

PROPOSAL SUBMISSION AND FORMAT - Submit one (1) electronic copy on a thumb drive in .pdf format. Please create tabs or an index that follows the criteria described in this proposal.

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TAB 1 - Letter of Transmittal. A brief letter of transmittal should be submitted that includes the following information:

- A. The proposer's understanding of the work to be performed.
- B. A positive commitment to perform services for the duration of this engagement. The duration of the engagement will be five (5) years or, if a bond issuance is actively in progress at the conclusion of the five (5) year period, then the agreement shall continue through final issue and documentation.
- C. Any prospect law firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party. Alternatively, should any potential conflict exist, the prospective firm's proposal should specify the party with which there might be a conflict, the nature of the potential conflict, and the means proposed to resolve such conflict.
- D. A general description of the firm's size, resources, history, and current local government clients in the Tampa Bay region.

TAB 2 - Qualifications. (Abilities, Experience and Expertise) The following information should be included:

- A. A statement of qualifications, abilities, experience and expertise in providing the requested services.
 - i. Describe your firm's experience in serving as bond counsel and disclosure counsel to local governmental units, particularly focusing on those individuals who the firm intends to assign to the City of Clearwater.
 - ii. Provide a synopsis of bond-related litigation experience, e.g. contested bond validations.
 - iii. Indicate the capability and willingness of your firm to hold harmless, indemnify and defend the City for losses, costs and expense arising from liability claims resulting from alleged negligence of your firm, its officers, employees and subcontractors; describe the liability coverage carried by your firm.
 - iv. Please describe at least one example of an innovative or creative strategy used by the firm in a prior bond issuance.
- B. Please list and identify the personnel to be assigned to the City engagement, including both primary and back-up personnel.
 - i. Please include resumes for each member of the team who will be assigned to the City's engagement.
 - ii. Please provide at least two samples of official statements that later formed the basis for bond issuances by local government in Florida.

TAB 3 – References. Provide a minimum of three (3) references, preferably clients within the State of Florida, for whom you have provided similar services. Include the name of entity, contact person's names, phone numbers, e-mail addresses, type of service provided, dates these services were provided, including the dollar amount of the issues or other financing.

TAB 4 - Contract and Compensation.

- A. Furnish a proposed contract including fee proposal. Describe the firm's proposed fee schedule for the proposed services and for various alternative financing methods. Provide separate fee schedules for bond counsel versus disclosure counsel services. The City intends to award both services to a single firm; however, the City reserves the right to assign these services to separate

or different firms if the City deems it prudent to do so. Indicate the impact on the fee structure of a competitive sale versus a negotiated sale.

- B. Consulting services may be requested in situations that do not involve a debt issue. Provide a listing of any and all additional charges (i.e. hourly rates) not included in fee proposals.
- C. Indicate your firm's policy regarding out-of-pocket and/or indirect cost expenses; if your firm proposes reimbursement from the City, itemize the types of expense and basis of billing for each.

TAB 5 - Other Forms. The following forms should be completed and signed:

- A. Exceptions, Additional Materials, Addenda form
- B. Vendor Information form
- C. Offer Certification form
- D. W-9 Form. All responses should include a fully completed, most current W-9 form. Failure to include the W-9 will not disqualify your bid. (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)