



Procurement Form (FOR)

Effective Date:
5/1/2019

Document #:
FSA_PRO_FOR_0039

Revision Date:
4/5/2023

Revision#:
2

Document Title:
Procurement Board Report-RFP

Document Owner/Department:
Procurement Team

Date: May 12, 2023
To: Suzanne R. Coffey, P.E., Chief Executive Officer
From: Daniel Edwards, Procurement Manager
Re: Procurement Report

General Information

Contract Number:	2204949	Project Owner:	Nicholas Fedewa
CIP#:	N/A		
Contract Title:	Municipal Advisory Services		
Vendor:	PFM Financial Management Services LLC		
Budget:	Operations and Maintenance		

Procurement Method

Competitively bid – Request for Proposal (RFP) Qualification Based Selection (QBS) – Evaluation Committee			
Advertised:	2-15-2023	Addendums released:	1
Buyer:	Joan Salwasser	Downloaded by:	26
Response due date:	3-20-2023	Responses received:	4

Cost Summary – PFM Financial Management Services LLC

Description	Proposed Cost (all years)	Negotiated Cost Y1-3	Negotiated Cost Y4+
Task 1 – Transactional Services			
Bond Financing up to \$150 Million	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00
Bond Financing over \$150 up to \$250 Million	\$ 200,000.00	\$ 190,000.00	\$ 200,000.00
Bond Financing over \$250 Million	\$ 230,000.00	\$ 220,000.00	\$ 230,000.00

Task 2 – Other Services	Proposed Hourly Rate (all years)	Negotiated Cost Y1-2	Negotiated Cost Y3	Negotiated Cost Y3
Managing Director	\$ 475.00	\$ 450.00	\$ 460.00	\$ 475.00
Director	\$ 450.00	\$ 430.00	\$ 440.00	\$ 450.00
Senior Managing Consultant	\$ 395.00	\$ 380.00	\$ 390.00	\$ 395.00



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Senior Analyst	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00
Analyst	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Associate	\$ 150.00	\$ 140.00	\$ 140.00	\$ 150.00

Description	Par Amount Range		Fee
Task 3 – SRF Transactions	\$ 0	\$ 10,000,000.00	\$ 15,000.00
	\$ 10,000,001.00	\$ 20,000,000.00	\$ 20,000.00
	\$ 20,000,001.00	\$ 30,000,000.00	\$ 25,000.00
	\$ 30,000,001.00	\$ 40,000,000.00	\$ 30,000.00
	\$ 40,000,001.00	\$ 50,000,000.00	\$ 35,000.00
	\$ 50,000,001.00	\$ 60,000,000.00	\$ 40,000.00
	\$ 60,000,001.00	\$100,000,000.00	\$ 50,000.00

Note: The negotiated hourly rates also apply to SRF consulting and support hourly rates

Benchmarking was completed by comparing the proposals for this project. This analysis confirmed that rates are in competitive range. The rate comparisons and allowances (if any) are illustrated in the attached cost tabulation.

Evaluation Committee: (Designation – Organization)

- A – Chief Financial Officer – GLWA
- B – Chief Financial Officer - DWSD
- C – Finance Director – Redford Township
- D – Deputy Chief Financial Officer - GLWA
- E – Management Professional, Financial Services - GLWA

Vendor (Highest to lowest score)	Score
PFM Financial Advisors LLC	91.74
Hilltop Securities Inc.	79.01
Baird	77.60
Baker Tilly US, LLP	67.99



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Business Inclusion and Diversity (B.I.D.)

- | | |
|--|---|
| <input type="checkbox"/> B.I.D. program required | <input checked="" type="checkbox"/> B.I.D. program not required |
| <input type="checkbox"/> The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation. | |
| <input type="checkbox"/> The recommended vendor for award did not submit a B.I.D. plan per the requirements under this solicitation. | |
| The vendor received points for the following scored criteria: | |
| <input type="checkbox"/> Business presence in State of Michigan | |
| <input type="checkbox"/> Business presence in GLWA service territory area (list the territory) | |
| <input type="checkbox"/> Business presence in economically disadvantaged GLWA service territory area (list the territory) | |

Note: The amount submitted to Procurement for this contract when the requisition was submitted included only the consulting portion of the fee and not the transaction-based amount. By adding the latter, the procurement became over \$1 million and subject to the Business Inclusion & Diversity Requirements. This was not discovered until the negotiation phase. The recommended vendor did subsequently provide the BID submittal. None of the other firms met location-based requirements under the BID. The omission of the requirements initially had no impact on the outcome of this procurement.

Other Data Requested by GLWA Board Members for Recommended Vendor

Minority Business Enterprise (MBE): No
Small Business Enterprise (SBE): No
Woman Business Enterprise (WBE): No
Disadvantaged Business Enterprise (DBE): No
Detroit Based Business (DBB): No
Other: No

Sub-Contractor(s) List: N/A
Vendor Response Survey: N/A

Litigation

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

Financials

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was



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determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.

Previous Contract

Previous contract holder:

The previous contract, GLWA-CS-002, was for the period of 3/20/2015 through 6/30/2023, for \$2,607,912.00. The contract amount differences between the two contracts are provided in the table below.

2204949 - Previous Contract Summary		
Contract No.	GLWA-CS-022	2204949
Contract Dates	3-20-2015 through 6-30-2023	7-1-2023 through 6-30-2028
Contract Duration	8 years, 3 mos., 11 days	5 years (inc. 2 (1) yr. renewals)
Vendor:	PFM Financial Management LLC	PFM Financial Management LLC
Bond Transactions:	\$ 1,565,797.00	\$ 1,340,000.00
Other Services:	\$ 494,115.00	\$ 510,000.00
SRF Consulting:	\$ 548,000.00	\$ 1,300,000.00
Total:	\$ 2,607,912.00	\$ 3,150,000.00