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Request for  
Qualifications  
(RFQ) #2020-03-M

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UNDERWRITING  
SERVICES

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Metropolitan Pier and Exposition  
Authority (MPEA)

January 31, 2020

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## SECTION I. – BACKGROUND INFORMATION

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The Metropolitan Pier and Exposition Authority, hereinafter referred to as the “Authority” or “MPEA”, is a political subdivision, unit of local government, body politic and municipal corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 *et seq.* (the “MPEA Act”). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois.

The Authority is governed by a nine-member Board appointed by the Governor of Illinois and the Mayor of Chicago. Current Board Members are listed on the Authority’s website at [http://www.mpea.com/mpea\\_board/board.html](http://www.mpea.com/mpea_board/board.html). The Chairman of the Board is selected by fellow Board members and a Chief Executive Officer, who is responsible for the day-to-day management of the Authority, is appointed by the Board.

The Authority owns McCormick Place®, an exhibition and convention center located at 23<sup>rd</sup> Street and Martin Luther King Drive in the City of Chicago, which is managed and operated by SMG, a private convention management company. McCormick Place® is North America’s premier convention facility that creates and supports over 15,000 jobs throughout the state and \$1.9 billion in annual economic activity for the City and State. The McCormick Place Complex (“MPC”) includes four buildings, the South, West, North buildings and the Lakeside Center. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation’s largest convention center. McCormick Place® hosts hundreds of events and attracts more than 2.5 million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats 4,249. Two separate buildings, the Energy Center and the Corporate Center, are also part of the MPC.

The Authority also owns the Hyatt Regency McCormick Place, a recently renovated and expanded 1,258-room hotel and conference center located adjacent to McCormick Place. The Hyatt Corporation is responsible for the operation and management of this Hotel under a management agreement with the Authority.

The Authority opened two new facilities in 2017: the 1,206-room Marriott Marquis Chicago Hotel and the Wintrust Arena, a 10,000 seat multi-purpose facility that serves as a first-class NCAA basketball arena and general assembly hall for large business meetings and other major special events. The Wintrust Arena hosts DePaul NCAA men’s and women’s home basketball games, tournaments, other DePaul events, and the WNBA Chicago Sky.

Historic Navy Pier®, the Midwest’s #1 tourist and leisure destination that attracts more than 8.6 million visitors a year, is also owned by the MPEA but is now governed and managed by an independent not-for-profit organization known as Navy Pier, Inc. (“NPI”).

In late 2019, the Authority issued its \$55,948,926.10 Series 2019A Expansion Project Refunding Bonds (Taxable) and the Authority signed a Bond Purchase Agreement for its \$881,905,000 Series 2020A Expansion Project Refunding Bonds. The Series 2019A Bonds were issued as a direct placement on December 10, 2019 and were used to refund the following Expansion Project Bonds previously issued by the Authority:

<b>Series</b>	<b>Maturity Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Call Date</b>
Series 2002B	6/15/2020	\$5,295,000	5.50%	1/9/20 @ 100%
Series 2002B	6/15/2021	\$10,735,000	5.55%	1/9/20 @ 100%
Series 2012B	12/15/2022	\$25,000,000	5.00%	1/9/20 @ 100%
Series 1996A*	12/15/19	\$13,485,000	6.15%	N/A

\* Bond defeased to maturity. Represents accreted value at maturity.

The Series 2020A Bonds will be issued on March 17, 2020 and will be used to refund the following Expansion Project Bonds previously issued by the Authority:

<b>Series</b>	<b>Maturity Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Call Date</b>
Series 2010A	6/15/2050	\$151,880,000	5.50%	6/15/20 @ 100%
Series 2010B-1	6/15/2050	\$200,000,000	5.00%	6/15/20 @ 100%
Series 2010B-2	6/15/2050	\$255,000,000	5.00%	6/15/20 @ 100%
Series 2010B-2	6/15/2050	\$208,180,000	5.25%	6/15/20 @ 100%
Series 2010B-2	6/15/2050	\$55,000,000	5.20%	6/15/20 @ 100%
Series 2019A	6/15/2040	\$55,948,926.10	6.50%	3/17/20 @ par or accreted value

The Authority also used Series 2020A Bonds to capitalize interest on the Series 2020A Bonds due 6/15/2020 (\$9,710,616.67) and a portion of the interest on the Series 2020A Bonds due 12/15/2020 (\$14,251,261.45). MPEA expects its reserve fund balance to be \$30 million at the end of fiscal 2020.

In Spring of 2019, MPEA issued \$36,865,000 million in Series 2019A project revenue bonds via direct placement. The Series 2019A project revenue bonds are secured by a pledge of various authority revenues including savings from financed energy projects, net revenues of certain parking facilities, and net revenues of the Authority's energy center. There is no link in security between the project revenue bonds and expansion project bonds. The Authority is currently planning to issue an additional series of project revenue bonds to finance additional energy conservation projects but the timing remains uncertain.

MPEA currently has statutory authority to issue \$46,273,226 in new money par amount of additional Expansion Project debt. In Spring 2019, MPEA supported Senate Bill 0485 ("S.B. 0485"), which was passed by the Illinois State Senate in May 2019 but was not passed by the Illinois House and thus, was not enacted. While not enacted, S.B. 0485 sought to increase the par amount of MPEA's new money Expansion Project bond authority by \$600 million to \$3.45 billion, extend MPEA taxes from FY2060 to FY2070, and increase the Authority's maximum State Sales Tax deposits to \$300 million beginning in fiscal 2021, \$375 million beginning fiscal 2027, and \$450 million beginning in fiscal 2036. MPEA will determine whether it will support S.B. 0485 in the near future.

## SECTION II. – OBJECTIVE AND SCOPE OF SERVICES

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### OBJECTIVE

The Authority seeks to retain a roster of qualified financial firms to provide investment banking, underwriting, and other capital raising services in connection with possible new money and/or refinancing Expansion Project transactions. The Authority seeks responses from qualified firms to serve for a five-year period as senior managing underwriter, co-senior manager, and co-managers.

Any and all firms selected to serve the Authority pursuant to this Request for Qualifications will serve as members of a roster of eligible firms for the Authority's use. Inclusion in the roster does not guarantee that a Proposer will be awarded an agreement. The Authority may, in its sole discretion, remove any member of the roster from participation or add new qualified members, pursuant to supplemental RFQs as it deems necessary. MPEA has retained an independent registered municipal advisor, PFM Financial Advisors LLC, and is represented by and will rely on its municipal advisor to provide advice on proposals from financial services firms concerning the issuance of municipal securities and municipal financial products including investments of bond proceeds and escrow investments.

From time to time, the Authority may select, from members of the roster, an underwriting syndicate to underwrite financings and/or provide other financial services to improve debt and operational management. The Authority may also have non-tax supported financing requirements that will draw on members of the roster. The Authority retains the right to select the underwriters for each transaction based on their knowledge and experience relative to the contemplated transaction and their understanding of the Authority's overall debt program objectives.

Exhibits 2 – 5 provide additional information, as listed below. Exhibit 1 is provided as the last page of this RFQ document. Exhibits 5 – 7 are provided as separate PDF file attachments to this RFQ document and are available to download at the MPEA procurement website [www.mpea.com](http://www.mpea.com) under the link <https://www.mpea.com/finance/>

Click the "+" for Audited Financial Statements, Operating Budget, and Expansion Projects Bonds Investor Disclosures to reveal the links to each document.

- EXHIBIT 2 – Current MPEA Expansion Debt Service and Tax Collections
- EXHIBIT 3 – Hypothetical New MPEA Expansion Debt Service and Tax Collections
- EXHIBIT 4 – Hypothetical New Project Draw Schedule
- EXHIBIT 5 – MPEA'S FY19 Audited Financial Statements
- EXHIBIT 6 – MPEA'S FY20-22 Financial Plan
- EXHIBIT 7 – MPEA'S 2020A OS (NOTE: MPEA could not subscribe for SLGs until 60 days before the closing date for the Series 2020A Bonds. Following the SLGs subscription, capitalized interest for FY21 is \$14,251,261.45, which is higher than the \$13,267,240.10 in capitalized interest shown in the Series 2020A Official Statement. The updated Series 2020A Official Statement is expected to be available in early March.)

MPEA is continuously analyzing potential new business opportunities and possible amenities that might improve its competitive position in the convention business and how such projects might be financed.

Additionally, in accordance with the Metropolitan Pier and Exposition Authority Act, 70 ILCS 210/23.1 (b) the Authority has adopted and maintains a minority and women owned business

enterprise procurement program for any and all work undertaken by the Authority. The Authority invites certified MBEs and WBEs to submit Proposals for consideration in response to this RFQ. The Authority reserves the right to request MBE/WBE information from all Proposers at any time in order to determine the best method to reach its commitment as set forth in the MPEA Act.

## **SCOPE OF SERVICES**

The senior managing underwriter, co-senior manager and/or co-managers chosen to provide investment banking services will assist the Authority, its staff and its financial advisor(s) in the development of the proposed plan(s) of finance. Along these lines, the duties of the participants chosen will be assigned by the Authority during the development and implementation of the plan of finance.

Firms responding to this RFQ should be prepared to provide the services described below:

Senior Manager: book runner; leader of the underwriting syndicate; pricing coordinator; responsible for the marketing of the issue; structuring the financing (in consultation with the Authority's financial advisor); determining credit enhancement alternatives; compliance with the disclosure standards; investor liaison; assist with rating materials and presentations, and all other conventional roles for senior manager.

Co-Senior Manager: same as senior manager, except that co-senior manager would not "run the books". The co-senior manager is expected to be integral to the transaction, attending the same meetings that the senior manager attends and participating in all aspects of the financing as deemed necessary by the Authority.

Co-Manager: assist in marketing the issue and providing discrete "niches" in the marketing of the bonds.

## **TERM**

Assignment of the Selected Proposers will begin on the date the MPEA Board approves the selection of the Proposers to the Underwriting Services Roster and end five (5) years after such date.

## SECTION III. – RFQ PROCESS AND SUBMISSION REQUIREMENTS

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### RFQ PROCESS

The Respondent's written response, which details the experience and qualifications of the Respondent is due no later than **12:00 noon, Friday, February 28, 2020**.

Requirements and procedures for providing submittals in response to this RFQ are described herein. RFQ documents will be available for downloading at the MPEA website at [www.mpea.com](http://www.mpea.com) under the link "Doing Business" beginning on **Friday January 31, 2020**. The Authority requests that all Respondents that choose to download and print the document from the MPEA website contact the MPEA, DEPARTMENT OF PROCUREMENT by email, referencing RFQ #2020-03-M **UNDERWRITING SERVICES** to [mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com) to register Respondent's company as a document holder.

If it becomes necessary to revise or amend any part of this RFQ, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Respondents who have registered as a document holder and provided the Authority with valid contact information. It will be the responsibility of the Respondent to obtain all such addenda and to acknowledge receipt of any addenda that have been issued. (If none are issued, indicate "NONE" on REQUIRED FORM A, Form of Transmittal Letter.)

Respondents are to contact only the MPEA Procurement Department, at [mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com) concerning this RFQ and should not rely on representations, statements, or explanations other than those made in this RFQ or in any written addendum to this RFQ.

The Authority will accept questions, in writing via e-mail, until 12:00 Noon central time, on **Friday, February 7, 2020**. Questions must be submitted in writing only to [mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com). A summary of questions received, noted without source, and answers will be issued as an addendum on the MPEA procurement website.

RFQ submittals are due no later than **12:00 noon, Friday, February 28, 2020**. Interested parties must submit one (1) original hard copy, three (3) additional hard copies in 3 ring binders, and an identical electronic version (PDF) of the same Qualifications submitted via email to [mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com) before the deadline. The email must reference the **RFQ #2020-03-M**. All versions of Respondent's submittal must be identical; any discrepancies may render the submission non-responsive.

All Qualifications must be submitted with a table of contents identifying page numbers with section dividers for each item under the Submission requirements. Hard copy submittals and supporting documentation must be submitted in a sealed package/envelope labeled "Request for Qualifications #2020-03-M Underwriting Services".

Submittals shall be delivered to the Authority at the following address:

METROPOLITAN PIER AND EXPOSITION AUTHORITY  
ATTN: PROCUREMENT DEPARTMENT  
301 EAST CERMAK ROAD  
CHICAGO, ILLINOIS 60616

Based on the responses submitted, the Authority may select a short list of Respondents for further consideration and may elect to conduct oral interviews with short-listed Respondents.

A timeline showing the key dates for the RFQ as Exhibit 1.

The responsibility for submitting a response to this RFQ on or before the stated time and date will be solely and strictly that of the Respondent. The Authority will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. Qualifications received after **12:00 noon, Friday, February 28, 2020** may be deemed non-responsive and ineligible for consideration.

By submitting Qualifications, Respondent agrees to accept and abide by the terms of this RFQ. The Authority reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of the Authority. Only submittals from responsible Respondents complying with the provisions of this RFQ will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Respondent who is in a position to contractually bind the Respondent. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

Interested Respondents are to provide a thorough submittal using the guidelines presented herein. Submittals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements/scope of services, and the completeness and clarity of content. The Respondent is expected to expand on the scope in their Qualifications, incorporating their expertise and proposed method or approach.

## **RFQ SUBMISSION REQUIREMENTS**

### **Format of Proposal**

Proposers must furnish ALL the information requested below in the order requested. Proposals must not be more than fifteen (15) 8.5" X 11.0" typed pages, not including the RFQ's Required Forms A – G. Each Proposal shall be submitted in 3 ring binders with section dividers for each item listed in sections I through VI below. For ecological reasons, Proposers are encouraged to submit, two-sided, printed documentation.

Only Proposers interested in being considered for the position of Senior Manager or Co-Senior Manager must submit up to an additional twelve (12) pages in response to Section IV below, making their proposals a maximum of twenty-seven (27) pages in total.

### **Contents of Proposal.**

To demonstrate the Proposer's ability to add value to activities designed to meet the Authority's objectives, as described in Section II of this RFQ, respondents must provide information regarding the following:

#### **I. Administrative and Project Compliance:**

1. State the name and address of the firm submitting the Proposal and, if a branch of the firm will be coordinating, state the branch address and phone number. Include the name of the key contact person who is submitting this Proposal and authorization of said person to represent the firm. Also, include the phone number, office address and e-mail address of the contact person and if this is the person to whom Proposals/questions should be addressed.
2. Indicate whether the firm is submitting a Proposal for senior manager, co-senior manager, or for co-manager.
3. Describe your firm's organization, structure, and stability. Identify key officers or managers of the firm. State and identify the firm's:

- a) Number and location of public finance offices and underwriting deals in the United States (U.S.);
  - b) Number of U.S. sales professionals, differentiating between retail and institutional; and
  - c) Presence within the State of Illinois. Provide a breakdown of the offices by: (i) public finance professionals, (ii) underwriting personnel, and (iii) sales professionals.
4. Discuss your firm's distribution capabilities for municipal bonds and specifically discuss how the composition of your firm's distribution network will benefit the Authority.

**II. Personnel and References:**

- 1. Identify the members of your firm who will be assigned substantive roles providing underwriting services for any contemplated Authority financing. Describe each member's responsibilities and include each professional's resume of qualifications, years with the firm, and current position. Please include each individual's phone number, office location, and e-mail address.
- 2. Provide references for your firm, including names of issuers, names of principal representatives with which your firm worked, and telephone numbers. The Authority is especially interested in references from other governmental agencies, particularly peer institutions located in the State of Illinois and convention and exposition centers.

**III. Knowledge and Experience:**

- 1. From January 1, 2017 to present, please provide your firm's experience in lead senior managing, co-senior managing or co-managing negotiated underwritings of debt for municipal issuers in the State of Illinois. Please indicate the capacity in which your firm served. This information should be provided in spreadsheet format with the following column headings across the top in order from left to right:
  - a) Name of Issuer;
  - b) Date of Issue;
  - c) Transaction Security (e.g., general obligation, sales tax revenue);
  - d) Issue Amount;
  - e) Debt Instrument (fixed rate, variable rate, etc.);
  - f) Ratings;
  - g) Credit Enhancement;
  - h) Term; and
  - i) Role in Transaction (Lead/Senior Manager, Co-Senior Manager, Co-Manager).
- 2. From January 1, 2017 to present, please provide your firm's national experience in lead senior managing, co-senior managing or co-managing similar bonds that were issued on a negotiated basis by states, state agencies or local governments. This information should be provided in spreadsheet format with the following column headings across the top in order from left to right:
  - a) Name of Issuer;
  - b) Date of Issue;
  - c) Transaction Security (e.g., general obligation, sales tax revenue);
  - d) Issue Amount;
  - e) Debt Instrument (fixed rate, variable rate, etc.);
  - f) Ratings;
  - g) Credit Enhancement;
  - h) Term; and
  - i) Role in Transaction (Lead/Senior Manager, Co-Senior Manager, Co-Manager).

3. Provide a case study which demonstrates your firm's application of its creative skills and services for the benefit of its municipal issuer clients. Examples should demonstrate an understanding of tax-supported financings, convention facility financings, municipal market conditions and trends, analytical strength, and underwriting capability.

**IV. Finance Plan and Ratings (maximum twelve (12) pages):**

Firms wishing to be considered for Senior Manager or Co-Senior Manager must also provide a Finance Plan as set forth below that addresses the issues outlined in Section I of this RFQ: (Firms wishing to be considered solely for Co-Manager are not required to respond to this Section IV.)

1. The Authority is preliminarily exploring a taxable advance refunding of its callable Series 2012 Bonds under its existing statutory constraints as detailed in Exhibit 2. Please provide your firm's opinion on the economics of this strategy on a matched maturity basis. It is likely that the Authority will use this refunding as an opportunity to restructure its debt service to eliminate near term expected Authority tax deficits. Please provide your firm's recommendations on how to structure this financing focusing on a recommended amortization strategy, the types of bonds offered and where, the call provisions and call flexibility your firm would recommend when considering the Authority's outstanding debt, the remaining deficit position of the Authority's expansion credit following this financing, and the Authority's ability to further reduce that remaining deficit over time. Please also discuss any other factors the Authority should consider when deciding whether or not it should execute this advance refunding versus other structures, specifically a tax-exempt current refunding of the callable Series 2012 Bonds at a later date.
2. For purposes of your response to this question, assume legislation is enacted allowing the Authority to 1) increase the par amount of its new money expansion project bond authorization by \$600 million, 2) increase and extend the maximum state sales tax deposits to the amounts detailed in Exhibit 3, and 3) recognize tax collection revenues detailed in Exhibit 3. With the new authorization, the Authority will have the ability to issue \$646,273,226 in new money par amount. Any interest paid on new money projects from bond proceeds needs to be included as part of the authorized par amount. The Authority is interested in exploring interim/bridge financing alternatives to help fund this new project if it believes this strategy will reduce its financing costs over the long-term as compared to an upfront fixed rate financing. Please discuss the factors the Authority should consider if it wanted to structure this interim borrowing under the expansion project credit, including a discussion of the economics of this alternative. Based on your understanding of the Authority's credit, please provide your recommendations for the financing structures (either publicly offered or directly placed) the Authority can utilize for this interim borrowing. For purposes of your analysis, please use the project draw schedule attached as Exhibit 4. For purposes of comparison, for a fixed rate financing assume the Authority will borrow \$100 million in July 2020, \$450 million in July 2021, and the required balance in July 2022.
3. Please discuss your firm's view on whether the Authority should pursue a rating from Kroll. What benefits or drawbacks does a Kroll rating provide that cannot be achieved with the Authority's existing ratings from S&P and Fitch? How does your opinion differ if Kroll is utilized as a 3<sup>rd</sup> rating agency for future Authority financings versus using Kroll as a 2<sup>nd</sup> rating agency on future financings?

**V. Compliance with Required Certification and Disclosures:**

1. Include a certification indicating that there are no known conflicts of interest that would prohibit the firm from entering into an Agreement with the Authority.
2. Indicate information relating to any investigations, court findings, determination, or Federal or State SEC regulatory finding from January 1, 2009 concerning violation of any laws or regulations by the firm, its officers, partners or principals.

**VI. Method and Rate of Compensation:** Identify the proposed spread for bond type/deal size based upon the matrix provided in Attachment F – Method and Rate of Compensation.

**Required Forms**

The State of Illinois and the Authority require that certain Certifications and Disclosures be filled out and included with your proposal. In addition to the information required above, Proposals must contain the following completed items provided in Section VI of this RFQ:

- Required Form A            Form of Transmittal Letter
- Required Form B            Statement of Business Organization
- Required Form C            Statement of Qualifications
- Required Form D            Proposer Certifications
- Required Form E            Disclosure of Lobbyists
- Required Form F            Method and Rate of Compensation
- Required Form G            Minority and Women Owned Business Enterprise Profile

## SECTION IV. – RFQ EVALUATION

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### **EVALUATION PROCESS**

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFQ. The Authority will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFQ. The Authority will also determine whether the Proposer is one with whom the Authority can or should do business.

The Authority will then use an Evaluation Committee to review and evaluate the Proposals. Evaluations will be based on criteria outlined herein and all proposals will be evaluated using the same criteria. Throughout the evaluation and selection period, each Proposer may be required to furnish additional information, make presentations and attend meetings as requested by the Authority.

### **Evaluation Criteria**

The Authority intends to retain a roster of the best qualified Proposers that, in the Authority's sole opinion, will best be able to provide the Services required. In evaluating the Proposals, the Authority will consider the following:

1. Key Personnel and References
2. Knowledge, Experience, and Capabilities
3. Understanding of Objectives
4. Finance Plan Discussion (Only for firms wishing to be considered for Senior Manager or Co-Senior Manager)

The Authority will then determine whether the Proposer's method and rate of compensation submitted in response to the RFQ is fair and reasonable or can be negotiated to an acceptable level. In determining whether the method and rate of compensation is fair and reasonable the Authority will consider the Proposal, including the Proposer's qualifications, the Proposer's reputation, all rates submitted, other known rates, the project budget and other relevant factors.

### **Evaluation and Award Process**

The evaluation and award process is as follows:

1. Review of the Proposals to assess compliance with mandatory administrative requirements
2. Detailed evaluation by the Committee of Proposer's qualifications
3. Review of Proposed Fees
4. Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee)
5. Evaluation Committee award recommendation to the Authority's CEO and Board
6. Award decision by the Board

## SECTION V. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

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This RFQ does not represent a commitment or offer by the Authority to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFQ. The Authority also reserves the right to seek new submittals when such a request is in the best interest of the Authority and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFQ. The Proposer assumes the responsibility for all costs incurred in responding to this RFQ. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFQ. The RFQ and the selected Proposer's response to the RFQ will, by reference, become a part of the final Agreement between the selected Proposer and the Authority resulting from this solicitation process.

### Signing Forms

Proposal forms must be properly completed and the Form of Transmittal Letter (See REQUIRED FORM A) must be in the required form and signed by persons with the authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a **corporation or limited liability company**, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a **firm or partnership**, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an **individual**, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a **joint venture**, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.
- In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.
- Where the Proposal and Form of Transmittal Letter are signed by an **agent of the Proposer**, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

### Ownership of Proposals

The timely submittals and any information made a part of the Proposals will not be returned to the sender. The Authority reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFQ indicates acceptance by the Proposer of the conditions contained within the RFQ document.

#### Improper Practices

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Authority, the Authority's appointed evaluation committee, SMG, the City of Chicago, Choose Chicago, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFQ response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by the Authority. The prohibition is not intended to preclude joint ventures or subcontracts.

#### Interpretation

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFQ, the Authority's decision shall be final.

#### No Criminal/ Civil Liability

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

#### Vendor Ethics

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

Proposers who have done business or are seeking to do business with MPEA should review the prohibitions on political contributions to candidates and elected officials, set forth in the City of Chicago Municipal Code on Governmental Ethics, Section 2-156-455

#### Freedom of Information Act

This RFQ and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140 (FOIA) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being "Confidential" and request confidential treatment. The Proposer must show the specific grounds under FOIA or other law or rule that support exempt treatment. The Authority is not obligated to honor requests for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with the Authority's defending the Proposer's request for exempt treatment.

#### Confidentiality

Except with the Authority's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the Authority or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFQ process concerning any matter relating to the work or regular business of the Authority.

#### Taxes

The Successful Proposer will be responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Agreement. The Authority, however, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

#### Rejection of Proposals

Proposals that do not comply with the submittal requirements of the RFQ, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. The Authority, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to the Authority in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.

#### Protests

Any and all protests or challenges with respect to the selection of the Successful Proposer(s) and this RFQ, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

Metropolitan Pier and Exposition Authority  
Attn: Director of Procurement  
301 E. Cermak Rd., Chicago, IL 60616  
[mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com)

All protests or challenges concerning the process, ambiguities or defects of the RFQ must be submitted within seven (7) calendar days after publication of the RFQ. All protests or challenges concerning the selection of the Successful Proposer must be asserted within seven (7) calendar days after the notification of award of the Successful Proposer. Protests shall contain a statement of reason(s) for the protest identifying any alleged violation and any specific relief sought. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFQ process or selection of the Successful Proposer(s).

## SECTION VI. – REQUIRED FORMS

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Proposals must contain the completed items listed below that are provided in the following pages of this Section VI:

- A. FORM OF TRANSMITTAL LETTER
- B. STATEMENT OF BUSINESS ORGANIZATION
- C. STATEMENT OF QUALIFICATIONS
- D. PROPOSER CERTIFICATIONS
- E. DISCLOSURE OF LOBBYISTS
- F. METHOD AND RATE OF COMPENSATION
- G. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE

## REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

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*To be duplicated and completed on Proposer's firm letterhead*

(Date)

Metropolitan Pier and Exposition Authority  
301 East Cermak Road  
Chicago, Illinois 60616

Re: **UNDERWRITING SERVICES** [*PLEASE INDICATE WHICH CATEGORY YOUR FIRM IS APPLYING FOR:*]

**[SENIOR MANAGER, CO-SENIOR MANAGER, CO-MANAGER]**

**RFQ #2020-03-M**

On behalf of (Full legal name of Proposer), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's Request for Qualifications ("RFQ") for **UNDERWRITING SERVICES**. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Qualifications and any oral or written presentations and representations made to the Authority.
2. (Full legal name of Proposer) has read and understands the Request for Qualifications and is fully capable and qualified to provide the goods and or services as described within this Request for Qualifications.
3. I have read and understand the Request for Qualifications, including addenda numbers \_\_\_\_\_. If none were issued, indicate "NONE".
4. (Full legal name of Proposer) understands that the Metropolitan Pier and Exposition Authority will rely on Proposer's response to the Request for Qualifications and Proposer agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. If requested by the Authority, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Proposal.
6. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **UNDERWRITING SERVICES** with the Authority to supply all of the required items and/or services.
7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.
8. Proposer understands that the Authority will rely upon the material representations set forth in the Request for Qualifications and that Proposer has a continued obligation to update any information which changes or which Proposer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Qualifications have been submitted for consideration. Proposer warrants that all copies are identical to the original in all respects.

I declare that all Required Forms A - G have been examined by me and to the best of my knowledge and belief are true, correct and complete.

Signed: \_\_\_\_\_

\_\_\_\_\_  
Typed/lettered name of signatory

As: \_\_\_\_\_  
(Relationship to Proposer/Title/etc.)

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

**NAME OF PROJECT:** UNDERWRITING SERVICES

**PROJECT NUMBER:** 2020-03-M

**PROPOSER:** \_\_\_\_\_

*Note:* Each Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Agreement term.

**1. If the Proposal is submitted by an individual, answer questions listed below:**

- (a) Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Telephone \_\_\_\_\_ Email address \_\_\_\_\_
- (d) Fax Number \_\_\_\_\_
- (e) FEIN or SSN \_\_\_\_\_
- (f) Is the individual authorized to do business in Illinois?  YES  NO

**2. If the Proposal is submitted by a partnership, answer questions listed below:**

- (a) Firm Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Fax Number \_\_\_\_\_
- (d) Telephone Number \_\_\_\_\_
- (e) FEIN \_\_\_\_\_
- (f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".
  - i. Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).
  - ii. Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

---

**PROPOSER:** \_\_\_\_\_

(g) List the names of all managing partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(h) Is partnership authorized to do business in Illinois?  YES  NO

**3. If the Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:**

(a) Corporate or Company Name \_\_\_\_\_

(b) Date of Incorporation \_\_\_\_\_

(c) State of incorporation \_\_\_\_\_

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?

YES  NO

(e) Name and address of registered agent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Fax Number \_\_\_\_\_

(g) Telephone \_\_\_\_\_ Email address \_\_\_\_\_

(h) FEIN \_\_\_\_\_

(i) List the names of all officers and directors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

**PROPOSER:** \_\_\_\_\_

- (j) List each individual having a beneficial interest directly or indirectly of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\*Note- A contract will be sent for electronic signature via DocuSign or other similar method

# REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

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**NAME OF PROJECT:** UNDERWRITING SERVICES

**PROJECT NUMBER:** 2020-03-M

**PROPOSER:** \_\_\_\_\_

Proposer must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Agreement.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

Number of consecutive years at this location: \_\_\_\_\_

Date when business was organized \_\_\_\_\_

2. List all pertinent organizations and associations of which Proposer is currently a member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide the overall ratio of managers to personnel. \_\_\_\_\_

(Questions 4 through 6 relate only to Proposer's contracts for the type of services requested in this RFQ)

4. Has Proposer ever refused to sign a contract? Y \_\_\_ N \_\_\_ At the original price? Y\_\_\_ N \_\_\_\_\_

If yes to either question, provide details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

---

**PROPOSER:** \_\_\_\_\_

5. Has Proposer ever been terminated for cause? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

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6. Has Proposer ever defaulted on a contract? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

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7. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

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10. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

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11. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization or any related or affiliated entity.

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12. Proposer has attached copies of its annual financial statement, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three (3) years.  Yes  No

13. Proposer has attached a completed IRS W-9  Yes  No

14. Identify how Proposer was made aware of this RFQ: \_\_\_\_\_ Newspaper Ad \_\_\_\_\_ Website \_\_\_\_\_ Email Notification  
Other \_\_\_\_\_

## REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

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**PROPOSER:** \_\_\_\_\_

15. Identify below the Proposer's contact person for purposes of responding to any questions the Authority may have:

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

## REQUIRED FORM D – PROPOSER CERTIFICATIONS

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**NAME OF PROJECT:** UNDERWRITING SERVICES

**PROJECT NUMBER:** 2020-03-M

**PROPOSER:** \_\_\_\_\_

### CHECK BOXES TO CERTIFY:

- Proposer certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:**
  
- Neither Proposer nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Proposers.
  
- Pursuant to 70 ILCS 210/25.3, neither Proposer nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.
  
- Proposer, its affiliated entities and affiliated persons of Proposer's organization have not made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois in violation of the restrictions in 70 ILCS 210/25.5(a).
  
- Neither Proposer, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.
  
- Proposer will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.
  
- Pursuant to 775 ILCS 5/2 105, Proposer complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.
  
- Proposer will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Proposer certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of \$5000 or more with individuals, and to entities with twenty-five (25) or more employees.
  
- Proposer or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

- [ ] Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.
  
- [ ] Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago.
  
- [ ] Proposer is in compliance with the Illinois Lobbyist Registration Act (25 ILCS 170/8) and acknowledges specifically, that contingent fees are prohibited. No person shall retain or employ another to lobby with respect to any legislative, executive, or administrative action for compensation contingent in whole or in part upon the outcome of the action and no person shall accept any such employment or render any such service for compensation contingent upon the outcome of the legislative, executive, or administrative action.

# REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

**NAME OF PROJECT:** UNDERWRITING SERVICES

**PROJECT NUMBER:** 2020-03-M

**PROPOSER:** \_\_\_\_\_

The Board of the Metropolitan Pier and Exposition Authority ("MPEA") has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists, as that term is defined in Section A below. Lobbyists retained in connection with the award of the contract are agents of the Proposer and are therefore subject to the same rules as the Proposer, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA's Business and Workforce Diversity Department, who may be contacted regarding the Proposer's Minority and Women's Business Enterprise participation.

**A. DEFINITIONS AND DISCLOSURE REQUIREMENTS**

1. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) of whose duty, or any part of whose duty, as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or sub-contractors hired by the Proposer who do not fit this definition are not considered Lobbyists.
2. In particular, the Proposer must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid.
3. If the Proposer is uncertain whether a disclosure is required, the Proposer must either ask the MPEA whether disclosure is required or make the disclosure. The Proposer is not required to disclose employees who are paid solely through the Proposer's regular payroll or sub-contractors that will be assisting in performance of the work without providing **UNDERWRITING SERVICES**.
4. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract, namely through contingency fee agreements.

**B. CERTIFICATION**

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Proposer is listed below [begin list here, add sheets as necessary]. Indicate by check below if any such person is retained for or in connection with lobbying for the award of the contract that is the subject of this RFQ.

Name	Business Address	Fees (indicated whether paid or estimated)	Check if retained directly for award of this contract
_____	_____	_____	[ ]
_____	_____	_____	[ ]
_____	_____	_____	[ ]
_____	_____	_____	[ ]

**CHECK HERE IF NO SUCH PERSON HAS BEEN RETAINED DIRECTLY BY THE PROPOSER OR IS ANTICIPATED TO BE RETAINED DIRECTLY BY THE PROPOSER.**

REQUIRED FORM F – METHOD AND RATE OF COMPENSATION

**NAME OF PROJECT:** UNDERWRITING SERVICES

**PROJECT NUMBER:** 2020-03-M

**PROPOSER:** \_\_\_\_\_

Proposer must complete and submit Required Form F in a separate, sealed envelope with the original submission.

<b>PROPOSED SPREAD FOR BOND TYPE / DEAL SIZE</b>			
	<b>\$200MM</b>	<b>\$600MM</b>	<b>\$1,000MM</b>
<b><u>Current Interest Bonds</u></b>			
-10 yr			
-20 yr			
-30 yr +			
<b><u>Deferred Interest Bonds</u></b>			
-10 yr			
-20 yr			
-30 yr +			
<b><u>Capital Appreciation Bonds</u></b>			
-10 yr			
-20 yr			
-30 yr +			

Other Expenses (if applicable):

# REQUIRED FORM G – MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE

**NAME OF PROJECT: UNDERWRITING SERVICES**

**PROJECT NUMBER: 2020-03-M**

**PROPOSER:** \_\_\_\_\_

**Is Proposer a minority or woman owned business enterprise?**  YES  NO

**If Yes, complete 1 – 4 below:**

**1. Check the Status of Proposer:**

- Minority-Owned Business Enterprise (MBE)  
 Women-Owned Business Enterprise (WBE)

**2. Gender: Race/Ethnicity: Type of Firm:**

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Partnership                     |
| <input type="checkbox"/> Female | <input type="checkbox"/> Hispanic American      | <input type="checkbox"/> Sole Proprietorship             |
|                                 | <input type="checkbox"/> Asian American         | <input type="checkbox"/> Corporation                     |
|                                 | <input type="checkbox"/> Native American        | <input type="checkbox"/> Limited Liability Company (LLC) |
|                                 | <input type="checkbox"/> White American         | <input type="checkbox"/> Other _____                     |

**3. If Proposer is certified as a MBE or WBE, please attach a copy of all current certifications.**

MPEA neither certifies nor decertifies a firm's MBE/WBE status. Rather, it accepts the current certifications of other agencies whose policies and procedures are consistent with the requirements of Section 23.1(b) of the Act. MPEA presently accepts certifications from the City of Chicago, Chicago Minority Business Development Council, County of Cook, Women's Business Development Center, and the State of Illinois through its Central Management Services Division.

**4. If Proposer's certification is pending, check this box**

Identify Agency with which certification is pending: \_\_\_\_\_

Please attach a copy of the letter from the Agency verifying that certification is pending.

## EXHIBIT 1 – RFQ TIMELINE

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The anticipated timeline for the RFQ process is set forth below. These are target dates and are subject to change.

Request for Qualifications (RFQ) issued	January 31, 2020
Pre-Submittal questions due by	February 7, 2020
Answers to questions issued by	February 13, 2020
Proposals due by	<b>Noon Friday, February 28, 2020</b>
Board approval and notification of selection by	April 2020

EXHIBIT 2 – Current MPEA Expansion Debt Service and Tax Collections

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**Exhibit 2**

**Current MPEA Expansion Debt Service and Tax Collections**

<b>Fiscal Year</b>	<b>Authority Tax Collections</b>	<b>Reduction Amount</b>	<b>Available Revenues</b>	<b>Max. State Deposit Amount</b>	<b>Maximum Available Annual Revenues</b>	<b>MPEA Expansion Debt Service</b>	<b>Annual Tax Surplus / (Deficit)</b>
2020	\$ 166,861,000	\$ 31,700,000	\$ 198,561,000	\$ 233,000,000	\$ 198,561,000	\$ 190,646,047	\$ 7,914,953
2021	174,281,000	31,700,000	205,981,000	246,000,000	205,981,000	213,873,641	(7,892,641)
2022	182,142,000	31,700,000	213,842,000	260,000,000	213,842,000	253,456,778	(39,614,778)
2023	190,366,000	31,700,000	222,066,000	275,000,000	222,066,000	244,076,435	(22,010,435)
2024	199,037,000	31,700,000	230,737,000	275,000,000	230,737,000	269,709,088	(38,972,088)
2025	208,180,000	31,700,000	239,880,000	275,000,000	239,880,000	269,702,165	(29,822,165)
2026	217,822,000	31,700,000	249,522,000	279,000,000	249,522,000	270,838,588	(21,316,588)
2027	227,989,000	31,700,000	259,689,000	292,000,000	259,689,000	284,070,950	(24,381,950)
2028	238,712,000	31,700,000	270,412,000	307,000,000	270,412,000	299,033,088	(28,621,088)
2029	250,022,000	31,700,000	281,722,000	322,000,000	281,722,000	314,072,125	(32,350,125)
2030	261,952,000	31,700,000	293,652,000	338,000,000	293,652,000	330,075,125	(36,423,125)
2031	274,536,000	31,700,000	306,236,000	350,000,000	306,236,000	342,079,250	(35,843,250)
2032	287,811,000	31,700,000	319,511,000	350,000,000	319,511,000	342,067,253	(22,556,253)
2033	301,815,000		301,815,000	350,000,000	301,815,000	342,081,878	(40,266,878)
2034	316,591,000		316,591,000	350,000,000	316,591,000	342,069,503	(25,478,503)
2035	332,180,000		332,180,000	350,000,000	332,180,000	342,079,878	(9,899,878)
2036	348,629,000		348,629,000	350,000,000	348,629,000	342,072,335	6,556,665
2037	365,985,000		365,985,000	350,000,000	350,000,000	342,076,748	7,923,253
2038	384,300,000		384,300,000	350,000,000	350,000,000	342,072,905	7,927,095
2039	403,627,000		403,627,000	350,000,000	350,000,000	342,077,219	7,922,781
2040	424,024,000		424,024,000	350,000,000	350,000,000	342,073,580	7,926,420
2041	445,550,000		445,550,000	350,000,000	350,000,000	342,073,958	7,926,042
2042	468,268,000		468,268,000	350,000,000	350,000,000	342,074,524	7,925,476
2043	492,246,000		492,246,000	350,000,000	350,000,000	343,628,081	6,371,919
2044	517,554,000		517,554,000	350,000,000	350,000,000	343,626,515	6,373,485
2045	544,268,000		544,268,000	350,000,000	350,000,000	343,628,383	6,371,618
2046	572,465,000		572,465,000	350,000,000	350,000,000	343,624,876	6,375,124
2047	602,229,000		602,229,000	350,000,000	350,000,000	343,623,503	6,376,498
2048	633,649,000		633,649,000	350,000,000	350,000,000	343,626,769	6,373,231
2049	666,817,000		666,817,000	350,000,000	350,000,000	343,623,434	6,376,566
2050	701,831,000		701,831,000	350,000,000	350,000,000	343,625,299	6,374,701
2051	738,795,000		738,795,000	350,000,000	350,000,000	347,243,147	2,756,854
2052	777,820,000		777,820,000	350,000,000	350,000,000	347,240,615	2,759,386
2053	819,020,000		819,020,000	350,000,000	350,000,000	347,240,548	2,759,452
2054	862,518,000		862,518,000	350,000,000	350,000,000	347,243,507	2,756,493
2055	908,443,000		908,443,000	350,000,000	350,000,000	347,244,580	2,755,420
2056	956,931,000		956,931,000	350,000,000	350,000,000	347,240,703	2,759,297
2057	1,008,127,000		1,008,127,000	350,000,000	350,000,000	347,248,625	2,751,375
2058	1,062,183,000		1,062,183,000	350,000,000	350,000,000	0	350,000,000
2059	1,119,259,000		1,119,259,000	350,000,000	350,000,000	0	350,000,000
2060	1,179,526,000		1,179,526,000	350,000,000	350,000,000	0	350,000,000

EXHIBIT 3 – Hypothetical New MPEA Expansion Debt Service and Tax Collections

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**Exhibit 3**

**Hypothetical New MPEA Expansion Debt Service and Tax Collections**

<b>Fiscal Year</b>	<b>Authority Tax Collections</b>	<b>Reduction Amount</b>	<b>Available Revenues</b>	<b>Max. State Deposit Amount</b>	<b>Maximum Available Annual Revenues</b>	<b>MPEA Expansion Debt Service</b>	<b>Annual Tax Surplus / (Deficit)</b>
2020	\$ 166,861,000	\$ 31,700,000	\$ 198,561,000	\$ 233,000,000	\$ 198,561,000	\$ 190,646,047	\$ 7,914,953
2021	185,281,000	31,700,000	216,981,000	300,000,000	216,981,000	213,873,641	3,107,359
2022	193,142,000	31,700,000	224,842,000	300,000,000	224,842,000	253,456,778	(28,614,778)
2023	201,366,000	31,700,000	233,066,000	300,000,000	233,066,000	244,076,435	(11,010,435)
2024	210,037,000	31,700,000	241,737,000	300,000,000	241,737,000	269,709,088	(27,972,088)
2025	219,180,000	31,700,000	250,880,000	300,000,000	250,880,000	269,702,165	(18,822,165)
2026	228,822,000	31,700,000	260,522,000	300,000,000	260,522,000	270,838,588	(10,316,588)
2027	238,989,000	31,700,000	270,689,000	375,000,000	270,689,000	284,070,950	(13,381,950)
2028	249,712,000	31,700,000	281,412,000	375,000,000	281,412,000	299,033,088	(17,621,088)
2029	261,022,000	31,700,000	292,722,000	375,000,000	292,722,000	314,072,125	(21,350,125)
2030	272,952,000	31,700,000	304,652,000	375,000,000	304,652,000	330,075,125	(25,423,125)
2031	285,536,000	31,700,000	317,236,000	375,000,000	317,236,000	342,079,250	(24,843,250)
2032	298,811,000	31,700,000	330,511,000	375,000,000	330,511,000	342,067,253	(11,556,253)
2033	312,815,000		312,815,000	375,000,000	312,815,000	342,081,878	(29,266,878)
2034	327,591,000		327,591,000	375,000,000	327,591,000	342,069,503	(14,478,503)
2035	343,180,000		343,180,000	375,000,000	343,180,000	342,079,878	1,100,123
2036	359,629,000		359,629,000	450,000,000	359,629,000	342,072,335	17,556,665
2037	376,985,000		376,985,000	450,000,000	376,985,000	342,076,748	34,908,253
2038	395,300,000		395,300,000	450,000,000	395,300,000	342,072,905	53,227,095
2039	414,627,000		414,627,000	450,000,000	414,627,000	342,077,219	72,549,781
2040	435,024,000		435,024,000	450,000,000	435,024,000	342,073,580	92,950,420
2041	445,550,000		445,550,000	450,000,000	445,550,000	342,073,958	103,476,042
2042	468,268,000		468,268,000	450,000,000	450,000,000	342,074,524	107,925,476
2043	492,246,000		492,246,000	450,000,000	450,000,000	343,628,081	106,371,919
2044	517,554,000		517,554,000	450,000,000	450,000,000	343,626,515	106,373,485
2045	544,268,000		544,268,000	450,000,000	450,000,000	343,628,383	106,371,618
2046	572,465,000		572,465,000	450,000,000	450,000,000	343,624,876	106,375,124
2047	602,229,000		602,229,000	450,000,000	450,000,000	343,623,503	106,376,498
2048	633,649,000		633,649,000	450,000,000	450,000,000	343,626,769	106,373,231
2049	666,817,000		666,817,000	450,000,000	450,000,000	343,623,434	106,376,566
2050	701,831,000		701,831,000	450,000,000	450,000,000	343,625,299	106,374,701
2051	738,795,000		738,795,000	450,000,000	450,000,000	347,243,147	102,756,854
2052	777,820,000		777,820,000	450,000,000	450,000,000	347,240,615	102,759,386
2053	819,020,000		819,020,000	450,000,000	450,000,000	347,240,548	102,759,452
2054	862,518,000		862,518,000	450,000,000	450,000,000	347,243,507	102,756,493
2055	908,443,000		908,443,000	450,000,000	450,000,000	347,244,580	102,755,420
2056	956,931,000		956,931,000	450,000,000	450,000,000	347,240,703	102,759,297
2057	1,008,127,000		1,008,127,000	450,000,000	450,000,000	347,248,625	102,751,375
2058	1,062,183,000		1,062,183,000	450,000,000	450,000,000	0	450,000,000
2059	1,119,259,000		1,119,259,000	450,000,000	450,000,000	0	450,000,000
2060	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2061	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2062	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2063	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2064	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2065	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2066	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2067	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2068	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2069	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000
2070	1,179,526,000		1,179,526,000	450,000,000	450,000,000	0	450,000,000

EXHIBIT 4 – Hypothetical New Project Draw Schedule

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**Exhibit 4****Hypothetical New Project Draw Schedule**

<b>Month</b>	<b>Month</b>	<b>Project Draw</b>
1	Jul-20	\$ 3,231,365
2	Aug-20	3,231,365
3	Sep-20	3,231,365
4	Oct-20	3,231,365
5	Nov-20	3,231,365
6	Dec-20	3,231,365
7	Jan-21	3,231,365
8	Feb-21	3,231,365
9	Mar-21	6,462,730
10	Apr-21	6,462,730
11	May-21	6,462,730
12	Jun-21	6,462,730
13	Jul-21	6,462,730
14	Aug-21	12,925,460
15	Sep-21	12,925,460
16	Oct-21	12,925,460
17	Nov-21	12,925,460
18	Dec-21	19,388,190
19	Jan-22	19,388,190
20	Feb-22	19,388,190
21	Mar-22	19,388,190
22	Apr-22	19,388,190
23	May-22	22,619,555
24	Jun-22	22,619,555
25	Jul-22	22,619,555
26	Aug-22	25,850,920
27	Sep-22	25,850,920
28	Oct-22	25,850,920
29	Nov-22	25,850,920
30	Dec-22	22,619,555
31	Jan-23	22,619,555
32	Feb-23	22,619,555
33	Mar-23	19,388,190
34	Apr-23	19,388,190
35	May-23	19,388,190
36	Jun-23	19,388,190
37	Jul-23	19,388,190
38	Aug-23	12,925,460
39	Sep-23	12,925,460
40	Oct-23	9,694,095
41	Nov-23	9,694,095
42	Dec-23	9,694,095
43	Jan-24	9,694,095
44	Feb-24	9,694,095
45	Mar-24	9,694,095
46	Apr-24	6,462,730
47	May-24	6,462,730
48	Jun-24	6,462,730