

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR UNDERWRITERS FOR GENERAL OBLIGATION BONDS (GOB's) AND CERTIFICATES OF PARTICIPATION (COP's)**

The recent lowering of interest rates is resulting in interest levels at which outstanding GOB's and COP's may soon be refunded for an aggregate savings of \$4,000,000.

In order to prepare for an eventual refunding which may require prompt action, a Request for Proposal is presented to the Board for its approval.

Appointment of the underwriting team(s) will be effective for a period of one year after Board approval.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

- a) approve the Request for Proposal for GOB's and COP's Refundings presented as Exhibit A;
- b) approve the Selection Committee presented as Exhibit B;
- c) authorize the Superintendent to advertise as presented in Exhibit C and distribute the Request for Proposal for GOB's and COP's Refundings; and,
- d) authorize the Chair to appoint a School Board member to participate in the Selection Committee for the selection and recommendation process.

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**REQUEST FOR PROPOSAL  
FOR THE  
UNDERWRITING OF**

**THE MIAMI-DADE COUNTY SCHOOL DISTRICT  
GENERAL OBLIGATION BONDS  
AND  
CERTIFICATES OF PARTICIPATION  
REFUNDINGS**

**Issued:**

**September 12, 2001**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS, FLORIDA**

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**MIAMI-DADE COUNTY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL FOR UNDERWRITERS**

**I. Introduction**

The School Board of Miami-Dade County, Florida has issued several series of General Obligation Bonds (GOB's) to finance construction of schools and other capital purposes. The District is considering refunding outstanding Certificates of Participation (COP's) and GOB's on which interest rate savings may be achieved. Due to improved market conditions a present value savings level of at least 3% of the refunded bonds is reasonable and expected by the District before proceeding with any refundings. Proposals are being sought from investment banking firms to serve as managing underwriters for possible refundings.

The School Board has outstanding GOB's in the approximate amount of \$750,000,000 and COP's in the approximate amount of \$825,000,000. The District's GOB's are currently rated A2 by Moody's Investors Service and A+ by Standard & Poor's Corporation. The COP's are rated A2 and A respectively.

**In order to maintain a fair and impartial competitive process, the School Board members will avoid private communications with prospective proposers. Members of the Selection Committee will also avoid private communications with prospective proposers during the duration of the selection process.**

**II. Tentative Time Table**

**It is expected that the selected senior managing underwriter will be available immediately upon selection to work with the School Board's staff, its financial advisors and bond counsel to finalize the financial structure and begin development of the preliminary official statement.**

The following tentative time schedule will be followed in the selection process of the underwriters:

	September 13, 2001	Mailing of RFP
	October 12, 2001	Proposals Due by 12:00 Noon
On or about	October 20, 2001	Evaluation of Proposals
	November 1, 2001	Interviews of Firms (if necessary)
	November 14, 2001	Board Action

**Please respond directly to the following questions using corresponding numbers for identification. Segregate any ancillary material into a separate appendix. Please indicate your intention to be considered for senior or co-managing underwriter, or both. Proposals including more than one firm will not be accepted.**

**III. Qualification of Firm****A. Experience****1. Florida School GOB and COP Refunding Expertise**

Provide a description of your experience within the last two years as underwriter of negotiated GOB and COP refundings in excess of \$75,000,000 for Florida school districts. Indicate your firm's role, whether senior manager or co-manager, and clearly delineate book running manager as appropriate. For each transaction summary please indicate the following:

- a. The name of the issuer
- b. The par amount and sale date
- c. The gross spread (by component)
- d. For senior managed transactions only:
  - 1) A minimum of two references from previous transactions in excess of \$75,000,000, including addresses and telephone numbers of person(s) to be contacted.
  - 2) Highlights of salient features of the transaction, including presale efforts.
- e. Net savings as a percentage of refunded bonds
- f. References

**2. General GOB and COP Refunding Expertise**

Provide a description of your experience within the last two years as underwriter of negotiated GOB and COP refundings in excess of \$75,000,000. For each transaction please indicate the following.

- a. Your role
- b. The name of the issuer
- c. Par amount and sale date
- d. The gross spread (by component)
- e. Net savings as a percentage of refunded bonds
- f. References

B. General Information

Include any relevant public finance rankings for the past two years. Please indicate your firm's commitment to municipal finance and specify the magnitude of staff cutbacks or increases, if any, in your municipal underwriting, trading and public finance departments during the past two years.

IV. Affirmative Action Requirements and MBE Participation

1. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender and occupational categories of its work force.

2. Minority/Women Business Enterprise (M/WBE) Participation

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. All M/WBE's must be certified by the Division of Business Development and Assistance, prior to contract award

V. Personnel

Please indicate the name of a contact person regarding this RFP. Specify the personnel who would be assigned to this transaction and the role of each staff member (i.e., project manager, day-to-day contact, and support staff). In addition to designating the individual assigned as the lead banker, state the understudy in his/her absence. All replacement personnel to be assigned are subject to approval by the School Board. Indicate the previous experience of each of these individuals as it relates to bond issues completed by school districts.

VI. Capital

Provide a table that includes the following information about your firm for the past five years:

- A. Total capital
- B. Equity capital
- C. Excess net capital

**VII. Structure/Marketing/Compensation****A. Proposal Requirements - Refunding Plan**

One or more Refunding Plans are to be presented with sufficient detail to permit adequate review by the District and its advisors. The District will consider the following methods by which savings from the refunding could be realized:

- **Up Front Savings:** Realize savings immediately. Current annual payment levels will be the same for the remaining term.
- **Level Annual Savings:** Realize savings on a level annual basis over the remaining life of the bonds.

The Refunding Plan(s) should present a comparison of outstanding payment obligations to the new payment obligations and calculate the present value and actual savings.

**VIII. Administrative Specifications**

A. The original proposal with manual signature(s) and ten copies of the proposal must be received by 12:00 Noon on September 13, 2001. Late proposals will not be accepted. Proposals are to be forwarded to:

Mr. Eduardo A. Alfaro, Treasurer  
Office of Treasury Management  
The School Board of Dade County, Florida  
1450 Northeast Second Avenue, Room 615  
Miami, Florida 33132

- B.
1. The School Board reserves the right to reject any or all proposals, to further negotiate any proposals, to waive any irregularities or informality, to accept or reject any items or combination of items, to request clarification of information submitted in any proposal, and to request additional information from any proposer.
  2. The School Board reserves the right to select one or more senior managers and, if so desired, co-managers. In addition, the School Board may choose minority firms in any capacity, decide participation percentages of management fee component, etc.
  3. The School Board reserves the right to designate the percentage of participation of each member of the underwriting group in terms of management fee (if any) and allocation/retention of certificates.
  4. The School Board will not be liable for any costs incurred by respondents in the preparation and production of a proposal, or for the costs of any services performed prior to the selection of a provider. All proposals and materials submitted in conjunction with the proposals will become the property of the School Board.

5. By submitting a proposal, respondent covenants that it will not make any claims for, or have any right to damages, as a result of any misrepresentation or misunderstanding or lack of information.
  6. The School Board reserves the right from time to time to add or delete members of the underwriting group and to change the designation of the senior manager within the group.
  7. All information contained within the proposals is open to public inspection in accordance with Chapter 119, Florida Statutes. All proposals become the property of the School Board.
- C. All proposals submitted will be valid for a period of ninety days from the date of submission. Underwriters will be appointed for a one-year period commencing December 12, 2001.
1. All questions relating to this RFP must be directed to:  

Eduardo A. Alfaro (305) 995-1684	Annette L. De Lara (212) 580-8768
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  2. Only responses which provide complete information in accordance with the requirements of this request for proposal will be considered for evaluation.

**Section IX. Selection Criteria**

A selection committee will review all proposals received and may conduct a question and answer session with a short list of proposers. Any firm included in the short-list not present for the session will be automatically disqualified. The Committee will recommend a firm or firms to the Superintendent for further recommendation to the School Board.

The Selection Committee will evaluate responses based on the following criteria:

- The respondent's experience with similar transactions.
- The experience and qualifications of the personnel assigned to the School Board.
- The verification of references.
- Costs of services (subject to negotiation).
- Proposed structuring and marketing plan.
- Completeness of proposal.
- Ability to meet administrative specifications.
- Documented evidence of affirmative action and minority business enterprise experience.

**SELECTION COMMITTEE**

**Underwriter  
for the Refunding of General Obligation Bonds and Certificates of Participation**

**Dr. Richard H. Hinds, Chief Financial Officer**

**Dr. John Johnson, Deputy Superintendent  
Federal Programs and Grants Administration**

**Ms. Carol Cortes, Deputy Superintendent  
Management and Accountability**

**Dr. Rose Barefield-Cox, Associate Superintendent  
Bureau of Procurement and Materials Management**

**Mr. Eduardo A. Alfaro, Treasurer  
Office of Treasury Management**

**School Board Member**



Advertisement

The School Board of Miami-Dade County, Florida is soliciting proposals from Underwriters for the Refunding of General Obligation Bonds and Certificates of Participation. The underwriter(s) selected will provide services related to the Refunding of General Obligation Bonds, Certificates of Participation and such other financing as may become necessary.

Interested parties who wish to obtain a Request for Proposal for Underwriter should contact the Office of Treasury Management at 1450 Northeast Second Avenue, Room 615, Miami, Florida 33132, telephone (305) 995-1684.