

**Request for Proposal (RFP)**  
**Bond Counsel Services**  
**In Connection with the Issuance of Debt for Joliet Junior College**

**Background:**

Joliet Junior College is planning to issue several series of debt over the next two years to finance various capital improvements at its main campus in Joliet on Houbolt Road and at its Renaissance Center in downtown Joliet. The college may also sell land at its north campus location that was originally debt financed. To date, the following tentative projects and financings have been identified. *Please note that none of these projects and related financings has yet been formally approved by the Board of Trustees. Such approval will be considered at the Trustees' meeting on May 6, 2008.*

1. \$57 million Debt Certificate issue in June 2008. Debt service payments will be supported by a tuition increase.
2. \$89 million referendum bonds to be presented to the voters at either the November 2008 or April 2009 elections.
3. Sale of land at the Joliet Junior College north campus which will require legal assistance in the transaction.
4. In conjunction with the YMCA, approximately \$15 million of bonds to finance the construction of a new facility.
5. Possible \$15 million financing with private developers for projects related to the College's Renaissance Center in downtown Joliet.

All issues will be sold on a competitive basis.

**General Requirements:**

Each proposal must include a cover letter, signed by the person who will have primary responsibility for management of Joliet Junior College's transaction(s).

**Specific Requirements:**

Firms must submit a complete response to each of the items below in the order listed. Failure to submit all requested information or to follow instructions set forth in the RFP may result in rejection of the proposal. Responses to each item should be concise.

**Please provide a response to the following questions:**

1. Describe your firm, including profile, experience and background, branch offices (if any), number of lawyers in total and the number of lawyers specializing in municipal finance.
2. State the names, mailing address, telephone number, facsimile number and electronic mail of the principal contact person for your firm and the principal author of the

submission. Provide brief resumes for the professional members of your firm who will be assigned to Joliet Junior College financing on a priority basis.

3. Please provide a representative list of general obligation, tax-exempt bond issues for Illinois issuers and specifically those in Will County for which you have served as bond counsel since January 1, 2005. Please describe any specific experience your firm has had in serving as bond counsel for community colleges.
4. Please provide at least three references of general obligation bond issuers in Will County that can attest to your capabilities and your overall performance in analyzing, understanding and managing numerous bond issues for an issuer.
5. Please provide an example of a transaction for which your firm served as bond counsel for a joint partnership financing between a YMCA or other 501(c)3 organization and a community college or K-12 educational issuer.
6. Discuss your firm's experience as bond counsel for community college or K-12 educational issuers that have involved private developers.
7. Are there any investigations by any regulatory body or court, or pertinent litigation regarding conduct of your firm, its management, and particularly your firm's corporate and public finance/municipal bond departments?
8. Describe any existing or potential conflicts of interest your firm might have in the course of your performance of services requested hereunder.
9. Please discuss any other relevant factors that should be considered by Joliet Junior College.
10. Please provide a fee proposal expressed in dollars based on the following financings:
  - a. \$57 Million Debt Certificates
  - b. \$89 Million Referendum Bonds
  - c. \$15 Million Joint Financing between the YMCA and Joliet Junior College
  - d. Legal opinion regarding the sale of north campus land which was originally debt financed.

***(Please note that none of these financings has yet been formally approved by the Board of Trustees. Such approval will be considered at the Trustees' meeting on May 6, 2008.)***

**II.** The tentative timeline for the Debt Certificate issue is listed below. Please indicate whether your firm will be able to fulfill its duties as bond counsel within this timeframe. ***Please also note that the firm tentatively selected by the administration on April 21<sup>st</sup> will be asked to prepare and forward a parameters resolution to the College by April 29<sup>th</sup>.***

Parameters Resolution forwarded to the College by tentatively selected Bond Counsel firm for inclusion in Board packets	April 29, 2008
Financial Advisor distributes draft of Preliminary Official Statement (POS)	May 5, 2008
Board of Trustees adopts Parameters Resolution	May 6, 2008
Comments due on first draft of POS	May 12, 2008
Bids received for Debt Certificates; Delegates approve pricing	June 3, 2008
Closing	June 24, 2008

**Schedule of Bond Counsel Selection Process**

The selection of bond counsel will proceed according to the following time schedule:

Distribute RFP	March 17, 2008
Questions due	March 28, 2008 10:00 a.m.
Responses to questions issued	April 1, 2008 2:00 p.m.
Proposals due	April 8, 2008 2:00 p.m.
Interviews with selected firms	Week of April 14, 2008
Administration tentatively selects Bond Counsel Firm	April 21, 2008
Board of Trustees formally approves selection of Bond Counsel Firm	May 6, 2008

## **Proposal Submittals**

Five (5) printed and bound copies of this proposal should be submitted before 2:00 pm Central Standard Time, April 8, 2008 to the individual listed below. Any proposals received after this time will be rejected.

Judy Mitchell  
Director of Business and Auxiliary Services  
Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431-8938

Any questions regarding the RFP should be submitted to Ms. Mitchell via email at [jmitchel@jjc.edu](mailto:jmitchel@jjc.edu) on or before March 28, 2008 at 10:00 a.m. Any such questions will be shared with all interested firms no later than April 1, 2008 at 2:00 p.m.

## **Evaluation Criteria**

An evaluation team will independently evaluate each proposal, and selection will be made upon the basis of the criteria listed below, which will be judged of equal weight:

1. Ability to provide services related to debt issue and management.
2. Firm structure, services and Illinois presence.
3. Ability to provide services and analysis involving numerous financing mechanisms.
4. Qualifications of key personnel.
5. Cost of services.

**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-1018  
1215 Houbolt Road  
Joliet IL 60431