

REQUEST FOR QUALIFICATIONS
FOR
MUNICIPAL FINANCIAL ADVISORY
SERVICES



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

WEDNESDAY, SEPTEMBER 14, 2016,
BY 5:00 P.M.

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

City of Maywood
Request for Proposal and Qualifications
Financial Advisory Services
Issue Date: August 31, 2016

Proposals Due
5:00 P.M., September 14, 2016

Proposal Submittal
One (1) proposal original
Five (5) proposal copies

Delivery Address
City of Maywood
Attn: Reuben Martinez
Interim City Administrator
4319 E. Slauson Avenue
Maywood, CA 90270

Questions
Mr. Reuben Martinez
Interim City Administrator
(323) 562-5700

1. Introduction

The city of Maywood (hereafter the “City”) is seeking proposals from qualified firms with a minimum of five years of experience in financial advisory services to assist the Maywood Successor Agency (hereafter the “Agency”) issue 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.

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

2. Scope of Services

The City is seeking the following financial advisory services:

- 2.1 Structure the Series 2016 Bond issue to produce the most savings;
- 2.2 Present the refunding for approval to the Maywood Successor Agency, the Oversight Board and the Department of Finance;
- 2.3 Present refunding to rating agencies and bond insurers to achieve the best rating;
- 2.4 Assist with the preparation of the Preliminary and Final Official Statements;
- 2.5 Assist with the pricing of the Series 2016 Bonds;
- 2.6 Assist with the closing of the Series 2016 Bond issue.

3. Experience

Provide a description of your firm’s experience in the following areas:

- 3.1 Successor Agencies;
- 3.2 Oversight Boards;
- 3.3 Department of Finance;
- 3.4 Successor Agency/Redevelopment Agency bond issuance;
- 3.5 Bond refunding.

4. Personnel

Provide the names, proposed roles, background and experience, office location and availability of the personnel that will work on the city’s account, and specifically identify the primary person who will be responsible for managing the relationship with the city.

5. Cost Proposal

Discuss your proposed fee arrangement for providing the above services.

6. Potential Conflict of Interest and Business Relationships

Please advise the City of any potential conflicts known by your firm and disclose all compensation/fee arrangements that your firm have potentially involving the refunding bond issue.

7. Evaluation Criteria

Firms will be evaluated on a combination of experience, personnel and fees.

8. Tentative Schedule

Recommendation will be submitted to Successor Agency Board for approval on September 28, 2016.