REQUEST FOR QUALIFICATIONS (RFQ)

Public Investment Advisory Services
PFIA-Compliant

Brushy Creek MUD
Round Rock, Texas

Issue Date: July 31, 2026

Contact: Monica Henderson
Accounting Manager
M.Henderson@bcmud.org
512-255-7871 Ext. 428

Request for Qualification/Contract for Consideration
Questionnaire
Due Date August 14, 2026

Brushy Creek Municipal Utility District (BCMUD or the District) is a local government entity originally established as Williamson County MUD No. 2 on October 27, 1977, and is governed by a five-member Board of Directors elected by District residents. BCMUD provides retail water, wastewater, and drainage services and manages parks, recreation facilities, and community programs. The District's Board, leadership, and staff are committed to maintaining the standards embodied in "The Brushy Creek Life."

The District is committed to transparency and strong financial oversight. The Finance Committee and Board of Directors are actively engaged in significant financial matters, including vendor selection and contract approval.

As part of its ongoing financial planning, including preparation for upcoming bond programs and related funding initiatives, the District is conducting a comprehensive review of investment advisory services. This review will include evaluating the current agreement and considering the qualifications of additional firms for potential future services.

BCMUD invites qualified firms to submit a Statement of Qualifications and proposed contract to provide Investment Advisory Services in full compliance with the Texas Public Funds Investment Act (PFIA), Texas Government Code Chapter 2256. The District seeks a firm that will act in a fiduciary capacity and provide independent, objective advice to support prudent management of public funds, with emphasis on safety, liquidity, and yield, in that order of priority.

Responses to this RFQ will be used to evaluate and select the firm best suited to support the District's investment objectives and fiduciary responsibilities.

Please submit responses to the questions included in this request by August 14, 2026, by email:

To: Monica Henderson M.Henderson@bcmud.org

We appreciate your participation and look forward to learning more about what your firm can offer.

Sincerely,

Monica Henderson
Accounting Manager
512-255-7871 Ext. 428

1. Firm Background and Qualifications

- Provide a brief overview of the firm, including history, ownership structure, office locations, and staffing levels.
- Describe the firm's MUD and Texas public entity investment advisory experience, including approximate portfolio sizes and types of funds served.
- Identify the dedicated advisory and support team proposed for the District, including primary contacts and backup coverage.

2. Scope of Services

- The selected firm will provide ongoing support and analysis for evaluating investment opportunities in context of operating cash flow and prudent return on investment, including the following:

A. Investment Strategy & Portfolio Management

- Develop and recommend investment strategies consistent with PFIA requirements and District cash flow needs, prioritizing safety, liquidity, and appropriate yield.
- Provide guidance on allowable investments under PFIA, such as U.S. Treasuries, agencies, pools, and certificates of deposit.
- Monitor portfolio performance, including interest rate risk and diversification, and provide regular portfolio reviews with recommendations and supporting documentation.
- Advise on investment of bond proceeds and construction funds, including cash flow planning, draw schedules, maturity alignment, principal preservation, and arbitrage compliance considerations.

B. PFIA Compliance Support

- Ensure all investment activities comply with **Texas Government Code Chapter 2256**.
- Assist with:
  - Annual investment policy review and updates
  - Investment strategies required under PFIA
- Provide compliance checklists and reporting aligned with:
  - Section 2256.005 (Investment Policy)
  - Section 2256.023 (Internal Controls)
  - Annual policy review certification

C. Reporting (PFIA-Compliant)

Provide **quarterly investment reports** that meet PFIA requirements, including Section 2256.023, and include:

- Book and market value
- Maturity distribution
- Weighted average yield
- Compliance with policy and PFIA
- Listing of individual securities
- Statement of compliance signed by the Investment Officer

D. Training (PFIA Requirements)

- Provide **PFIA-approved training** for Investment Officers and staff to meet:
    - Initial training requirements
    - Continuing education requirements, including 10 hours every two years, or as otherwise applicable
- Provide documentation for audit compliance

E. Economic & Market Analysis

- Provide:
    - Interest rate forecasts
    - Economic outlook reports
    - Investment recommendations based on market conditions

F. Cash Flow & Liquidity Analysis

- Assist in projecting cash flow needs to ensure adequate liquidity.
- Align investment maturities with operational needs.

G. Audit & Compliance Assistance

- Support annual financial audits related to investments.
- Assist in responding to auditor questions regarding PFIA compliance.
- Attend Board or Finance Committee meetings upon request to present investment updates, compliance status, and market conditions.

H. Cybersecurity, Business Continuity & Disaster Recovery

- Describe cybersecurity measures used to protect District information, including access controls, data protection practices, incident response, and vendor risk management.
- Provide the firm's business continuity and disaster recovery approach to ensure uninterrupted service, timely reporting, and continuity of advisory support during operational disruptions or disasters.

3. Minimum Qualifications

Firms must demonstrate:

- Registration as a **Registered Investment Adviser (RIA)** with:
    - U.S. Securities and Exchange Commission (SEC) or
    - Texas State Securities Board
- **Demonstrated expertise in Texas PFIA compliance.**
- Minimum **10 years' experience** serving Texas public entities, with demonstrated experience serving municipal utility districts or similar special-purpose districts.
- Experience providing **PFIA-compliant reporting and training.**
- No material violations or regulatory sanctions, or full disclosure of any such matters.
- Documented controls for cybersecurity, business continuity, and disaster recovery appropriate for public funds advisory services.
- Ability to function as an **independent advisor with no conflicts of interest.**

4. Submission Requirements

A. Firm Overview

- Legal name, headquarters, and Texas office presence
- Ownership structure
- Years of experience

B. Experience with Texas Public Entities

- List of Texas public entity clients, including cities, MUDs, special districts, and similar entities
- Experience with PFIA compliance and audits
- Portfolio sizes managed
- Specific experience with MUD portfolios, bond proceeds, construction fund investments, and arbitrage coordination.

C. Key Personnel

- Dedicated advisors and support staff
- Form ADV Part 2B
  - Certifications (CFA, CPA, etc.)
  - Experience with PFIA training and compliance
  - Roles, relevant experience, availability, and backup staffing for the dedicated team.

D. PFIA Expertise

- Description of firm's approach to:
  - PFIA compliance
  - Investment policy development
  - Internal controls
  - Arbitrage compliance monitoring
  - Investment approach outlining how the firm selects approved investments, balances safety, liquidity, and yield, matches maturities to District cash flows, and provides ongoing market-driven recommendations.

E. Reporting Capabilities

- Sample **PFIA-compliant quarterly investment report**
- Technology platforms used
- Cybersecurity controls and technology platforms used to protect District information and support reporting continuity.
  - Data breech notification process
  - Data loss prevention, response, and recovery procedures
  - Cybersecurity policy and related controls

F. Training Capabilities

- Description of PFIA training programs
- Certification to provide PFIA continuing education

G. Required Disclosures

- Form ADV Part 2A
  - Fee structure, including whether fees are proposed as a flat fee or basis points.
  - Any commissions
  - Third-party compensation
  - Potential conflicts of interest
  - Litigation and regulatory history
  - Conflict of interest disclosure statement
  - Disclosure of any lobbying activities, lobbying event participation, political contributions, or other activities that could create an actual or perceived conflict of interest with the District or its officials.

H. Value to the District

- Explain how the firm provides value beyond routine investment transactions and reporting.
- Provide three examples of measurable or practical value delivered to public entity clients.
- For each example, identify the client type, challenge, service provided, and resulting benefit.

5. Evaluation Criteria

Reference	Criteria	Weight
4B	**Texas Public Entity Experience:** Texas PFIA, MUD, bond proceeds, construction fund, and arbitrage experience	25%
4C	**Key Personnel:** Qualifications and depth of dedicated personnel	20%
4D	**PFIA Expertise:** Investment approach, ongoing support, and prudent investment recommendations	15%
4E	**Reporting Capabilities:** Reporting, compliance, cybersecurity, and business continuity capabilities	20%
4G, 4H	**Required Disclosures/Value to the District:** Board and Finance Committee engagement, training, and communication	10%
2D, 2G	**Training/Audit & Compliance Assistance:** Fees and demonstrated value, including three examples	10%

6. Timeline

Milestone	Date
RFQ Issued	07.31.2026
Questions Due	08.07.2026
Responses Due	08.14.2026
Interviews (if needed)	08. 17–28. 2026
Selection	09.15.2026
Contract Start	01.01.2027

7. Submission Instructions

- Submit electronically in PDF format
- Deadline: **August 14, 2026**
- Email submissions to:
  Monica Henderson
  Accounting Manager
  Brushy Creek MUD
  m.henderson@bcmud.org

8. Terms & Conditions

- The District reserves the right to reject any or all submissions.
- This RFQ does not obligate the District to award a contract.
- Firms must comply with all applicable Texas laws, including PFIA.
- The selected firm must execute a formal agreement.

9. PFIA-Specific Requirements

The selected firm must:

- Acknowledge fiduciary responsibility under PFIA.
- Provide written certification that the firm:
  - Has reviewed the District's Investment Policy
  - Will comply with the District's Investment Policy
- Avoid transactions that create conflicts of interest.
- Maintain independence from broker/dealer activities.