

CITY OF YORK GENERAL AUTHORITY

REQUEST FOR QUALIFICATIONS
FOR
FINANCIAL ADVISOR

FROM: City of York General Authority (the “Authority”)

ADDRESS: City Hall
50 West King Street
York, PA 17401

CONTACT: Michael O’Rourke, Business Administrator
City of York General Authority
50 West King Street
York, PA 17401
717-849-2237 (work)
morourke@yorkcity.org

DATE: July 19, 2010

OBJECTIVE: The Authority is requesting Qualifications for a Financial Advisor to provide services on an as needed basis to the City of York General Authority, which services would include:

1. Provide general analytical and support services for financial planning efforts.
2. Review the Authority’s financial and capital budget and assist in developing financial strategy. Assist in preparation of the annual budget.
3. Provide financial advice related to specific projects at the direction of the Authority.
4. Provide financial advice and analytical support related to conduit financing opportunities at the direction of the Authority.
5. Assist and advise in developing appropriate financing options for Authority projects and general operating needs and manage such projects when requested by the Authority.
6. Provide an annual review of the Authority’s financial statements and general financial condition unless requested more frequently by the Authority or the Business Administrator.
7. Provide analytical financial assistance to the Authority’s Business Administrator on matters approved by and directed by the Authority.
8. Provide other financial advisory services as determined necessary by the Authority or the Business Administrator.

9. Attend the regularly scheduled meetings of the Authority when requested by the Authority or the Business Administrator.

The above shall be referred to as the ‘Services’.

QUALIFICATIONS: Should be submitted to: City of York General Authority, Attn.: Michael O’Rourke, 50 West King Street, York, PA 17401, Telephone No. 717-849-2237, E-mail: morourke@yorkcity.org

DEADLINE: Before the close of business on August 31, 2010.

AUTHORITY: The Authority is a municipal entity that owns, maintains and operates, through various contracts with the City of York, certain Parking Facilities and Operations in the City of York, Pennsylvania. The Parking Facilities and Operations consist of three downtown York parking garages, numerous surface lots, and a system of street parking meters. A seven-member board governs the Authority. The Authority also serves as a conduit for tax exempt financing under certain circumstances.

COMMUNICATION WITH AUTHORITY: The Authority’s regular board meetings are currently scheduled for the second and third Thursday of each month at 7:30 a.m. The financial advisor should be available as requested for such meetings or any additional meetings as the Board may schedule from time to time.

RESPONSE REQUIREMENTS:

The purpose of this Request is to demonstrate the qualifications, competency, and capacity of the responding financial advisor to provide the Services described above. The response should demonstrate the qualifications of the Financial Advisor and of the particular staff to be assigned.

The response should be prepared simply, providing a straightforward, concise description of the proposing Financial Advisor’s capabilities to satisfy the requirements of this Request For Qualifications, including the following:

1. Briefly describe the organization, size and structure of your firm. Is your firm a full-time independent financial advisory firm?
2. How many clients do you serve as Independent Financial Advisor in the Commonwealth of Pennsylvania? How many of your clients are public governmental entities? How does your firm rank in terms of number of bond issuances against other Independent Financial Advisors and Underwriters across the nation? In Pennsylvania?
3. Please provide a detailed list of Pennsylvania bond issues that you have advised on in 2009 and 2010 to date.

4. Are there any other lines of business conducted by your firm that could complement or conflict with your service as Independent Financial Advisor? Disclose any arrangements that might present an actual or apparent conflict of interest with the role of Independent Financial Advisor for the Authority.
5. Does your firm have an in-house pricing desk in procuring bond transactions?
6. Briefly describe your experience with serving as an Independent Financial Advisor on variable rate transactions.
7. Please provide at least 5 references to which you have performed independent financial advisory services in the last year. Please include name, Issuer, title, phone number and email address.
8. Please list all the individuals who will be serving the Authority in the capacity of Independent Financial Advisor.
9. Disclose and explain any criminal charges, civil litigation, or ongoing investigations by the IRS, SEC, FBI or any other governmental agency on any of the aforementioned individuals or the firm.
10. Please provide any other information that may be useful to the Authority.