirements: No person(s) with a personal financial interest in the approval or denial of a contract or proposal being considered by a County department or with an agency funded and regulated by a County department, shall make a campaign contribution to any County elected official who has approval authority over that contract or proposal during its consideration. Contract or proposal consideration shall begin when a contract or proposal is submitted directly to a County department or to an agency funded or regulated by a County department until the contract or proposal has reached final disposition, including adoption, County executive action, proceedings on veto (if necessary) or departmental approval.

**CODE OF ETHICS**

Proposers shall strictly adhere to Chapter 9 of the Milwaukee County Code of General Ordinances Code of Ethics, with particular attention to Subsection 9.05(2)(k):

“No campaign contributions to county officials with approval authority: No person(s) with a personal financial interest in the approval or denial of a contract or proposal being considered by a county department or with an agency funded and regulated by a county department, shall make a campaign contribution to any county elected official who has approval authority over that contract or proposal during its consideration. Contract or

proposal consideration shall begin when a contract or proposal is submitted directly to a county department or to an agency funded or regulated by a county department until the contract or proposal has reached final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by section 9.14 unless an acceptance by an elected official would conflict with this section. The language in subsection 9.05(2)(k) shall be included in all Requests for Proposals and bid documents.”

#### **ERRORS, OMISSIONS, MINOR IRREGULARITIES AND RETAINED RIGHTS**

All information in this RFP, including any addenda, has been developed from the best available sources; however, Milwaukee County makes no representation, warranty or guarantee as to its accuracy. Should the Proposer discover any significant ambiguity, error, omission or other deficiency in the RFP document, they must immediately notify the RFP Administrator in writing, via email, prior to the submission of the proposal. The failure of the Proposer to notify the RFP Administrator of any such matter prior to submission of its proposal constitutes a waiver of appeal or administrative review rights based upon any such ambiguity, error, omission or other deficiency in the RFP document. Milwaukee County reserves the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Proposer an advantage or benefit not afforded by other Proposers. Milwaukee County may waive any requirements that are not material. Milwaukee County may make an award under the RFP in whole or in part and change any scheduled dates. Milwaukee County reserves the right to use ideas presented in reply to this RFP notwithstanding selection or rejection of proposals. Milwaukee County reserves the right to make changes to and/or withdraw this RFP at any time.

#### **MULTIPLE PROPOSALS**

Multiple proposals from a single Proposer will not be permitted.

#### **PROPOSAL ACCEPTANCE, REJECTION, CANCELLATION AND WITHDRAWAL**

Each proposal is submitted with the understanding that it is subject to negotiation at the option of Milwaukee County. However, Milwaukee County reserves the right to make an award on the basis of the original proposal, without negotiation with any proposer.

Milwaukee County reserves the right to negotiate with the Proposer within the scope of the RFP in the best interests of Milwaukee County. Milwaukee County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a proposer’s compliance with the requirements of the solicitation. Milwaukee County may use information obtained through site visits, management interviews and the county’s investigation of a proposer’s qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the County’s request for clarifying information in the course of evaluation and/or selection under this RFP.

Milwaukee County reserves the right to accept or reject any and all proposals submitted or cancel this RFP in whole or in part if such cancellation is in the best interest of Milwaukee County. Prior to the date and time set forth as the Proposal Receipt Deadline, proposals may be modified or withdrawn by the Proposer’s authorized representative. After the proposal deadline, proposals may not be modified or withdrawn without the consent of Milwaukee County.

All proposers are notified that Milwaukee County reserves the right to delete or modify any task from the Scope of Services at any time during the course of the RFP process. All proposers are notified that contracts are contingent upon Federal, State, and local appropriations.

#### **FEE ADJUSTMENT; AVAILABLE FUNDING**

Proposed hourly rates will remain the same for the duration of the contract period.

#### **TARGETED BUSINESS ENTERPRISE (TBE) UTILIZATION**

The award of this contract is conditioned upon your good faith efforts in achieving this project's TBE goal of twelve percent (12%), and you must document those efforts. Your proposal must state how you will meet the goal, including identifying the Targeted Business Enterprise (TBE) firm(s) by name, the scope(s) of work/service(s) to be provided, the dollar amount(s) of such work, and the percentage of the TBE goal to be met. Failure to do this will result in a determination of non-responsiveness, and rejection of your proposal will occur. During the contract, the successful Proposer will use the County's online reporting system to document TBE participation. The Targeted Business Enterprise (TBE) Requirements and forms to be used are attached to this RFP as Attachment J. A necessary step in the good faith efforts process is contacting the Community Business Development Partners Department of Milwaukee County (CBDP) at (414) 278-4747, or [cbdp@milwaukeecountywi.gov](mailto:cbdp@milwaukeecountywi.gov). The directory of TBE firms currently certified in the State of Wisconsin can be found at: <http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

#### **EEOC COMPLIANCE**

All proposers shall complete and submit Equal Employment Opportunity Commission (EEOC) Compliance Certificate (Attachment E).

#### **INSURANCE AND INDEMNITY REQUIREMENTS**

All proposers must agree to the terms set forth on the "Insurance and Indemnity Acknowledgement Form" (Attachment C). This form outlines required insurance requirements for contractor related to this acquisition and the Proposer's ability and commitment to provide.

#### **AUDIT**

The Contractor, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively, "Designated Personnel") and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of the Contractor related to the performance of the contract for a period of up to three (3) years following the date of last payment. Any subcontractors or other parties performing work on this contract will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this contract will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities.



Any bidder, proposer, contractor and their officers, directors, agents, partners and employees understand and will abide by all provisions of Chapter 34 of the Milwaukee County Code of General Ordinances. The Contractor agrees to prominently post in locations accessible to its employees County-provided bulletins concerning the County Fraud Hotline. Any subcontractors or other parties performing work on this contract will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this Contract will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities.

**FALSE INFORMATION**

If the County determines that the Proposer purposefully or willfully submitted false information in response to this RFP, the Proposer will not be considered for an award and any resulting agreement that may have been executed may be immediately terminated.

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## PREPARING AND SUBMITTING A PROPOSAL 2.0

### **INCURRED EXPENSES**

Milwaukee County shall not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. This includes any legal fees for work performed or representation by Proposer's legal counsel during any and all phases of the RFP process, any appeal or administrative review process, and prior to the County's approval of any Bond Purchase Agreement.

### **SUBMITTING A PROPOSAL**

Please follow these instructions to submit via our Public Portal.

#### **1. Prepare your submission materials:**

##### **Requested Information**

<b>Name</b>	<b>Type</b>	<b># Files</b>	<b>Requirement</b>	<b>Instructions</b>
Attachment A - Cost Proposal Response Form	File Type: PDF (.pdf)	1	Required	
Attachment B - Vendor Information Sheet	File Type: PDF (.pdf)	1	Required	
Attachment C - Insurance and Indemnity Acknowledgement	File Type: PDF (.pdf)	1	Required	
Attachment D - Proprietary Information Disclosure Form	File Type: PDF (.pdf)	1	Required	
Attachment D-1 - Redacted Copy of Proposal (REQUIRED to be submitted if confidential or proprietary information is set forth on Attachment D)	File Type: PDF (.pdf)	Multiple	Optional	

<b>Name</b>	<b>Type</b>	<b># Files</b>	<b>Requirement</b>	<b>Instructions</b>
Attachment E - EEOC Compliance Form	File Type: PDF (.pdf)	1	Required	
Attachment F - Conflict of Interest Form	File Type: PDF (.pdf)	1	Required	
Attachment G - Certification re Debarment Suspension	File Type: PDF (.pdf)	1	Required	
Attachment H - Sworn Statement of Proposer	File Type: PDF (.pdf)	1	Required	
Attachment I - Exceptions	File Type: PDF (.pdf)	1	Required	
Attachment J. TBE-14 Commitment Form	File Type: PDF (.pdf)	1	Required	
Technical Proposal Questionnaire (Q-49DZ)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.
Additional Information	File Type: PDF (.pdf)	Multiple	Optional	

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	64	Financial Instruments, Products, Contracts and Agreements	This segment includes financial instruments and products arising from contractual agreements of a financial nature.

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### Requested Questionnaires:

The Questionnaire Response Templates can be obtained at

<https://countymilwaukee.bonfirehub.com/opportunities/149411/>

Please note that Questionnaires may take a significant amount of time to prepare.

### 2. Upload your submission at:

<https://countymilwaukee.bonfirehub.com/opportunities/149411/>

The Vendor Discussion period for this opportunity starts August 29, 2024 9:00 AM CT. The Vendor Discussion period for this opportunity ends September 11, 2024 5:00 PM CT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **October 09, 2024 5:00 PM CST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

Milwaukee County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

## **PROPOSAL AND AWARD PROCESS 3.0**

### **PRELIMINARY EVALUATION**

The proposals will be reviewed to determine if mandatory submission requirements are met. Failure to meet mandatory submission requirements may result in rejection of the proposal. Proposals that do not comply with submittal instructions established in this document may be rejected as non-responsive. The Proposer assumes responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet the objectives of the RFP.

### **PROPOSAL SCORING**

An Evaluation Committee will be established by Milwaukee County to evaluate all responsive proposals and to make a recommendation. A proposer may not contact any member of an evaluation committee except at the RFP Administrator's direction. Reference the "Questions" section for additional information.

These proposals will be reviewed by an evaluation committee and scored against the criteria outlined in this RFP.

**Technical Proposal Scoring:** The Evaluation Committee shall conduct its evaluation of the technical merit of all responsive proposals. The process involves applying the evaluation criteria and the associated weighting as outlined in the RFP to assess each vendor's proposal.

**Cost Proposal Scoring:** Cost is one of the evaluation categories listed below and will be a defined percentage of the total RFP evaluation. Calculation of points to be awarded to the proposer that submits the lowest cost proposed in the cost section of the RFP, and each subsequent proposal will use the lowest cost proposed in the cost section of the RFP as a constant numerator and the percentage proposed of the Proposer scored as the denominator. The result then is multiplied by the total number of points assigned to that item type. The other cost proposals will receive prorated scores based on the proportion that the costs of the proposals that vary from the highest cost proposal.

The evaluation committee's scoring will be tabulated and proposals ranked based on the total numerical scores, comprising the sum of both technical and cost scoring. The County reserves the right to determine that one or more proposals are outside of any competitive range in comparison to other proposals.

Oral presentations may be requested by Milwaukee County of the highest scoring proposer(s). If oral presentations are requested, proposers will be notified of when the presentations are to take place and what information should be provided. Milwaukee County reserves the right to adjust scoring based on such oral presentations.

Following final evaluation, the Committee will make a recommendation to the Milwaukee County Comptroller as to whose proposal(s) is or are determined to provide the best value to Milwaukee County. Award may be made to the proposer or proposers with higher technical rankings even if the price proposals are not the lowest.

Milwaukee County reserves the right to reject any and all proposals received if it deems appropriate and may modify, cancel or re-publish the RFP at any time prior to a Bond Purchase Agreement being executed.

**EVALUATION CRITERIA**

The evaluation panel will use the following criteria to evaluate each RFP response. The weights specify the percentage value for each criterion. The criteria will be applied to the technical and cost information submitted by each Proposer.

RFP EVALUATION CRITERIA

Cost Proposal Response	20%
Technical Proposal Response	80%
Interviews (Optional)	TBD

**RIGHT TO REJECT PROPOSALS**

The County reserves the right to reject any and all proposals.

**EXCEPTIONS**

Exceptions must be explicitly noted in the proposal using the form provided in Attachment I of the RFP. The County may not accept any or all Proposer exceptions.

**INTENT TO AWARD**

An Intent to Award will be issued and all proposers will be notified. Milwaukee County reserves the right to negotiate with each selected Proposer, at its option.

A Professional Services Agreement will only be fully executed following final approval by appropriate County authorities, as and if required.

## **INFORMATION RELEASE**

All materials submitted become the property of Milwaukee County. Any restriction on the use of data contained within a request must be clearly stated in the bid itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Milwaukee County Ordinances, State of Wisconsin procurement regulations, and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Proposer's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a Request for Proposal and all documentation provided therein cannot be copyrighted or patented. All data, documentation and innovations become the property of Milwaukee County.

Milwaukee County may, at any time during the procurement process, request and/or require additional disclosures, acknowledgments, and/or warranties, relating to, without limitation, confidentiality, EEOC compliance, collusion, disbarment, and/or conflict of interest.

Any materials submitted by the applicant in response to this Request for Proposal that the applicant considers confidential and proprietary information and which Proposer believes qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats, or material which can be kept confidential under the Wisconsin public record law, must be identified on the Designation of Confidential and Proprietary Information form (Attachment D – Proprietary Information Disclosure). If the proposer so designates any such information as confidential, it must upload a version of its proposal with all such identified information redacted (Attachment D-1). Confidential information must be labeled as such. Costs (pricing) always become public information and therefore cannot be kept confidential. Any other requests for confidentiality MUST be justified in writing on the form provided and included in the bid submitted. Milwaukee County has the sole right to determine whether designations made by a proposer qualify as trade secrets under the Wisconsin public records law.

## **APPEAL**

Protests and appeals related to this RFP after issuance of an "Intent to Award" are subject to the provisions of the Milwaukee County Code of General Ordinances, Chapter 110. Appeal process information is available at [http://www.municode.com/Library/WI/Milwaukee\\_County](http://www.municode.com/Library/WI/Milwaukee_County).

## COST PROPOSAL RESPONSE

### **COST PROPOSAL**

The County will pay bond counsel services fees on an hourly basis. Itemized estimates of charges for reimbursable expenses such as travel expenses that would be in addition to hourly charges or transaction-based fees must be identified separately. Fee information must be sufficiently detailed to allow evaluators to calculate the overall cost to the County given the hypothetical debt financing described below. Cost proposals will be evaluated on total overall costs **and** the hourly rate of the staff billing the most hours.

**Reminder, the hourly rates will remain unchanged during the duration of the contract and any extensions.**

#### Hypothetical Debt Financing

Please provide a breakout of total estimated costs for a \$50 million bond issuance being issued on a competitive basis, structured over a 15-year term. Please provide the name/position/hourly rate/estimated hours for each individual working on the issuance. Please also provide any additional fees.



## TECHNICAL PROPOSAL RESPONSE

### **Guidelines**

- Proposers should complete the following questions on the Technical Proposal Questionnaire on the Bonfire Project Board. The proposer's responses will be used in the evaluation of the proposal.
- Responses should be brief and direct and address all subset questions. Please do not reference any pre-printed materials.
- Where required or desired, proposers may upload responses in the "Additional Information" tab on the Bonfire Project Board.
- Responses should be completed in the "Comments" column in the Bonfire Questionnaire, rather than the "Responses" column. The "Responses" column will still record the Proposer's responses, but it provides you with less space.
- **Proposers must not reference Cost Proposal data in the Technical Proposal Response.**
  1. Describe the respondent firm's organizational structure and size. Describe the firm's scope of operation and areas of concentration.
  2. Discuss the location of the office from which the work is to be performed and indicate the number of professional staff employed at that office. Include a description of the range of activities performed at that office.
  3. Indicate the name, location, telephone number, and email address of the attorney who will serve as the primary attorney (i.e. person doing the majority of the billable work) for your firm. Please provide a resume that describes his/her background and relevant experience.
  4. Indicate the name, location, telephone number, and email address of the secondary attorney who will serve as the backup for the primary attorney for your firm. Please provide a resume that describes his/her background and relevant experience.
  5. Describe the firm's procedure for providing continuing uninterrupted service if staffing changes occur, if the requested scope of services is significantly increased, or when the primary attorney assigned to the County is out of the office.
  6. Describe the ability of your firm and assigned personnel to evaluate legal issues, prepare documents and complete other tasks of a bond transaction in a timely manner.
  7. Indicate the name, location, telephone number, and email address of the tax professional who will serve as the tax contact person (attorney, CPA) for your firm. Please provide a resume that describes his/her background and relevant experience.

8. Describe in general terms the division of duties between partners, associates, and tax professionals as these duties relate to the services requested by Milwaukee County.
9. Summarize the firm's procedure and policy for addressing conflicts of interest or appearances of conflicts of interest. Disclose all client relationships which are directly adverse to Milwaukee County for cases which may be material to the County's financial condition.
10. For the primary attorney and secondary attorney, list current on-going relationships with governmental units located within the State of Wisconsin. Include the name of a contact person for each organization.
11. For the primary attorney and secondary attorney, list current on-going relationships with governmental units having populations of 500,000 or above. Include the name of a contact person for each organization.
12. Describe your firm's experience with and its approach to applicable Federal securities laws and regulations.
13. Describe your firm's experience in the issuance of general obligation bonds and refunding bonds. Please list three or more financings, for each, in which your firm has participated. Describe your firm's role in the financings.
14. Discuss your firm's experience in the issuance of airport revenue bonds and pension obligation bonds. Please list three or more financings, for each, in which your firm has participated. Describe your firm's role in the financings.
15. Describe your firm's approach and the experience with continuing disclosure and compliance.
16. Please identify any material litigation or investigation in which your firm is currently involved, or has been involved, since January 1, 2016, regarding bond opinions your firm has rendered, or any other related professional services provided by your firm.

**References (Only for the primary attorney that will have most of the billable hours)**

Please include contact information for three (3) references that you worked with as Bond Counsel. References must be from municipalities/counties or airports. Milwaukee County may contact references for finalists and consider input from references during any consensus scoring conducted of the finalists' proposals.