

REQUEST FOR PROPOSALS/
REQUEST FOR QUALIFICATIONS
FOR
MUNICIPAL UNDERWRITING SERVICES



**LETTERS OF PROPOSALS OR QUALIFICATIONS
ARE DUE:**

WEDNESDAY, SEPTEMBER 7, 2016, BY 5:00 P.M.

CITY OF MAYWOOD
ATTN: REUBEN MARTINEZ,
INTERIM CITY ADMINISTRATOR
4319 E. SLAUSON AVENUE
MAYWOOD, CA 90270

1.0 Introduction and Overview

The City of Maywood (City) is seeking proposals and qualifications from investment banking firms to provide underwriting services for the issuance of Maywood Successor Agency (Agency) Tax Allocation Refunding Bonds, Series 2016, to refund the Successor Agency of the Community Development Commission of the city of Maywood Tax Allocation Bonds, Series 2007.

City is in the process of separately seeking a Financial Advisor for the refunding. City plans to retain a Bond and Disclosure Counsel and a Fiscal Consultant.

2.0 Scope of Services

- a. Underwrite and market the Agency's Series 2016 bonds;
- b. Assist in development of financial structure to refund the Series 2007 bonds;
- c. Assist in the development of presentations to rating agencies;
- d. Assist with consideration of credit enhancement;
- e. Assist with the preparation of preliminary and final official statements and all legal documents.

3.0 Proposal Requirements

3.1 Transmittal Letter. A one page letter describing the highlights of your response that includes the name, title, address, telephone number and email address of the person who will handle the underwriting, authorized to sign for and make representations on behalf of the firm.

3.2 Experience. Please present your experience senior managing Successor Agency/Redevelopment Agency and refunding transactions within California..

3.3 Key Personnel. Please provide the name, location and contact information for the member of your team who will be assigned to the Agency's financing. Include the name of the underwriter who will be pricing the bonds.

3.4 Fee Proposal. Provide your proposed underwriting discount based on the par amount of the Series 2016 bonds.

4.0 Evaluation Criteria

4.1 Experience.

4.2 Performance. Respondents will be evaluated on their ability to obtain low overall costs to City.

4.3 Key Person Qualifications.

5.0 Selection Process

City staff will present the recommendation for award to the Successor Agency Board, who will make a final decision based on the staff's recommendation, at the September 14, 2016 meeting of the Board.

6.0 Inquiries

All inquiries should be submitted to Reuben Martinez, Interim City Administrator at (323) 562-5700.

7.6 Submittal Instructions

Proposal page limit is five (5) pages. Please submit one original proposal and six (6) copies no later than 12:00 noon on Wednesday, September 7, 2016. Proposal must be in a sealed envelope and clearly marked "Successor Agency of the City of Maywood for Underwriting Services."

Copies submitted to:

Mr. Reuben Martinez
Interim City Administrator
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90270