



## WATER AUTHORITY OF NORTH SHORE

### Request for Financial Advisor Proposals

#### General Information

#### PURPOSE

The Water Authority of North Shore (WANS), Nassau County, New York has determined to select a Financial Advisor to assist with the review of financing proposals, structuring and issuance of debt obligations. WANS is requesting that any firm interested in serving as WANS's financial advisor submit a proposal pursuant to the terms and conditions set forth herein.

The request for proposals ("RFP") has been organized to assist WANS as it relates to the possibility of issuing a bond, finance, and ability to develop and analyze the financing of a bond. WANS will assess the relevant experience and expertise of each firm to meet the overall needs of the Authority.

It is intended that the Financial Advisor will serve the WANS Board with the preparation of estimates for a proposed bond at various estimated amounts. WANS anticipates that the Financial Advisor would be engaged on an as-needed basis for the stated bond analysis as deemed desirable and/or necessary by the WANS Board.

#### INSTRUCTIONS

1. A copy of documents responding to the questions and request for information contained herein should be submitted to WANS as follows:

[info@wanorthshoreny.gov](mailto:info@wanorthshoreny.gov)

Responses must be sent to the above email address and received no later than October 3, 2025

The responses must contain a manual signature of an authorized representative of the responding firm on the company's letterhead.

#### TIMETABLE

WANS has established the following timetable for selection of its Financial Advisor. This schedule is subject to change at the discretion of the WANS Board.

Mail Request for Proposals	September 8
Proposals due	October 3
Committee Evaluation and Decision on selection	Week of October 6-10



## GENERAL TERMS AND CONDITIONS

Proposals should be prepared simply and economically and should provide straightforward and concise responses which satisfy the requirements of the RFP. WANS shall not be liable for any expenses incurred in the preparation or presentation.

## LEGAL REQUIREMENTS

Firms applying are to be in full compliance with all rules and required regulations, specifically, but not limited to Conflict of Interest and New York State statutes.

## PUBLIC RECORDS

Responses to this RFP are public records after the opening of the sealed proposal.

## EVALUATION PROCESS

Upon receipt of the Proposals, the WANS Board evaluates and ranks the firms that responded. The criteria used in the evaluation of the proposals will be primarily based on prior satisfactory experience in preparing bond cost estimates. The WANS Board, at its discretion, may contact a firm's current or former clients to establish satisfaction with the work product prior to determining that firm's ranking.

The top-ranked firm will then be interviewed to ensure that communication and a working relationship will be maintained during the period of appointment as financial advisor. If a satisfactory agreement cannot be reached, then the interview process will be undertaken with the second ranked firm and so on.

WANS will notify the highest ranked firm of its selection standing and notify the remaining firms that they will not be chosen.

## ACCEPTANCE/REJECTION

WANS intends to appoint a financial advisor whose qualifications will be most advantageous to the communities we represent based upon the criteria set forth in the RFP. WANS reserves the right, however, to reject all responses received and also to waive any irregularity or informality if it is deemed to be in its best interest.

## PROPOSAL REQUIREMENTS

Transmittal Letter. Each proposal should be accompanied by a letter of transmittal which summarizes key points of the response, and which is signed by an officer of the firm authorized to commit the firm's resources.

Responses should address the following requests for information:

1 Financial Advisor Experience:

Provide experience for

a) Negotiated b) Competitive Bond Issues c) Type of Financing

Provide a summary of the various types of obligations for which your firm has provided financial advisory services.



2. Personnel:  
Please identify the professionals who would be assigned to work with WANS and provide brief resumes.
3. References:  
Identify three clients that WANS can contact as references. For each reference include name, title, address and phone number.
4. Miscellaneous:  
Provide additional information, if desired, relative to your firm that will benefit us in achieving our goal.  
A fee schedule must be included with the proposal. Fees should be based upon a par issue basis for bonds. The proposer must itemize the services being provided for the quoted fee. Please include an hourly rate for other services such as refunding bond issues. Please note if the proposer intends to charge WANS for any incidental expenses and travel.

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