



**BOONE COUNTY COMMISSIONERS**

116 West Washington Street, Room 103

Lebanon, Indiana 46052

Phone: (765) 483-4492 | Fax: (765) 483-4494

[commissioners@co.boone.in.gov](mailto:commissioners@co.boone.in.gov)

**Board of Commissioners of Boone County  
Request for Proposal (RFP) for Bond Counsel Services  
Deadline: 8/15/25 at noon**

**Inquires and proposal submittals should be directed to both:**

Commissioners, [commissioners@co.boone.in.gov](mailto:commissioners@co.boone.in.gov)

Nick Parr, Highway Director, [nparr@co.boone.in.gov](mailto:nparr@co.boone.in.gov)

**General Information**

Purpose: This Request for Proposal ("RFP") is to contract for legal/bond counsel services to be provided to Boone County, Indiana (the "County"). An attorney or law firm shall be selected based upon demonstrated competence and qualifications.

The County acknowledges that legal services are professional services under I.C. 5- 22-6 *et. seq.* The County may purchase services using any procedure the County considers appropriate. The County reserves the right to reject any or all proposals received in response to this RFP. Further, the County reserves the right to select a proposal based on the factors stated herein or any other factors that they determine to be reasonably appropriate. A contract will be negotiated with the successful proposer for the services described in this RFP.

Who May Respond: Attorneys currently licensed to practice law in Indiana, or law firms including such attorneys, may respond to this RFP.

**Instructions on Proposal Submission**

**Closing Submission Date:**

Proposals must be submitted by email no later than **12:00 PM on 8/15/25** to the contacts identified above. The Board of Commissioners will open and announce the names of the attorneys/law firms who submitted proposals at their meeting on **8/18/25 at 9:00 AM**.

The proposal shall not exceed ten (10) pages (8.5" x 11") in length. The font must not be smaller than 12-point font type. The estimated fees for the services provided and qualifications shall both be included in the proposal. A summary page should be included at the beginning of the proposal.

**Inquires:** Written inquiries concerning this RFP should only be made to Beth Copeland, County Attorney, [bcopeland@co.boone.in.gov](mailto:bcopeland@co.boone.in.gov) no later than 8/1/25 at 4:00 p.m.

Responses to inquiries will be made via email to requestors no later than 8/8/25 and posted on the County website as an addendum to the RFP.

**Conditions of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the proposer and will not be reimbursed by the County.

**Right to Reject:** The County reserves the right to reject all proposals received in response to this RFP.

**Notification of Award:** It is anticipated that a decision selecting the successful proposal will be made at the Board of Commissioners' meeting on 9/2/2025.

### **Scope of Services**

Boone County is considering issuing one or more Road and Bridge Improvement Notes utilizing the process under IC § 36-9-41 to finance public works projects, including infrastructure projects. The County issued multiple notes in 2020 utilizing this process and is exploring the option of renewing and/or extending those bonds. The intent is to potentially have issuances occur over a multi-year period.

Boone County is seeking qualified bond counsel assistance with this project and the responsibilities will include, but not limited to the following:

- Preparation of a timetable to ensure issuance before the end of 2025
- Preparation of applicable bond and additional appropriation ordinances with consultation of the County Attorney and Municipal Advisor
- Preparation of required notices, publications and certificates related to the issuance
- Assist with preparation of Term Sheet related to issuance
- Prepare Form 8038-G in connection with issuance and related arbitrage matters
- Prepare Note Purchase Agreement
- Provide bond opinion
- Assist with the closing on the Notes

Bond counsel will also need to work with and coordinate conference calls and/or attend any meetings regarding all matters involving the Road and Bridge Improvement Notes or as may be deemed reasonably necessary by the parties.

### **Proposal Contents**

The proposer, shall at a minimum, include the following in their proposal:

**Organization/Attorney Legal Experience:** The Proposer should describe its experience related to the areas outlined in the scope of services above.

**Organization, Size, Structure, and Areas of Practice:** The proposer should describe its organization in terms of the following:

- Size
- Structure
- Areas of practice
- Office locations (Central Indiana)
- Examples of experience
- Attorney Qualifications: The proposer shall include a description/resume of the qualifications of the primary attorney and the backup/secondary attorney to be assigned to this contract related to the experience listed above. The proposer should also state where the lead attorney and back-up attorneys are located and how they will be available for consultation with the local counsel and staff.

### **Cost Estimates Requested**

The proposer will provide a not-to-exceed cost for all services identified herein.

### **Proposal Evaluation**

Evaluation Procedures and Criteria: The Board of Commissioners will work with the County Council to evaluate and review the proposals.