

City of St. Louis
Treasurer's Office



Request for Qualifications

For Underwriting Services for Various Projects

Proposals due no later than 3:00pm, February 21,
2020

1) Opening Statement

The City of St. Louis Treasurer's Office ("STLTO") operates the Parking Division for the City of St. Louis and has the ability to borrow money and issue bonds to finance and expand its operations. The STLTO requests qualifications from investment banks to provide underwriting services in connection with:

- (a) the refunding of the St. Louis, MO Subordinate Parking Revenue Bonds (Capital Equipment Project) Series 2015A; and
- (b) any other financing which the STLTO may elect to execute within the specified term of the engagement, including, the financing of new parking garages.

Investment banks selected to serve the STLTO pursuant to this Request for Qualifications ("RFQ") will serve as members of a pool of potential underwriters until March 1, 2022, or until a new underwriter's pool is selected by the STLTO, whichever date is earlier.

The STLTO desires to refund the City of St. Louis, MO Subordinate Parking Revenue Bonds Series 2015, which were issued for the purchase and installation of modern parking meters for 7,700 parking spaces and revenue control equipment for the Cupples Garage located in the City. The refunding bonds will have the same security as the refunded bonds.

Inclusion in the underwriting pool does not guarantee participation in any or all STLTO financings. The STLTO also reserves the right to cancel or amend this RFQ at anytime if it is determined to be in the best interest of the STLTO.

2) Requirements

This Request for Qualifications details the information the STLTO needs to fully evaluate the abilities of your firm. Please limit your responses to not more than 15 pages and respond directly to the questions and request for information and material. A transmittal letter will not count towards the 15-page limit. Conflict of interest and litigation responses may be included as appendices, and not counted towards the page limit.

Questions concerning this RFQ must be directed via email to the STLTO's financial adviser, Comer Capital Group, to the attention of Brandon Comer, at blcomer@comercapital.com. A question concerning this RFQ may be submitted at any time before February 12, 2020 at 5:00PM CST. All responses to submitted questions will be released on the STLTO website on February 14, 2020.

Responses to the Request for Qualifications must be emailed to the STLTO's financial adviser, Comer Capital Group, to the attention of Brandon Comer, at blcomer@comercapital.com. **The deadline for submitting a response to this RFQ is**

February 21, 2020 at 3:00PM CST. Please use the title: “Response to RFQ for Underwriting Services” in the email responses.

3) Selection

The STLTO staff, assisted by its financial advisors, will review each response received and will evaluate firms based on the information submitted in the response.

Based upon responses to the RFQ, the STLTO may approve a firm and add it to the underwriting pool. Responses to the RFQ will be evaluated on the firm’s capabilities (relevant experience, marketing/distribution and underwriting capabilities), fee structure, and demonstrated commitment to and understanding the STLTO. The criteria to be used in the selection include:

- A. Organizational Qualifications. The financial stability, strength, and overall experience of the responding firm (the Proposer); and particularly, the experience of the underwriter-dealer-investment banking team and sales-trading team.
- B. Fee Proposal. Proposer’s management and administrative fee, if any, assuming the principal amount of the bonds will be between \$5 million and \$25 million.
- C. MBE/WBE Participation. The STLTO is committed to providing equal opportunities for business growth and development to minority and women owned businesses.

4) Response Format and Content

All responses should follow the format specified below.

- A. Executive Summary. Each proposal shall have a one-page executive summary with the key components of the proposal.
- B. Organizational Qualifications.
 - i. Provide a brief history and background of your firm.
 - ii. Proposer’s current capital position (e.g., total capital, net capital, and excess net capital).
 - iii. Provide a description of the qualifications and relevant experience for each individual who will be providing underwriting services. Briefly outline the roles of each such individual providing the underwriting services.
 - iv. Identify a single contact person for all future communication between respondent and the STLTO. Please provide the pertinent information for

the contact person, including, name, title, organization, address, office telephone number, and email address.

- v. Provide three references (including name, title, address, telephone number, and email address) from the issuers that can attest to the relevant qualifications and capabilities of your organization.
 - vi. Describe recent examples of municipal underwritings that demonstrate your organization's willingness to commit capital to underwrite unsold balances.
 - vii. Please disclose any other lines of business conducted by your organization that might present an actual or apparent conflict of interest with providing underwriting services.
 - viii. Please disclose and explain any allegations of securities law violations directed at your organization in the past five years, including any criminal charges, civil, or administrative actions related thereto.
 - ix. Please list the issuer names, par amounts, and sale dates of your five most recent transactions for revenue bonds sold (must be in the last three years) in which your organization served as senior manager and describe your organization's role in that transaction. Provide information on your organization's participation and sales results for each of the aforementioned issues, including, without limitation, liability, allotments, and designations.
- C. Fee Proposal. Please indicate what your organization's management and administrative fee, if any, assuming the principal amount of the Bonds will be between \$5 million and \$25 million. Administrative fees (if any) would include certain underwriting expenses that are usual and customary, such as: CUSIP, DTC, IPREO (EOE), printing, travel, syndication, Underwriter's Counsel, etc.
- D. MBE/WBE Participation. Outline the involvement of any minority or women-owned firms in any services or subcontracting rendered under the proposal.