



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

212 City Hall
(314) 622-4389
FAX 622-4026

July, 7, 2015

Dear Financial Institution:

Enclosed for your consideration is a Request for Qualifications (the "RFQ") for financial institutions interested in providing financing ideas related to the issuance of taxable Qualified Energy Conservation Bonds; the proceeds of which will be used to fund energy efficiency loans to City of St. Louis (the "City") homeowners, and to fund qualified energy conservation projects for one or more City owned buildings.

We look forward to receiving your response to the attached RFQ.

Sincerely,

A handwritten signature in cursive script that reads "Darlene Green".

Darlene Green
COMPTROLLER
City of St. Louis

OFFICE OF THE COMPTROLLER
City of St. Louis
Qualified Energy Conservation Bonds
Financial Institution Request for Qualifications

July 7, 2015

A. BACKGROUND

The City of St. Louis (the “City”) has been allotted a total of \$3,637,371 for Qualified Energy Conservation Bonds (“QECCBs”). The City plans to issue a QECCB in an amount up to \$3,635,000 and a taxable lease revenue bond in an amount up to \$265,000 (“Taxable Tail”, and with the QECCB, the “2015 Bonds”). The proceeds of the 2015 Bonds shall be used to: 1) develop, implement, administer, promote and finance a residential energy efficiency loan program (“Green Community Program”); 2) finance public building energy conservation projects; 3) fund a debt service reserve fund, if required; and 4) pay the costs of issuing the 2015 Bonds. The 2015 Bonds will be a special obligation of the City payable, subject to annual appropriation, from general revenues of the City.

The Office of the Comptroller for the City is interested in receiving Statements of Qualifications (“Statement”) from interested financial institutions in connection with the public offering or direct purchase of these bonds

B. QUALIFICATIONS SUBMITTAL AND EVALUATION

Please submit a PDF of your Statement **no later than 11:00 a.m. (Central) on Monday, July 13, 2015** as follows:

<u>Name</u>	<u>Title/Affiliation</u>	<u>Email Address</u>
Ivy Neyland-Pinkston	Deputy Comptroller for Finance and Development, City of St. Louis	neylandi@stlouis-mo.gov
Rebecca Perry-Glickstein	Director, Public Financial Management, Inc.	perryglicksteinr@pfm.com
Trina Smith	Senior Managing Consultant, Public Financial Management, Inc.	smithtr@pfm.com
Charlotte Knight-Marshall	Principal, TKG & Associates LLC	ckm@tkgadvisors.net
Janice Davis	Senior Consultant, TKG & Associates LLC	jdavis@tkgadvisors.net

Late responses or faxed copies of your responses will not be accepted. All material submitted in accordance with this solicitation becomes the property of the City and will not be returned. All costs incurred in the preparation of the Statement will be the sole responsibility of the Respondent. ***Joint responses will not be accepted.***

All questions related to this Request for Qualifications (“RFQ”) should be directed to Rebecca Perry-Glickstein (perry-glicksteinr@pfm) **and** Trina Smith (smithtr@pfm) via email **no later than 12:00 noon Central on Thursday, July 9, 2015.**

Please do not contact any members of the Comptroller’s Office with questions regarding this solicitation.

C. REQUESTED INFORMATION

The following questions should be answered in preparing any response to the RFQ. Each question should be restated with the answer immediately following, unless inclusion in an Appendix is more practical. Responses are limited to twelve (12) pages, excluding the cover letter and appendices.

1. Provide a brief description of your firm and its capabilities including: ownership and capital position (for the past three years including excess net capital); percentage of minority or female ownership; and, details of any ownership by foreign corporations with an interest exceeding 5%. Identify local offices and local office(s) employee count.
2. Please summarize your firm’s annual QECB bond underwriting and/or direct purchase experience since January 1, 2011 as follows:

QECB Bond Financing Experience January 1, 2013 - Present			
	Nationally	Missouri	St. Louis
Senior Manager			
# Transactions			
Par Amount			
Direct Purchase			
# Transactions			
Par Amount			

Please include as an appendix a tabular listing of these transactions setting forth the date of the financing, issuer, par value, type of debt (fixed, floating, synthetic fixed rate, etc.), ratings and credit support, if any.

3. Identify the name, title, role and office location of the two or three most senior individuals who would be assigned to work on the transaction. Please identify the individuals who will be responsible for quantitative analysis and underwriting. Provide a brief resume for each team member in an appendix.
4. Provide no more than three recent public finance references.
5. Provide a detailed discussion of your recommendations for structuring the transaction. *The City will not accept any variable rate proposals.* Please provide any specific covenants, security features or other terms that will be required to obtain a financing commitment, including identification of any prepayment penalties that may apply.

Provide as a separate table your indicative spread to the 10-year Treasury for a 10, 15, and 20-year maturity for all proposed financing structures.

Provide all upfront and ongoing fees, if any, for which the City is responsible.

6. Indicate whether your firm or any officers of your firm have been (in the past five years) or are currently the subject of an investigation by the industry regulatory body or any other state or federal entity related to municipal underwriting. If so, describe the nature of the investigation.
7. In the interest of full disclosure, please describe any civil or criminal legal investigations, pertinent litigation and/or regulatory action involving your firm or its employees that have transpired since January 2010 that could impact your ability to serve as an underwriter to the Corporation.

8. 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 been in violation of the MSRB Rule G-37. It is important that we can rely on your firm to be in compliance with all pertinent rules of the industry regulatory bodies.
9. Include, in an appendix, copies of your firm's most recent Equal Employment Opportunity form (EEO-1) and Affirmative Action policies.

D. SELECTION PROCESS

The City reserves the right to: (1) reject any and all responses with or without cause; (2) request additional information as the City may feel necessary; (3) disqualify any firm and reject any responses for failure to promptly provide such additional information; and (4) waive any irregularities or informalities in the responses submitted. The City further reserves the right to make such investigations as they deem necessary as to the qualifications of any and all firms submitting responses. In the event that all responses are rejected, the City reserves the right to re-solicit qualification statements.