



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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## Finance Office Department

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### CITY OF RAPID CITY, SOUTH DAKOTA REQUEST FOR PROPOSAL FOR FINANCING OF 3<sup>rd</sup> LEVEL OF MUNICIPAL PARKING RAMP

The City of Rapid City (City) is proposing to issue approximately \$2,000,000 in tax-exempt revenue bonds. The bonds would be payable solely from the collection of parking lot lease revenue and parking meter revenue. The City expects to sell some or all of the bonds through a negotiated sale and is soliciting proposals for financial expertise on this borrowing.

The City intends to utilize the services of a bond counsel, with input from the successful financial advisor/underwriter.

The City is accepting proposals for a firm to serve as financial advisor/underwriter. The principal role of the firm would be 1) preparation of the preliminary and final Official Statement; 2) assist in developing bond structuring alternatives; 3) marketing the issue; 4) conducting pre-pricing conferences; 5) distribution of preliminary and final Official Statements.

1. Each proposal should include an Executive Summary of not more than one page that summarizes why your firm should be selected for the position of underwriter.
2. List the team members who will be assigned to the program and the role each member will have in implementing your proposal. Please include a brief resume with addresses, phone and fax numbers.
3. Identify prior South Dakota revenue financing experience as senior managing underwriter during the past five years (2003 to date) which involved the team members identified in Item 2. Name the primary contact person in South Dakota you dealt with for each issue,



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including the phone number and E-mail address, if known.

4. Describe your firm including your major market area and size and the financial services and products you offer.
5. Describe your marketing plan for the bonds that the City intends to issue. Who do you expect will be the major buyers of these bonds?
6. Discuss the range of services your firm expects to provide in planning and implementation of this financing.
7. Provide a summary of your firm's estimated fees. Itemize spread components (management fee, take down, underwriting and itemized expenses). Indicate underwriter's counsel fees separately from itemized expenses.
8. Please prepare a brief recommendation based upon your knowledge of our financial needs.
9. Provide information regarding a preliminary financing structure and estimated interest rates based on interest rates as of February 1, 2008.
10. Submit your proposal to Pauline Sumption, Assistant Finance Officer; 300 6<sup>th</sup> Street, Rapid City SD 57701 no later than 2:00 p.m. February 20, 2008.

If you have any questions regarding the above requirements, please call Pauline Sumption, Assistant Finance Officer at 605-394-4143.