

OFFICIAL REQUEST FOR PROPOSAL

**LEGAL SERVICES
FOR BOND / DEBT ISSUE(S)**

CITY OF GULFPORT, MISSISSIPPI

July 21, 2011

Statement of Solicitation

Proposals for Legal Services relating to Bond / Debt Issue(s) are being hereby solicited by the City of Gulfport Ms. regarding the issuance of bond issues and other related forms of debt such as lease purchase loans for the purpose of constructing, improving, repairing, and acquiring public facilities, roads, infrastructure, drainage systems, equipment, and other assets of the City allowed under state law. Types of debt issues the City may consider are as follows: General Obligation Bonds, Revenue Bonds, Mississippi Development Bank Bonds, Special Assessment Improvement Bonds, Lease Purchase Loans, Tax Increment Financing Bonds, etc.

Instructions for submission of Proposals

A. Required Information for Submission – The following list contains items which need to be submitted as an integral part of this proposal.

1. Firm profile, background, expertise, and experience in providing legal services as outlined in this RFP. Firm profile shall include at a minimum: number of years firm has been in business, number of employees, types of service firm provides, etc.
2. Client References – List a minimum of 3 clients whose scope of work most closely reflects that mentioned in this Request for Proposal. Information shall include at a minimum: client name and location, scope of services provided, and reference contact information, i.e. name and phone number.
3. Resume's of key personnel that will be assigned to this project.
4. Summary of your company understands of the scope of services being requested by the City of Gulfport.
5. Pricing for Legal Services (refer to section H of this proposal)

B. Inquiries – all inquiries are to be directed to the following person:

Connie Debenport – Purchasing Manager
Hardy Bldg., 1410 24th Avenue
Gulfport, Ms. 39501
228-868-5705
Email: cdebenport@gulfport-ms.gov

C. Delivery of Proposals – six (6) sealed copies of the completed proposals agreeing to perform the services described herein are to be delivered clearly identified as “City of Gulfport Legal Services for Bond Issue(s) Proposal” and delivered to the person listed above no later than 10:00 am August 30, 2011. Any proposal received after the time and date stated will be returned unopened.

D. Authorizations – Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

- E. Award of Contract** – The contract will be awarded to the responsible proposer whose proposal, which must conform to the RFP, is the most advantageous to the City of Gulfport.
- F. Contract Term** – The term of the agreement shall be for a period beginning on the acceptance of the agreement and ending June 30, 2013.
- G. Scope of work** - The City of Gulfport (City) wishes to retain Legal Services to assist the City in Bond / Debt Issuances for the purpose of constructing, improving, repairing, and acquiring public facilities, roads, infrastructure, drainage systems, equipment, and other assets of the City as allowed under state law.

Bond Counsel will actively engage in assisting the City through the entire process for issuance of bonds / debt. The list below is examples of the work involved.

1. Prepare resolutions for the governing authority to adopt declaring the intention of the Municipality to issue bonds, stating the purpose for use of funds, and specifying the date upon which the governing authority proposes to direct the use of the bonds.
2. Insure this resolution of intent is properly advertised.
3. Render opinion(s) regarding the validity and binding effect of the bonds, the source of payment and security of bonds, and the excludability of interest on bonds from gross income for federal income tax purposes.
4. Prepare and review documents necessary or appropriate to the authorization, issuance, sale, and delivery of the bonds, as well as, coordinate the authorization and execution of these documents.
5. Assist in seeking from other governmental authorities any approvals, permissions, and exemptions necessary or appropriate in connection with the authorization, issuance, sale, and delivery of the bonds.
6. Review legal issues relating to the structure of the bond issue.
7. Prepare election proceedings or pursue validation proceeding if applicable.
8. Review or prepare those sections of the offering document to be disseminated in connection with the sale of bonds that relate to the bonds, financing documents, bond counsel opinion, and tax exemption.
9. Assist the issuer in presenting information to bond rating organizations and credit providers relating to legal issues affecting the issuance of bonds.
10. Review or prepare the notice of sale or bond purchase contract for the bonds.

H. Pricing Summary:

It is requested that the proposer utilize both pricing options below so that a comparison can be made to other proposers. It is also understood the complexity, time involved, expertise, and overall cost may vary among types of debt instruments. For example, the issuance of a Revenue Bond may require more time and effort than a standard General Obligation Bond.

The City anticipates considering and possibly utilizing the following debt instruments over the next several years:

- | | |
|--------------------|-----------------------------------|
| General Obligation | Tax Increment Financing |
| Special Revenue | Lease Purchase Financing |
| Advance Refunding | Mississippi Development Bank Loan |

Proposer shall submit fees for:

1. Fixed Fee Option:

Debt Instrument	Issue Amount			
	\$1 - \$4 Million	\$5 - \$8 Million	\$9 - \$12 Million	\$13 - \$16 Million
General Obligation	\$	\$	\$	\$
Special Revenue	\$	\$	\$	\$
Advance Refunding	\$	\$	\$	\$
Tax Increment Financing	\$	\$	\$	\$
Lease Purchase Financing	\$	\$	\$	\$
Mississippi Development Bank Loan	\$	\$	\$	\$

2. Fee based upon size of Issue in terms of basis points:

Proposer shall submit a fee based upon basis points of the size of bond issue. For example, the fee for providing legal services on a \$10 million bond issue would be determined by multiplying the amount of the bond issue by a number expressed in terms of basis points. 100 basis points is equivalent to 1%.

Debt Instrument	Issue Amount			
	\$1 - \$4 Million	\$5 - \$8 Million	\$9 - \$12 Million	\$13 - \$16 Million
General Obligation Bond	#Basis Points	#Basis Points	#Basis Points	#Basis Points
Special Revenue Bond	#Basis Points	#Basis Points	#Basis Points	#Basis Points
Advance Refunding Bond	#Basis Points	#Basis Points	#Basis Points	#Basis Points
Tax Increment Financing	#Basis Points	#Basis Points	#Basis Points	#Basis Points
Lease Purchase Financing	#Basis Points	#Basis Points	#Basis Points	#Basis Points
MS Development Bank Loan	#Basis Points	#Basis Points	#Basis Points	#Basis Points

Note: Any and all other related cost not identified in the above pricing section shall be separately disclosed. These costs would include printing and binding, materials, supplies, travel, etc.

I. Rating Criteria:

Expertise in the Field of Municipal Finance relating to Debt Issuances	40 pts
Pricing	35 pts
Overall Firm Stability	10 pts
Previous experience with City of Gulfport	10 pts
Geographic Location of Firm / Personnel	5 pts