



**THE CITY OF ST. LOUIS, MISSOURI  
TAX AND REVENUE ANTICIPATION NOTES PROGRAM REQUEST FOR  
STATEMENTS OF QUALIFICATIONS FOR UNDERWRITERS**

**A. INTRODUCTION**

The Office of the Comptroller of the City of St. Louis, Missouri (the "City") is requesting Statements of Qualifications from firms to serve as underwriters for the short term borrowing (TRANS) program for a three-year period with two one year extensions. The extensions are to be decided at the sole discretion of the Office of the Comptroller.

**B. PROPOSALS SUBMITTAL AND EVALUATION**

Please submit one **ELECTRONIC** copy of your proposal no later than **4:00 p.m. Central Standard Time on Monday, October 15, 2012 to:**

Bev Fitzsimmons at [fitzsimmons@stlouiscity.com](mailto:fitzsimmons@stlouiscity.com)  
and  
Charlotte Knight-Marshall at [ckm@tkgadvisors.net](mailto:ckm@tkgadvisors.net)

Direct all questions related to this RFQ to Elaine Spearman (314) 622-4932, Beverly Fitzsimmons (314) 589-6035, John Zakibe (314) 622-4912 or Charlotte Knight-Marshall at (312) 329-8100. Late proposals will **not** be accepted. All material submitted in accordance with this solicitation become the property of the City. All costs incurred in the proposal process will be the sole responsibility of the respondent. Joint proposals will **not** be accepted. Late proposals will **not** be accepted.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS RFQ IMMEDIATELY VIA EMAIL TO**  
Tiffany Lewis at [lewisti@stlouis-mo.gov](mailto:lewisti@stlouis-mo.gov)

**As of September 28, 2012, respondents are not permitted to contact any City elected Officials, or City Staff not mentioned in this Request for Statement of Qualifications until selections are made. Failure to adhere to this condition will result in the immediate removal of your submission from the qualified list of respondents.**

The City intends to evaluate each proposal received and select one or more underwriters. A selection will be made by December 13, 2012. The City reserves the right to reject any and all

proposals with or without cause and disqualify any firm for failure to provide information requested herein.

This is not a bid but a **Request for a Statement of Qualifications**. The City reserves the right to negotiate any and all fees and all terms of the agreement.

### **C. PROPOSAL CONTENTS**

1. Please identify the name, title, role, office location, phone number and email address of the Lead Banker who would be assigned to work on the City's TRANs financing and attach an abbreviated resume of her/his experience.
2. Identify no more than three clients since 2007 of similar or larger size of this individual (**NOT THE FIRM**) as references to include name, title, name of issuer, address, phone number and email address.
3. Provide a Deal list of relevant experience completed by your assigned Lead Banker since 2007; Please include the date of the issue; the size of the issue; the name of the issuer; the type of debt; and your position on each transaction as either, Senior Manager (SR) or Co-Manager (CM); please highlight your assigned Lead Banker's experience with St. Louis and other Missouri debt experience. Provide a brief overview of your firm's national marketing and distribution capabilities with similar structures since 2007.
4. Please provide a list of the Scope of Services your assigned lead banker and firm would provide as underwriter for the TRANs.
5. Your responses should be limited to **five pages, not inclusive of the above requested deal list information and the Compliance and Disclosure information requested below**.

### **E. COMPLIANCE AND DISCLOSURE**

In the interest of full disclosure we ask that you describe if your firm, officers, or employees currently or in the past three years is/was the subject of any SEC, the NASD, the MSRB, any civil or criminal investigations, pertinent litigation and/or regulatory action related to municipal underwriting. If so, describe the nature of the investigation that could impact your role or your ability to serve the City.

Pursuant to MSRB Rule G-38, please disclose any consulting arrangements your firm has for obtaining municipal business in the City. In addition, please disclose if your firm has ever been in violation of the MSRB Rule G-37. It is important that we can rely on your firm to be in compliance with the pertinent rules of the SEC, NASD, and MSRB.