



Community Development Authority Meeting Agenda

Friday, March 1, 2019 at **8:30 a.m.**

Village Hall Committee Room
3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.
2. Consideration of February 1, 2019 meeting minutes.
3. Consider RFP for financial advisory services.
4. Consider consultant and funding for parking and transportation study.
 - Update to be provided at the meeting based on continued review and consultant interviews
5. Review of PDD and BID monthly reports.
6. Adjournment.

DATED at Shorewood, Wisconsin, this 22nd of February, 2019.

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC, Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals



Community Development Authority
Meeting Minutes
Friday, February 1, 2019
3930 N. Murray Avenue, Shorewood, WI 53211

DRAFT

1. Call to order.

The meeting was called to order at 7:33 a.m. Members present: Chair Peter Hammond (via phone), Tr. Jessica Carpenter (arrived during item 3), Tr. Wesley Warren, Mike Dawson, Jon Krouse and John Florsheim (arrived during item 3). Also Present: Village President Allison Rozek, Village Manager Rebecca Ewald, Planning and Development Director Bart Griepentrog, Finance Director Mark Emanuelson and BID Executive Director Ericka Lang.

2. Consideration of December 7, 2018 meeting minutes.

Ms. Dawson moved to approve the minutes, seconded by Mr. Krouse. Vote 4-0.

3. Review of Q4 Financial.

Director Emanuelson presented an overview of the Q4 Financial report.

Tr. Carpenter questioned why the two outstanding façade grants were so late in reimbursement. Ms. Lang noted that the reimbursement for Blue's Egg was still missing one document, but would be submitted shortly. It was also noted that the application date for the PowerCycle sign was not accurate and that the materials for that reimbursement were submitted this week. Manager Ewald also questioned the timeline for reimbursement and was informed that the agreements extend for 60 days after completion. Mr. Krouse confirmed that the BID administers the program. Chair Hammond noted that the CDA wants to work with the businesses on these grants and not be too procedural, but rather be a partner. Tr. Warren questioned why the grant amounts and amount disbursed do not align, and was informed that the reimbursements are based on actual costs.

Several line items in the report were discussed, including a decrease in loan interest income due to loans being paid off and increased professional financial fees due to requests for edits to the CDA Annual Report. Manager Ewald noted that a new process for the annual report would be sought moving forward.

President Rozek questioned where funding from the Transportation and Parking Analysis could be sourced and was informed that the Assessment and Planning line item would be utilized. President Rozek also questioned how the budget totaled \$1.1M while the Village only transferred approximately \$880,000. Director Emanuelson noted that transfer of loans are also a part of the budget amount.

Chair Hammond questioned whether the CDA should discuss the restricted account balances and the appropriate uses of those funds. Manager Ewald noted that topic would be placed on a future agenda, along with investing CDA funds. Chair Hammond concurred, noting that it would be a new process. Mr. Krouse questioned what was new about it and was informed that the money was only recently transferred around 2 years ago.

President Rozek also noted that the TIF plans have budgets. Director Emanuelson noted that historically TID 1 funded many projects, but the spending period for that is now closed. He further noted that the other TIDs have more constrained budgets.

Tr. Warren questioned where those TID budgets are tracked, and Director Emanuelson noted that they were in the Village Board's annual and quarterly reports.

The CDA also discussed the future procedure for reviewing and voting on a budget amount for the Transportation and Parking Analysis, and was informed that it would come back to them in March. Manager Ewald summarized an understanding that the CDA has expressed an agreement in principle on participating in the study, but not on a specific amount as that would need to be determined by the results of the RFP.

4. Consider joint participation with the Village in RFP for financial advisory services.

Chair Hammond presented this item and noted that it makes sense for the CDA to participate in the RFP and could follow the Board's lead, but must make their own determination for their needs. Chair Hammond noted that it will be important for the CDA to know the implications if they chose a different advisor than the Village Board. It was noted that there would be one RFP but separate line items or scopes for Village and CDA services and that each entity could choose their advisor out of the same respondents. Mr. Florsheim noted that from a practical standpoint the RFP would serve a fiduciary responsibility to make sure that competitive bids were received. President Rozek also noted that the RFP would provide equal opportunity to all contractors. She also noted that selection criteria and scoring should be set up. Chair Hammond reiterated that it would be the CDA's responsibility to make its own determination.

Mr. Florsheim motioned to move forward with the RFP process with staff bringing back the RFP to the CDA for approval prior to issuance and the CDA ultimately selecting their own financial advisor at the end of the process; seconded by Ms. Dawson. Vote 6-0.

5. Review of suggestions for 2019 community survey.

Chair Hammond referenced the materials that were provided to the CDA in their meeting packets. Manager Ewald informed the CDA that the survey was being provided to other committees for suggestions of things to include. Suggestions would be forwarded to the Strategic Initiatives Committee for inclusion. President Rozek provided a brief history, noting that changes to the survey should be minimal, so that comparative data can be learned. Mr. Krouse noted that some form of data needs to be gathered on housing affordability. The CDA discussed options to include related to that issue and Manager Ewald noted that staff will be looking into the Neighborhood Loan Program this spring and that a market study may be associated with that. Director Griepentrog also noted that data from the Census and American Community Survey regarding housing issues can also be accessed for free at any time.

Ultimately there was consensus that the CDA did not have anything to add to the community survey at this time.

6. Review of PDD and BID monthly reports.

Director Griepentrog summarized the business/development activity that took place within the last month as included in his report.

Of note within the scope of the report, the CDA discussed the activity surrounding the meeting of the Village President, CDA Chair, Village Manager, Planning Director and potential developer of the former North Shore Bank site at 4414 N. Oakland Ave. (Mr. Florsheim excused himself for the discussion.)

Chair Hammond mentioned that he had received some questions from several members about the process that he wanted to clarify. He noted that as part of an early exploratory stage, developers often want to gather information and learn more about a potential project without it being a big deal, so they reach out to staff to ask questions. In this instance staff also invited the Chair and Village President to participate in that conversation. That conversation is then brought back to the CDA, so that the group understands what is going on. He noted that others have asked to participate, and he wants to be respectful of their requests. But, suggested that developers would likely be reluctant to have any public discussion while still in the fact-finding stage.

President Rozek noted that this process is the same as within any other municipality she's worked in. Developers always meet with staff to discuss such issues and then once they have a request then it would go to the full CDA. However, at this time, President Rozek noted that she would want to know if the CDA was open to any participation that would be worth bringing back to the conversation. Tr. Carpenter agreed and iterated that she would like to establish a baseline understanding of what other people think, so that a realistic expectation can be conveyed.

Ultimately, Chair Hammond noted that this was a good discussion and should be added to a future agenda. He also asked for direction from the CDA about how to handle future meeting requests. Tr. Carpenter agreed that it should be discussed as a future agenda item. President Rozek noted that drafting a policy has been discussed for several years. Chair Hammond noted that the CDA did offer that as an initiative last year. Manager Ewald noted that some other items would need to be dealt with first, but that this conversation would be brought back.

Tr. Warren excused himself after this discussion.

Executive Director Lang discussed the updates listed within her report, including forthcoming façade and business loan requests. (Mr. Florsheim re-entered the meeting.) Some discussion took place as to whether or not to bring loan requests that exceed the maximum amount to the CDA prior to financial evaluation. It was generally agreed that having all of the data, including financial evaluation, to review the request was preferred.

7. Adjournment.

Mr. Krouse moved to adjourn the meeting at 9:10 a.m., seconded by Tr. Carpenter. Vote 5-0.

Recorded by,

Bart Griepentrog, AICP
Planning & Development Director



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider RFP for Financial Advisor Services.

Date: March 4, 2019

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. Since 2007 the Village and CDA have received financial advisor services from Ehlers.
 2. March 15, 2018 – the CDA [approved](#) financial advisor service agreements for Ehlers.
 3. April 16, 2018 – the Village Board [approved](#) financial advisor service agreements with Ehlers.
 4. February 1, 2019 – the CDA [discussed](#) moving forward with the Village on a joint proposal for financial advisor services.
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Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

Staff is recommending that one contract be entered into for financial advisor services that reflects the possible service needs of the Village Board and CDA. Given our community size and staffing levels it will be overly cumbersome to manage two different financial advisor teams. For measures of efficiency, one team is strongly recommended to ensure streamlined communication and understanding of the Village's collective needs. The following is the proposed team to review proposals, interview and provide a recommendation to the Village Board: Budget & Finance Committee Chair (or designee), CDA Chair (or designee), Village Manager and Finance Director. Only one contract would be approved by the Village Board.

The RFP reflects current service levels received from our financial advisor with three exceptions: 1) coordination and attendance at the annual Joint Review Board meeting, and 2) preparation of the CDA annual report, and 3) comprehensive update of the Village's annual long range financial plan.

Annual TID Report & Joint Review Board Meeting

Under state law, municipalities must e-file a TID Annual Report with Department of Revenue (DOR) for each active TID by July 1 using the previous year's information. When the report is available for review, before or on July 1 the municipality must conduct a meeting with representatives of the overlying taxing jurisdictions otherwise referred to as the Joint Review Board (county, school, technical college and special district) of each TID to review the TID Annual Report(s). The 2017 TID annual reports for the Village of Shorewood are available for viewing on the [DOR website](#) and a copy of TID No. 1 is attached to this memo for reference. In addition to this report the state also requires each TID to prepare an annual audit. A copy of TID No. 1 may be reference on our website by this ([link](#)) as well as all of the other TID audits.

As you can see from the report filed with the state, the current [2017 CDA annual report](#) has far more information. This report has proven valuable for the Village in reviewing the basic components of each TID district. In 2018 the CDA spent approximately \$7,100 in financial advisory services updating the

annual report that had no significant changes from prior years nor any new TID districts. The story of each TID in the report is valuable because it relays the history of each TID and the financial impact/benefit of each TID. The history of each TID can be extracted from the report and provided on the Village's website. The statutory required report incorporated within an annual projection for each TID as an appendix into the long range financial report for the Village can be done internally by the Village's Finance Director. At a future point in time the CDA may desire to bring back a more robust report. For now, staff is recommending to continue filing the state form and provide annual TID projections within the long range financial update completed annually by the Finance Director. The Clerk would assume responsibility of communicating with JRB members, posting of the agenda and taking minutes at the meeting. The Village Manager would provide oversight of agenda and packet materials.

Update of the Long Range Financial Plan

In 2007 the Village's financial advisor assisted the Village with the creation of our first long range financial plan for the Village Board. Over the course of time the annual updates have been primarily prepared in house by the Finance Director and reviewed by the financial advisor. While the RFP outlines similar services to those currently being provided, staff is recommending that these projections continue to be updated by the Finance Director with assistance by the financial advisor on an as needed basis.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Village Board recommended motion: *I move to approve the RFP for financial advisor services and the review team of Budget & Finance Committee Chair (or designee), CDA Chair (or designee), Village Manager and Finance Director.*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Fiscal Note
2. 2019 RFP for Financial Advisory Services

Form PE-300	TID Annual Report	2017 WI Dept of Revenue
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Municipality/TID					
Co-muni code 40181	Municipality SHOREWOOD		County MILWAUKEE	Due date 07-02-2018	Report type ORIGINAL
TID number 001	TID type 1	TID name N/A	Creation date 01-16-1995	Mandatory termination date 01-16-2022	Expected termination date 06-30-2021

Section 1 : Beginning Balance	
TID fund balance at beginning of fiscal year	\$251,350

Section 2. Revenue	
Does this TID receive allocated funds from another TID?	No
Allocation from another TID	Allocation amount
N/A	\$0
Subtotal allocation from another TID amount	\$0
Developer guarantee name	Developer guarantee amount
Subtotal developer guarantee amount	\$0
Transfer from other fund source	Transfer from other fund amount
Subtotal transfer from other fund amount	\$0
Other grant sources	Other grant amount
Subtotal other grant source amount	\$0
Other revenue sources	Other revenue amount
Subtotal other revenue source amount	\$0
Tax increment	\$1,874,765
Investment income	\$12,408
Debt proceeds	
Special assessments	
Exempt computer aid	\$22,914
Sale of property	
Total Revenue (deposits)	\$1,910,687

Form PE-300	TID Annual Report	2017 WI Dept of Revenue
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Section 3. Expenditures	
Developer grant name	Developer grant amount
N/A	\$0
Subtotal developer grant amount	\$0
Does this TID allocate funds to another TID?	No
Allocation to another TID	Allocation amount
N/A	\$0
Subtotal allocation to another TID	\$0
Transfer to other fund name	Transfer to other fund amount
Subtotal transfer to other fund amount	\$0
Other expenditure name	Other expenditure amount
Subtotal other expenditures amount	\$0
Capital expenditures	
Administration	\$8,241
Professional services	\$4,784
Interest and fiscal charges	\$265,085
DOR fees	
Discount on long-term debt	
Debt issuance costs	
Principal on long-term debt	\$1,259,256
Environmental costs	
Real property assembly costs	
Total Expenditures	\$1,537,366

Section 4. Ending Balance	
TID fund balance at end of fiscal year	\$624,671
Future costs	\$7,350,000
Future revenue	\$7,500,000
Surplus or deficit	\$774,671

Form PE-300	TID Annual Report	2017 WI Dept of Revenue
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Contact Information	
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Contact name Mark Emanuelson	Contact title Finance Director
Contact email memanuelson@villageofshorewood.org	Contact phone (414) 847-2607

Agenda Item: Financial Advisor Services
Fiscal Note Attachment

Budget / Dept.	Item	Account Number	2018 Budget	2018 Actual Costs	Funding Source
Village					
Finance Department	Professional Fees Financial - LRF	100-1510-52130	\$1,500	\$7,164	tax levy
Finance Department	Professional Fees Financial - Continuing Disclosure	100-1510-52130	\$3,800	\$3,800	tax levy

CDA					
CDA	Professional Fees Financial	700-6800-52130	\$5,000	\$7,164	CDA Funds
TIDs	Professional Fees Financial - JRB coordination & meeting attendance	410-6600-52130	\$500	\$1,000	TID Districts
		430-6600-52130			
		440-6600-52130			
		450-6600-52130			

Additional Notes

Please add notes, as applicable, in regards to current balance of account(s), anticipated future expenses, any relevant revenue sources, staff review of additional ways to carry out service, and other significant fiscal details to note.

1 The Joint review Board meeting is split equally between each TID.

2

3



Request for Proposal – Issued 3/5/19
Financial Advisor Services
Village of Shorewood & CDA

Proposal Requested

The Village of Shorewood and the Shorewood Community Development Authority (CDA) are seeking proposals for financial advisory services. One contract will be awarded that includes all of the three (3) service groups sections identified within the Scope of Services. The CDA financial consulting services may be more extensive on an as needed basis dependent upon redevelopment activities. The initial engagement term for each service group will be for fiscal years 2019-2021, with the option of an additional two-year extension.

Project Background

The Village of Shorewood typically issues municipal debt every other year. Upon occasion there may be multiple bonds issued within the same year if both General Obligation and Revenue Bond issues are needed, or in odd year based on specific situation. The Village currently has 13 outstanding debt issues.

The Village completes an annual update of the contemplated municipal debt financed projects to be done within the next 10-year period. Based on this information, a series of debt service projections will need to be compiled each year in order to provide the necessary data points to help illustrate the projected fiscal impacts that would result if these projects were implemented.

The CDA makes recommendations to the Village Board related to economic development activities. Financial consultants will be used to help evaluate various economic incentive programs or specific developer requests. Consultants will also be used to evaluate any current or contemplated future Tax Incremental Districts.

Estimated Timeline

Approval of RFP	March 4
RFP issued	March 5
Deadline for proposal questions	March 15
Proposal question responses emailed	March 20
Proposals due	March 29
Interviews	April 17 & 18
Village Board approval of contract	May 6

The above schedule for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award.

Scope of Services

Service Group 1:

Municipal Advisor and Debt Issuance Services - *Services may include but are not limited to the following:*

- A. Planning
 - 1. Coordinating legal review with bond counsel and other professionals when necessary to ensure any legal requirements are met. Provide any required resolutions requiring Village Board action.
 - 2. Coordinate the preparation of any presentation materials and meetings with rating agencies as necessary to assist the Village in obtaining the most favorable rating possible.
- B. Bond Marketing
 - 1. Advising the Village on appropriate terms, conditions and timing of bond sales.
 - 2. Preparing the Village's official statements, reports and coordinating the update of current Village information with Village staff.
 - 3. Assisting the Village in conducting competitive sales, including analyzing results and recommending award of sale to the Village Board.
- C. Bond Closing
 - 1. Coordinating bond closing process including all documents and registration.
- D. Ongoing continuing disclosure (all outstanding debt issues)
 - 1. Compiling reports that meet continuing disclosure requirements.
 - 2. Monitoring for events such as delinquencies or defaults that must be disclosed.
 - 3. Completing all required continuing disclosure documents and filing on the MSRB's Electronic Municipal Market Access (EMMA).

Service Group 2:

Financial Planning and Debt Management Services - *Services may include but are not limited to the following:*

- 1. Prepare annually, projections on prospective bonding and debt service costs based on Village estimates of future bonding needs. Prepare illustrative schedules of their impact on key municipal metrics such as; future debt limits and capacity, debt service tax rates, various debt distributions and debt burden projections.
- 2. Examining related fiscal and credit impacts and advising the Village on amendments to policies and procedures associated with these issues.
- 3. Reviewing and analyzing alternatives for financing the Village's capital requirements.

Service Group 3:

CDA - Economic Development - *Services may include but are not limited to the following:*

- A. Assisting in implementation and management of new tax increment financing (TIF) districts as needed; analyzing financial components to determine type of TIF district and associated financial consideration such as fiscal disparities, pay-as-you-go, debt, and administrative reimbursements.
- B. Assisting with the identification and development of alternative financial resources.
- C. Reviewing developers' requests for financial assistance and advising the CDA as to the amount and timing of assistance and calculated indicators such as projected IRR.
- D. Assisting the CDA in negotiating development/redevelopment agreements.
- E. Developing financing strategies to implement economic development opportunities and initiatives.
- F. Preparing Tax Increment District (TID) analyses and projections.

Proposal Content

The proposal should not exceed ten (10) single-sided pages for each service group proposal, and should address the following:

1. Transmittal Information.
 - a. Firm's name, address, telephone number and contact person.
 - b. Firm's confirmation of understanding of the scope of services and commitment to provide the appropriate personnel to perform the services as defined in this document.
2. Personnel Experience. For each service group project team member please submit a BRIEF description of the following:
 - a. Name
 - b. Proposed responsibilities
 - c. Professional registrations
 - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope
3. Cost / Fee structures.
 - a. Provide a billable hourly rate for each project team member.
 - b. Provide a rate for any services for which a flat rate annual fee may apply.
 - c. Provide at table of the usual fees required for various levels of bonding, for:
 - i. Municipal Advisor (your firm)
 - ii. Bond Counsel (specify firm)
 - iii. Rating Agency fees (specify firm)
 - iv. Other billable time related to debt issuance not covered by the above
 - d. Provide any other fee information that may be applicable to providing these services

Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates or other fees.
4. Contract
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
5. Insurance
 - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the

written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be: 2019 – 2021 with an option to extend for two additional years.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no

other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood and/or CDA.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Quality and content of the written proposal.
2. Past record of performance of the consultant and team proposed for services.
3. Experience and technical competence of the consultant and project team assigned to the project.
4. Familiarity of the consultant with the Village, CDA and the communities current and prospective financial advisory needs.
5. General understanding of and agreement with the consultant's approach to providing services, including the Village's confidence in the consultant's ability to satisfactorily perform the work and communicate efficiently.
6. Cost

Instructions to Firms

Submittal Instructions

1. Please provide (1) digital copy of the proposal via email only to:
Rebecca Ewald, Village Manager
rewald@villageofshorewood.org
Identify proposal name into subject line of the email: Financial Advisor Services
Deadline: Friday, March 22, 2019 - Noon CST
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to the staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Rebecca Ewald, Village Manager
rewald@villageofshorewood.org
414-847-2701

In the absence of the primary contract, the secondary contract for contraction administration is:

Mark Emanuelson, Finance Director
memanuelson@villageofshorewood.org
414-847-2607

- END DOCUMENT -



Planning & Development Department – CDA Report

February 22, 2019

I. BUSINESS/DEVELOPMENT

- a. PDD Director Griepentrog, Village Clerk Bruckman and Customer Service Director DeWindt-Hall met on February 14th with representatives from Ogden Real Estate to discuss potential modifications to the existing Village parking agreement behind the former Goldi's building, which is being renovated into a daycare with outdoor play area.
- b. PDD Director Griepentrog called the broker for the North Shore American Legion Post at 4121 N. Wilson Dr. on February 20 to discuss updates regarding the future sale of property.
- c. President Rozek, Chair Hammond, Village Manager Ewald and PDD Director Griepentrog met with representatives from Ascension on February 21 to discuss the taxable status of their present and proposed operations and the next steps towards relocating their clinic to the former Sendik's property at 4023 N. Oakland Ave.

II. EVENTS/UPDATES

- a. PDD staff met with the Village's GIS consultant (MSA) on February 5 to discuss ways to improve the Village's GIS applications.
- b. Village Manager Ewald and PDD Director Griepentrog met on February 6 with representatives from BublR bike share system to discuss operations and potential additions/modifications to the Village's bike share stations.
- c. PDD Director Griepentrog participated in a webinar offered by the UW-Extension on February 13th regarding the Village's obligations to the State's new reporting requirements on affordable housing that are due by the end of the year.
- d. PDD Director Griepentrog worked with his staff to update commercial occupancies in conjunction with the Village's 5 year renewal program with corresponding updates to the PDD's vacancy database.
- e. PDD Director continued to work on compiling data for the approved update to the Imagine Shorewood retail recruitment and redevelopment opportunities brochure.

- f. President Rozek, Tr. Warren, Chair Hammond and Planning Director Griepentrog met on February 22 to review the submissions of the Transportation and Parking Analysis RFPs and set out a goal for interviews the week of February 25, for recommendation prior to the March 1 CDA meeting.

III. GRANTS/LOANS

- a. BID Executive Director Lang submitted reimbursement paperwork for Blue's Egg façade grant on February 7. Planning Director Griepentrog will review and process the reimbursement through Finance Director Emanuelson.

Prepared By:



Bart Griepentrog, AICP
Planning & Development Director