

Capital Region Development Authority  
Request for Proposals for Underwriting Services  
May 31, 2018

Summary

The CRDA is requesting proposals from underwriters to currently refund fixed rate bonds previously issued by the Authority. The Authority is targeting the 2008 Series D bonds for a fixed rate refunding. The bonds will retain the support of the State through a Contract for Financial Assistance with the State. Bond Counsel will be Soeder & Associates, LLC and the Financial Advisor will be Lamont Financial Services Corporation.

Submittal Requirements

The deadline for receipt of *hard copies* is Noon (ET) on Friday, June 15, 2018. Three *paper copies* should be received at the following address by the noon deadline to the Authority contact below. The proposal should include a transmittal letter and should not be longer than 10 pages using 12 point font.

Appendices shall not count within the 10 page limit.

CRDA requests that all prospective firms that indent to submit a proposal to notify the Authority contact below:

Jennifer S. Gaffey  
CRDA  
100 Columbus Boulevard  
Suite 500  
Hartford, CT 06103-2819  
860-493-2901  
[jgaffey@crdact.net](mailto:jgaffey@crdact.net)

One *paper copy* should also be sent to each of the following addresses by the same deadline:

Attention: Ernie Lorimer  
Soeder & Associates, LLC  
191 Post Road West  
Westport, CT 06880

Attention: Robert Lamb  
Lamont Financial Services Corporation  
30 Two Bridges Road, Suite 205  
Fairfield, NJ 07004

Scope of Services

- Develop a marketing plan for the bond issue to insure the most efficient sale of bonds to the public.
- Assist with the preparation of a Rating Presentation and respond to investor questions during the marketing.

- Develop a financing structure that will be approved by the Authority and the Office of the State Treasurer
- Prepare a closing memo and coordinate with the Authority, Office of the State Treasurer, Bond counsel, and the Financial Advisor to close the bond issue through DTC. The expected closing date will be in July, 2018.

#### Clarification of Specifications

If additional information is necessary to interpret the requirements of this RFP, that request and any questions should be directed by Noon (ET) on Tuesday, June 5, 2018 to the email address [jgaffney@crdact.net](mailto:jgaffney@crdact.net). At that time, and if needed, clarifications to this RFP will be circulated to all firms that have provided CRDA prior notification of their intent to submit a response to this RFP.

#### Incurring Costs

The CRDA is not liable for any cost incurred by respondents in replying to this RFP.

The CRDA may reject all proposals at its sole discretion.

#### Proprietary Information

Any restrictions on the use of data contained within a response must be clearly stated in the response. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Connecticut procurement regulations. Blanket requests for restrictions will be rejected.

#### Questions

1. Provide information about the firm and its capabilities, including a staffing plan and the resumes of the firm's team. Please include phone numbers and email addresses for all proposed staff.
2. In tabular form, list all transactions demonstrating experience with current refundings and with bond issues within the State of Connecticut for calendar years 2015 through 2018. Please include the issuer, sale date, par amount, whether your firm served as senior or co-manager, and type of sale.
3. Discuss your view of the market reception for these refunding bonds, including estimates of spreads to MMD for each maturity.
4. Provide a discussion of the credit story that you envision based upon the Contract for Financial Assistance. Please note that the Contract for Financial Assistance has annual debt service limitations and that a substantial portion of the outstanding debt is expected to remain in variable rate mode.
5. Provide an estimate of the costs of issuance and the proposed underwriter's compensation.

6. Provide a debt service savings analysis and make any structuring recommendations, including call provisions on the 2018 Refunding bonds.
7. Provide (including name, address, phone number, and E-mail address) three references that are state-level or other large and frequent issuers and for which your firm has worked with in the past two years.
8. Provide an electronic link to your firm's most recent financial disclosure. In addition, please summarize and provide the most recent financial information for your firm that shows, at a minimum, (i) total capital, (ii) excess net capital (uncommitted) as of your firm's most current reporting date, and (iii) excess net capital committed/allocated to support public finance in each calendar year since January 1, 2015. In addition, please also provide the average daily balance of (i) all municipal bonds, and (ii) municipal bonds of Connecticut issuers, that are held by your firm in support of secondary market sales and trading.
9. Did any member of the firm participate in the May 24<sup>th</sup> diligence call with the State in connection with the current offering? Please describe how the firm would most efficiently satisfy its compliance responsibilities.

Responses must include the following certifications (as an appendix that is not subject to the respective page limit):

- a. **STATEMENT REGARDING OTHER CONFLICTS OF INTEREST.** Provide a statement that, if selected to serve on the underwriting team, no relationship exists which could constitute a conflict of interest between the State and your firm, if selected to serve in the underwriting team for a CRDA transaction. The statement should further certify that the firm will promptly provide notice to the CRDA when the firm learns of any conflict of interest that may arise in the future.
- b. **STATEMENT REGARDING CHARGES, LITIGATION, AND CRIMINAL ACTIONS.** Provide a statement as to any fraud, related charges, or pertinent civil litigation that has been made against the public finance business of your firm since January 1, 2015; such statement should also discuss any settlement of those matters, any sanctions resulting from such settlement, and the status of any open investigations related to the charges or litigation.
- c. **STATEMENT REGARDING ENFORCEMENT ACTIONS.** Provide a statement on the status of any pending or resolved actions under federal law or regulations or by any state against your firm or registered principals of the firm (relating to the business of your firm) since January 1, 2013.
- d. **STATEMENT REGARDING POLITICAL CONTRIBUTIONS.** Provide a statement that neither your firm nor any person or entity associated with your firm (and covered by Municipal Securities Rulemaking Board Rule G-37) has made any contribution since January 1, 2015, directly or indirectly, to an official of the State of Connecticut. This statement must further describe your firm's compliance with MSRB Rule G-37.

## Review Criteria

All responses received pursuant to this RFP will be reviewed by a committee on behalf of the Authority. The review of responses and the determination to include respondents in the pool of qualified underwriters will reflect the following criteria.

- Financial Capacity and Distribution (20%)
- Technical Abilities & Qualifications (25%)
- State of Connecticut Commitment and Experience (40%)
- Relevant Senior Manager/Co-Manager Experience (15%)