



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



**DARLENE GREEN**  
Comptroller

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

October 7, 2015

Dear Counsel:

Enclosed for your consideration is a Request for Qualifications for law firms interested in serving as bond counsel and/or underwriter's counsel for the proposed current refunding of St. Louis Municipal Finance Corporation Carnahan Courthouse Leasehold Revenue Refunding Bonds, Series 2006A.

The City seeks to establish a team comprised of the most qualified law firms to help ensure a sound legal structure for this transaction.

We look forward to receiving your ideas and qualifications. The due date for responses to the City is Wednesday, October 21, 2015.

Sincerely,

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

Darlene Green  
COMPTROLLER

DG:cdm

# OFFICE OF THE COMPTROLLER

## St. Louis Municipal Finance Corporation Carnahan Courthouse Refunding Bonds Request for Qualifications For Bond Counsel and Underwriter's Counsel

October 7, 2015

### A. BACKGROUND

The St. Louis Municipal Finance Corporation (the "SLMFC" or the "Corporation") currently has outstanding \$20,690,000 of Carnahan Courthouse Leasehold Revenue Refunding Bonds, Series 2006A ("Series 2006A"), which will be currently callable beginning November 15, 2015. The Office of the Comptroller for the City of St. Louis (the "City") and the Corporation are interested in receiving Statements of Qualifications ("Statement") from law firms interested in serving as bond counsel or underwriter's counsel in connection with the potential refunding of Series 2006A. The official statement for the series can be accessed on the City's Investor website: [www.buySTLbonds.com](http://www.buySTLbonds.com).

### B. QUALIFICATIONS SUBMITTAL AND EVALUATION

Please submit (6) copies of your Statement **no later than 11:00 a.m. (Central) on Wednesday, October 21, 2015** as follows:

Darlene Green  
Comptroller  
Office of the Comptroller  
City of St. Louis  
1200 Market Street, Room 212  
St. Louis, Missouri 63103

*In addition, please send, no later than 11:00 am (Central), Wednesday, October 21, 2015, an electronic PDF version of your Statement to Rebecca Perry-Glickstein, Director, Public Financial Management, Inc., at [perry-glicksteinr@pfm.com](mailto:perry-glicksteinr@pfm.com) and Trina Smith, Senior Managing Consultant, Public Financial Management, Inc., at [smithtr@pfm.com](mailto:smithtr@pfm.com).*

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.com](mailto:perry-glicksteinr@pfm.com)) and Trina Smith ([smithtr@pfm.com](mailto:smithtr@pfm.com)) via email no later than **12:00 pm (Central) on Wednesday, October 14, 2015**. Please do not contact any members of the Comptroller's Office or the Corporation with questions regarding this solicitation.

### C. REQUESTED INFORMATION

The following questions should be answered in preparing any response to this RFQ. Each question should be restated with the answer immediately following, unless inclusion in an appendix is more practical.

**Responses are limited to six (6) pages, excluding the cover letter and appendices.**

1. Please indicate if your firm is proposing to be Bond Counsel or Underwriter's Counsel.

2. Provide a brief description of your firm and its capabilities including ownership (percentage of minority or female ownership). Identify local offices and local office(s) employee count.
3. Provide the relevant qualifications of your firm and the members of your proposed legal team to serve in the role(s) which you are seeking, specifically highlighting your firm's experience with the City financings, lease revenue bonds and refunding transactions. Please indicate which professionals will be available on a day-to-day basis, attend all meetings and participate on conference calls.
4. Provide up to three (3) recent examples of St. Louis, lease revenue and/or refunding transactions completed by your firm or the key members of your proposed finance team. Please indicate the primary lawyer(s) who worked on each transaction.
5. Provide no more than three recent public finance references for the role(s) for which you are applying.
6. Provide your detailed assessment of any legal issues which should be addressed and/or considered in undertaking the contemplated refundings.
7. List any potential conflicts of interest your firm may have representing the City.

#### **D. SELECTION PROCESS**

The City and the Corporation reserve the right to: (1) reject any and all responses with or without cause; (2) request additional information as the City and/or the Corporation 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 and the Corporation further reserve 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 and the Corporation reserve the right to re-solicit qualification statements.