

CITY OF CARLYLE

REQUEST FOR PROPOSALS
BOND AND DISCLOSURE COUNSEL SERVICES

SEPTEMBER 9, 2019



SUBMISSIONS DUE:
OCTOBER 1, 2019 – 4:30PM

CITY OF CARLYLE
850 FRANKLIN STREET
CARLYLE, IL 62231
618-594-2468

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SUMMARY

The objective of this Request for Proposal ("RFP") is to select a firm to provide bond and disclosure counsel services ("Firm") for the City of Carlyle, Illinois ("City") in relation to an upcoming bond issuance for a sports complex project.

The City is also issuing a separate RFP for bond underwriting services.

SUBMISSION

Responses to this RFP should be submitted on or before 4:30pm on Tuesday, October 1, 2019 to:

City of Carlyle
RE: Request for Proposals – Bond and Disclosure Counsel Services
Carlyle City Hall
850 Franklin Street
Carlyle, IL 62231

Four (4) hard copies and one electronic copy (in PDF format) of your proposal are required with your submission. The electronic copy can be sent via email to Andy Brackett, Interim City Administrator, at admin@carlylelake.com.

Questions regarding this RFP should be directed to Andy Brackett, Interim City Administrator at (618) 594-5204 or admin@carlylelake.com.

TIMELINE

September 10, 2019	RFP Issued
October 1, 2019	Responses Due Prior to 4:30pm
October 1, 2019	Responses Evaluated by Finance Committee/City Council
October 14, 2019	Selection of Bond and Disclosure Counsel at City Council Meeting

The City reserves the right to alter scheduled dates if necessary.

PROJECT DETAILS

The project that the City will be financing is the construction/renovation of a four-field outdoor sports complex. The project is well into the planning phases and an overall project cost has been estimated. The City is looking to issue General Obligation Alternate Revenue Source Bonds to fund between \$800,000 and \$1,200,000 of the project costs.

The City would like to begin work on the project by January of 2020.

SCOPE OF SERVICES

The selected firm will be required to perform all legal services and duties customarily performed by bond and disclosure counsel in relation to the issuance of general obligation bonds. The following are to be included in specific tasks to be performed, however, it is not to be considered as a complete list of tasks.

- A. Preparation and review of all necessary documents relating to authorization, issuance, sale and delivery of bond.
- B. Review and advise on any legal issues relating to the structure and issuance of the bond.
- C. Preparation of all ordinances and resolutions for consideration and adoption of the Carlyle City Council.
- D. Provide separate disclosure counsel including the preparation any disclosure documents necessary.
- E. Render any other legal opinions necessary in relation to the bond issuance.

PROPOSAL FORMAT AND CONTENT

Proposals should be organized according to the following format and should address each of the following items. The Firm is solely responsible for the accuracy and completeness of its response. Errors or omissions, if any, are solely at the risk of the Firm and may be grounds for the City's consideration of the response being non-responsive. By submitting a response to this RFP, the Firm acknowledges and agrees to be bound by each condition and requirement included in this RFP.

Four (4) hard copies and one electronic copy (in PDF format) of your proposal are required with your submission. Responses must include the following information:

- A. Firm Introduction
 - 1. Provide a brief history of the firm and overview including ownership, size and location of the office responsible for providing the counsel services.

2. Identify the members of your team that will be primarily responsible for performing the services outlined in this RFP.
3. Confirm your firm is recognized as a “Red Book” municipal bond counsel firm.

B. Experience

1. Give an overview of your firm’s experience providing bond and disclosure counsel for the issuance of municipal bonds of similar size and scope

C. Proposed Fees

1. List your proposed fee schedule and any other costs that would be incurred to the City for services rendered

EVALUATION CRITERIA

Responses will be evaluated based on the following criteria:

1. Compliance with RFP requirements and completeness of submission
2. Experience of Firm and services rendered in familiar bond issuances
3. Proposed fees and other costs incurred

OTHER INFORMATION

All proposals submitted in response to this RFP shall be irrevocable for a period of forty-five (45) days after the due date and may not be withdrawn by the Firm during this period. After such time has elapsed, the Firm may withdraw the proposal if it has not been selected prior to the request to withdraw.

The City reserves the right to accept or reject any and all proposals, to negotiate modifications of proposals submitted, and to waive any irregularities or informalities in any proposal. The award will be made to the Firm whose response complies with all the requirements of the RFP and whose proposal is deemed the most advantageous and in the best interest of the City.

After a finalist is selected, the City will negotiate an agreement that will be in the City’s best interest. The agreement will cover all aspects of the proposal described herein. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the City reserves the right to undertake negotiations with the next most advantageous firm without starting a new selection process.