

## **REQUEST FOR QUOTATIONS FOR BOND COUNSEL**

RFQ Date: [March 15, 2023] | Responses Due: 4:00 P.M. CT, [March 27, 2023]

### **BACKGROUND**

The City of Jefferson-Cole County Library District Board of Trustees (the "Library") is seeking quotations to provide bond counsel services, including the preparation of public offering documents, related to the following transaction:

1. The Library has a proposed building project to expand and renovate its headquarters located in Jefferson City, Missouri. The Library will have a levy increase question on the August ballot. If successful, the Library will issue bonds in late 2023 or early 2024 to provide funds for the building project.

### **RESPONSE SUBMISSION**

Interested firms should submit a response addressing the following items. Brevity is appreciated; responses should be limited to approximately three (3) pages.

- A. Identify the firm's professional(s) assigned to this engagement.
- B. Briefly discuss the firm's experience with similar transactions in Missouri.
- C. Describe the firm's prior experience, if any, working with the Library.
- D. Provide an affirmative statement that your firm can meet the proposed financing timelines.
- E. Provide a fee quote to serve as bond counsel for the transaction identified above. Include expected out-of-pocket expenses for which the respondent will seek reimbursement.

Responses should be submitted in PDF format via electronic mail to Adam Pope no later than the Responses Due date indicated above.

### **ADDITIONAL INFORMATION**

The Library has engaged Columbia Capital Management, LLC to serve as municipal advisor for the transaction identified above. For inquires related to the requirements of this RFQ or for additional information related to the transaction discussed herein, please contact:

Adam Pope                      (913) 312-8064                      [apope@columbiacapital.com](mailto:apope@columbiacapital.com)

### **EVALUATION**

The Library, using its own staff and other professionals deemed appropriate, will evaluate qualified responses based on the experience and fee quotation of each respondent. The Library expects to submit its findings and recommendation for bond counsel appointment to the Library's Board of Trustees in March or April.

### **DISCLAIMER**

Under no circumstances shall the Library be held liable for costs or expenses incurred by the respondent in the preparation of its response to this RFQ. The submission of a response to this RFQ establishes the responding firm's acceptance and willingness to adhere to the rules and expectations described herein.