



Financial Advisor

REQUEST FOR INFORMATION & PROPOSAL

Business & Auxiliary Services
Joliet Junior College
Joliet, IL

**Request for Information & Proposal
Joliet Junior College**

**FINANCIAL ADVISOR
JOLIET JUNIOR COLLEGE**

Bid Due Date: November 21, 2007 2:00 P.M. CST

Please direct bid questions to: jmitchel@jjc.edu

Questions will be compiled and answers provided to all vendors. Requests for clarification should be made on or before November 2, 2007, 10:00 a.m. via email to Judy Mitchell jmitchel@jjc.edu.

Faxed or email proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of opening. RFP's must be submitted in a sealed envelope clearly marked with the vendor's name, return address, RFP Security Assessment, the opening date and time. An original and ten (10) copies of the RFP shall be provided.

Vendors may request additional information regarding this RFP via fax or email as indicated below. Clarifications will be issued to all vendors of record. The vendor must acknowledge receipt of all addendums by signing and including them in their response.

Business Office: **Joliet Junior College**
Judy Mitchell, Dir. of Business & Auxiliary Services
1215 Houbolt Road
Joliet, IL 60431
E-mail: jmitchel@jjc.edu
Fax: 815.280.6631

RFP Name: **Financial Advisor**

Joliet Junior College (JJC) reserves the right to accept or reject any or all proposals. It is the college's intent to award this contract to the vendor(s) who provides the best overall value to the college. Joliet Junior College is not obligated to award this contract to the lowest bidder or to award all sections to a single bidder.

General College Information:

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 21,578 credit and 16,278 non-credit students attending classes on its main campus, located within the city of Joliet, and its two extension campuses, located in Romeoville and downtown Joliet, as well as satellite sites throughout the District's seven counties, which include parts of Will, Grundy, Kankakee, Kendall, LaSalle, Livingston and Cook Counties. Over the past five years, Joliet Junior College has increased enrollment an average of 3.5% per year. The College employs approximately 200 full-time faculty members and just over 240 full-time support staff. Our total employee count is over 1,000, including all full and part-time faculty, staff and student workers.

Joliet Junior College serves approximately 265,949 households in a 1,442 square mile area. Total 2006 Equalized Assessed Valuation is \$17,792,972,785 and its fiscal year 2008 General Fund operating budget is \$61,122,500. Joliet Junior College's current total debt service is \$12,943.639.

The College's mission is determined by the Illinois Community College Act, which establishes a statewide community college system. Simply stated, the mission is to serve the post-secondary educational needs of the residents of Community College District No. 525 (Joliet Junior College). To fulfill this mandate, the District is committed to providing a quality education that is affordable and accessible to the diverse student population it serves.

Overview and Objectives:

Joliet Junior College is seeking the services of a innovative **Financial Advisor** who would be responsible for guiding and advising the Board of Trustees and Administration in all aspects of reviewing and evaluating the College's financial alternatives in resolving its facilities' needs over the next 5 - 10 years; specifically, its need for additional buildings on its Main campus, renovation of campus-wide buildings, and construction of new satellite campuses. This would include, inter alia, advising the Board and Administration with respect to the structure and duration of the proposed bond issue or other financial alternatives, advising the Board with respect to the relevant merits of selling the bonds on a "competitive" or "negotiated" basis (if bonds are the financial alternative selected), advising the Board with respect to the fees and costs to be anticipated, and assisting Joliet Junior College with a successful resolution to its identified facilities financial plan.

GENERAL REQUIREMENTS:

Each proposal must include a cover letter identifying the person who will have primary responsibility for management of Joliet Junior College's (District 525) transaction and identifying the parent company, home office and branch, if any, to whom this representative is responsible. The cover letter should express an interest in providing

said service and the degree to which the firm submitting the proposal is qualified to do so.

SPECIFIC REQUIREMENTS:

To assure consistency, proposals (10 copies) must conform to the following format:

- A. Cover Letter
- B. Table of Contents
- C. Sessions (as listed below):
 - a. Scope of Services
 - b. Proposed Options
 - c. Firm Structure and Qualifications
 - d. References
 - e. Disclosures
 - f. Fees

A. SCOPE OF SERVICES:

Role of Financial Advisor

1. Serve as the College's consultant on financing projects.
2. Provide independent financial advice and serve solely the interests of the College.
3. Manage the financing process.
4. Recommend strategies to successfully secure funding streams from referenda, legislative initiatives, grants, etc.

Services to be Provided

The College seeks to utilize the best combination of options available to adequately address the capital needs of the College. The selected Financial Advisor will be required to perform the following:

1. Develop a financial plan and prepare financing schedule(s).
2. Evaluate legal approaches for various financing structures and propose financing methods, with an emphasis on innovation, to accomplish the College's objectives. This will be done in conjunction with the College's staff and legal counsel.
3. Review legal documents.
4. Analyze and report on the advantages and disadvantages of each proposed financing.
5. Evaluate the projected cash flow from any revenue sources that may constitute security for any obligation incurred.
6. Review existing commitments to determine potential impacts, if any, on the proposed financing and make appropriate recommendations to the College's financing team.

7. Work with the College's bond counsel and financing team in recommending size, structure, specific terms and conditions of a debt issue.
8. Assist the College in selection of formation of financing team, including preparing a list of services required of underwriter, trustee, verification agent and other professionals, as agreed upon.
9. Advise the College's financing team on areas of industry specific knowledge that affects the financing and marketing of the project's debt.
10. Assist bond counsel in preparing the text of an official statement as required, the official statement and disclosure documents. Official statements will include a description of the securities, the project, and pertinent financial and economic data. In the preparation of such an official statement, assist the College in ascertaining material facts and circumstances regarding the project. The official statement will be printed and mailed, together with copies of the official notice of sale and basic legal documents, to a comprehensive list of prospective bidders.
11. If necessary, prepare credit profiles and assist the College in making presentations to bond insurance companies and/or rating agencies. These agencies may require sufficient information to receive the highest possible rating on any securities prior to the sale of such securities.
12. Prior to the sale of securities, assist in representing the College at information meetings (various locations) if such meetings are necessary or desirable.
13. Assist in negotiations with bond insurers and/or letter of credit providers.
14. Manage competitive or negotiated sale process. Arrange for advertising and pre-marking of issue. Represent the College at the bid opening for a public sale and analyze the bids, identify the most favorable bid, and make a recommendation as to award of the bid.
15. Assist the College in closing the financing, which includes assistance in selecting a bond printer and in advising the College on the investment of proceeds pending expenditure.
16. Prepare and deliver presentations designed to facilitate an understanding of public sector financing and its implications to Joliet Junior College and other governing boards as may be necessary.
17. Analyze the financing impact of project costs, cash flow projections and rate implications. Participate in the development of alternate strategies with the College's finance team.

Limitations

The Financial Advisor shall not be permitted to participate directly or indirectly in any manner in the purchase of the financing debt or bonds relating to any phase of the project for which Financial Advisor services are provided, unless otherwise approved by the college in advance of any transactions.

Should you have any questions, please contact Mr. David Agazzi at 815-280-6647 or email at dagazzi@jjc.edu.

B. PROPOSED OPTIONS

Joliet Junior College is in the last stages of preparing a five year campus master plan (<http://www.jjc.edu/masterplan/>). Approval of the final plan is expected in February 2008. The exact projects are not finalized; however the college seeks examples of how the following projects could be financed and the impact of funding streams on the college community. When tuition increase is referenced below use the following assumption: (250,000 credits hours with annual increases of 3%)

1. Campus Center: New campus front door for student services and other academic functions.
Project Cost: \$20 million
Proposed Revenue Stream/Contributions:
 - a) tuition increase tuition increase with \$5 million capital campaign contribution
 - b) voter approved referendum (show monthly and annual impact of effect on owner of \$200,000 home)
 - c) other

2. Expansion/Renovation of Science Building, Culinary Arts Facilities, Parking Lots, and General Classrooms.
Project Cost: \$50 million
Proposed Revenue Stream/Contributions:
 - a) tuition increase
 - b) tuition increase with \$5 million capital campaign contribution

3. Recreation/Athletic facility jointly owned by Joliet Junior College and the Greater Joliet Area YMCA.
Project Cost: \$25 million
Proposed Revenue Stream/Contributions:
 - a) facility revenues
 - b) capital campaign contribution of \$10 million
 - c) other

4. City Center high rise replacement with participation from other private/public entities.
Project Cost: \$10 million
Proposed Revenue Stream/Contributions:
 - a) lease revenues
 - b) private contribution/investment
 - c) JJC contribution
 - d) TIF financing/revenue
 - e) Other

C. FIRM STRUCTURE AND QUALIFICATIONS:

This section should contain your firm's financial and organizational profile, experience and background with respect to the following:

1. Describe your firm's qualifications and relevant experience. Provide general information about your firm, including the size of the organization, location of offices, years in business, and number and position titles of staff.
2. Identify the persons in your firm would provide the requested services to Joliet Junior College and describe in detail such persons' qualifications and background including their educational and professional background and knowledge of and experience in financial advising for community college districts, higher education entities (public or private), or school districts in general.
3. Include a listing of all bond issue clients and magnitude of each issuance in the past five (5) years for our seven-county area: Will, Grundy, Kankakee, Kendall, LaSalle, Livingston and Cook Counties.
4. Rating agency and bond insurance experience with public community college districts, higher education entities (public or private), schools and municipalities. Affirmation that the Financial Advisor is properly license for practice in the State of Illinois.
5. A full disclosure and description of any pending investigation or any finding of violation with the past five (5) years of any regulatory agency rules relating to municipal finance (i.e., Securities & Exchange Commissions, Municipal Securities Rule Marketing Board, National Association or Security Dealers, State of Illinois).
6. Discuss any other relevant factors you believe should be considered by Joliet Junior College.

D. REFERENCES:

Provide four client references comprised of area public entities that recently conducted similar business with your firm. Indicate the name of the school or organization, the type of magnitude of bond involved or financial alternative, the date of issuance, specific contact name, addresses and phone numbers.

E. DISCLOSURE:

The consultant will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the College. Consultant shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

F. FEES:

Discuss the basis on which you would negotiate your fee for the services contemplated by this RFP exclusive of bond counsel, insurance, surety bond, credit enhancers, printing costs, etc. Be prepared to discuss the basis for those other fees delineated above.

EVALUATION and SELECTION PROCESS:

Responses to the RFP will be evaluated on the following criteria: The qualifications of the responding firms and the assigned individuals, with emphasis on technical expertise and knowledge of and experience with Joliet Junior College, community colleges and schools districts in Illinois; the basis for negotiating a fee for services; and the interview with the responding firms.

Joliet Junior College intends to select the firm that the College, in its sole discretion, determines is the most capable of meeting the College's objectives and needs. The College reserves the right to reject any and all proposals with or without cause. Upon selection and designation of a financial advisor, the College intends to negotiate an agreement with the designated financial advisor. Nothing in this RFP, the proposals, nor the College's acceptance of a proposal and designation of a financial advisor shall obligate the College to enter into or complete negotiations with any financial advisor. Upon approval and execution of any agreement between the College and a financial advisor, the terms of the agreement will prevail. The College is not liable for any cost incurred by respondents in replying to this RFP or in connection with any interview or negotiation relating to this RFP.

SCHEDULE:

| | |
|-------------------------------|---------------------------|
| RFPs Mailed: | October 19, 2007 |
| Project Clarifications: | November 2, 2007 |
| Responses to Questions: | November 6, 2007 |
| Proposal Due Date: | November 21, 2007 |
| Interviews of Selected Firms: | December 10 thru 14, 2007 |
| Board Selection of a Firm: | January 15, 2008 |

Contractual Requirements

All RFP's must be submitted by the date and time of opening. RFP's must be submitted in a sealed envelope clearly marked with the vendor's name, return address, RFP Security Assessment, the opening date and time. An original and ten (10) copies of the RFP shall be provided. **Proposals must be received no later than 2:00 p.m. CST on November 21, 2007.**

Issuing Office

Joliet Junior College
Judy Mitchell, Dir. of Business & Auxiliary Services
1215 Houbolt Road
Joliet, Illinois 60431
E-mail: jmitchel@jjc.edu

The following documents are available for you to view on the Joliet Junior College website. http://www.jjc.edu/campus_info/reports/

1. Copies of the last two years' Comprehensive Annual Financial Report.
2. Copy of the adopted 2007-08 Budget.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431

GRID FOR EVALUATION

A. SCOPE OF SERVICES (30%)

Provide a ranking of 1 (high) to 5 (low) for each item:

| | | | |
|---------|-------|---|-------------|
| Item 1 | _____ | | |
| Item 2 | _____ | | |
| Item 3 | _____ | | |
| Item 4 | _____ | | |
| Item 5 | _____ | | |
| Item 6 | _____ | | |
| Item 7 | _____ | | |
| Item 8 | _____ | | |
| Item 9 | _____ | | |
| Item 10 | _____ | | |
| Item 11 | _____ | | |
| Item 12 | _____ | | |
| Item 13 | _____ | | |
| Item 14 | _____ | | |
| Item 15 | _____ | | |
| Item 16 | _____ | | |
| Item 17 | _____ | | |
| | | | |
| TOTAL | _____ | X | .30 = _____ |

B. PROPOSED OPTIONS (30%)

Provide a ranking of 1 (high) to 5 (low) for each item:

| | | | |
|----------|-------|---|-------------|
| Option 1 | _____ | | |
| Option 2 | _____ | | |
| Option 3 | _____ | | |
| Option 4 | _____ | | |
| | | | |
| TOTAL | _____ | x | .30 = _____ |

C. FIRM STRUCTURE & QUALIFICATIONS (20%)

| | | | |
|-------|-------|---|-------------|
| TOTAL | _____ | X | .20 = _____ |
|-------|-------|---|-------------|

D. REFERENCES (10%)

TOTAL _____ X .10 = _____

E. BASIS FOR NEGOTIATING FEE (10%)

TOTAL _____ X .10 = _____

FINAL WEIGHTED SCORE _____