

**NOTICE FOR PROFESSIONAL SERVICES  
2017-PROF-2**

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua'i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2016-2017:

**A. DEPARTMENT OF FINANCE – TREASURY DIVISION**

**1. Title of Project: UNDERWRITING SERVICES FOR MUNICIPAL BOND FINANCING**

**Description :** Responsible for developing plan of financing, credit rating process, and leading pricing and marketing efforts; organizes the efforts of all parties in structuring the financing and drafting the Offering Statement and related documents; analyzes financing alternatives for Issuer; prepares presentations for rating agencies and credit enhancers; reviews and helps shape principal legal documents; directs investor pre-sale bond marketing efforts; sets interest rates and offering terms of the bonds, accepts orders from investors and underwriters, and commits capital to underwrite unsold bonds.

**Estimated Cost:** No costs are expended until bonds are sold. Professionals are paid out of the proceeds of the issue.

**CONTACT PERSON:      David F. Spanski, Treasurer  
   Phone: (808) 241-4269**

\*\*\*\*\*

Parties or firms interested in providing the professional services listed shall transmit the resume and letter of interest electronically to [cokpurchasing@kauai.gov](mailto:cokpurchasing@kauai.gov).

The letter of interest shall include:

1. Project number and title; (for example: A.1 –)
2. Name of the department(s) to which the resume(s) is/are to be directed.
3. Signature of an authorized representative.

The email subject line shall include the following reference:

**2017-PROF-2 – Project Number – Company's name** (for example: 2017-PROF-2, A.1 – XYZ)

Co.)

**Resumes submitted with reference number 2017-PROF-2 stated in the subject line will receive a delivery confirmation by our email system upon receipt. Note if the reference number is not stated exactly in the subject line as noted, a delivery confirmation may not be sent.**

**The resumes may be electronically transmitted in either MS Word or PDF format.**

Resumes should include:

1. Reference to this Notice by noting “**2017-PROF-2**” on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional qualifications** (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.
  - Work on County’s municipal bond issue
  - A list of municipal bond financings completed over the past three years or currently underway.
  - Summarize your firm’s ability to provide underwriting services for tax-exempt municipal bonds, including general obligation bonds, revenues bonds, AMT bonds, taxable bonds.
  - Describe your firm’s experience with tax-exempt, AMT and taxable obligation in the State of Hawai’i.
5. A list of **projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies undertaken and completed** within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
  - The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom municipal bond underwriting services were rendered during the preceding year.
  - Securities Data Company, Inc. ranking as Negotiated Senior Manager and Competitive Senior Manager for each of the past five years in long term general obligation, water revenue, multi-family housing bonds.
  - Discuss the firm’s institutional and retail marketing distribution and remarketing capabilities both nationally and in Hawai’i. Identify how many full-time employees are dedicated to the sales and trading of municipal securities and the firm’s average

trading volume in Hawai'i municipal bonds. Describe how your firm would assist the County in improving their image with the municipal investor community in order to assure the widest distribution of their bonds at the lowest interest rate possible.

- Disclose any lawsuits or administrative actions taken against you by the Federal Government, a state, or municipality, during the past three years related to public finance. Disclose the nature and status of the action. If none, so indicate.

6. **Capacity to complete the work in the required time**

7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

- Willingness to commit capital
- Disclosure of any conflict of interest in providing services for the County of Kaua'i.

**Consultants are further notified of the requirements of Act 190, SLH 2011, SB 758**, wherein the County of Kaua'i is required to utilize the Hawai'i Compliance Express (HCE) to obtain proof of compliance of: a tax clearance from the State Department of Taxation, and the U.S. Internal Revenue Service, State Department of Commerce and Consumer Affairs, and State Department of Labor and Industrial Relations **prior to the issuance of an award**. Consultants are strongly encouraged to register for HCE so as to allow for needed proof of compliance prior to the issuance of an award.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services, dated June 2014. A copy of the document can be found at [www.kauai.gov](http://www.kauai.gov), using the following links: Government > Department>Finance>Division of Purchasing.

Awards shall be electronically posted on the County of Kauai website within seven (7) days of the contract award: <http://kauai.gov>; follow: County Agencies; Finance - Purchasing Division; Tabulations and Awards; Professional Services.

Resume submissions shall be received by the deadline of 3:00 P.M. (Hawaii Standard Time), **July 21, 2016. Late submissions will be returned.** Risk of late delivery shall lie with the sender.

Ken M. Shimonishi  
Director of Finance  
County of Kaua'i

Publicized: June 21, 2016, <http://www.spo.hawaii.gov> and <http://www.kauai.gov>