



Financial Services Audit Committee Communication

Date: December 6, 2019

To: Great Lakes Water Authority Audit Committee

From: Nicolette Bateson, CPA
Chief Financial Officer/Treasurer

Re: Consultant Selection Timeline

Background: At its meeting on November 13, 2019, the Board of Directors requested that staff provide a proposed timeline for the issuance and conduct of a competitive solicitation for feasibility consultant services for market transactions subsequent to the bond refunding and potential new money bond transaction expected to occur in the first half of calendar year 2020.

Analysis: The firm currently engaged to provide feasibility services also provides a range of other financial and charges consulting services. That contract expires June 30, 2021. It is expected that a proposal for the feasibility and charges consulting may continue to be combined. This service is also very engaged with Member Partners and DWSD – and has been for many years. For this reason, additional time is being provided in the schedule below to engage member partners in the evaluation process. Further, there are significant initiatives underway which will require knowledge transfer. Not knowing whether the existing service provider will submit a proposal, it would be beneficial to have some overlap time before the contract expires. Working backwards from the current contract expiration in June 2021, the following is proposed (see table on next page).

Month	Current Firm Work Plan	Request for Proposal	Selected Firm*
January 2020	Current Scope (includes special projects for sewer shares methodology and future water methodology)	GLWA Public Finance Team drafts strawman scope	
February 2020		Engage Member Partner Outreach for input, review, scheduling	
March 2020		Issue Request for Proposal	
April 2020		Proposals Due	
May 2020		Proposal Evaluation and Interviews	
June 2020		Contract Negotiations	
July 2020		Board Approval	
August 2020			
September 2020			
October 2020	Modified Scope for transition and special projects related to coordination with current and/or new in-house financial team members as it relates to strategic planning and forecasting modeling.		Start Work for FY 2021 Cost of Service Study.
November 2020			
December 2020			
January 2021			Present Cost of Service Study & Charges; Update as needed.
February 2021			
March 2021			
April 2021			Ongoing engagement in charges work groups and charges related matters and feasibility services as needed.
May 2021			
June 2021			

* Or current firm if submits a proposal and is selected.

Proposed Action: Receive and file report.