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CITY OF SNOQUALMIE  
P.O. Box 987, Snoqualmie, Washington 98065  
[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

**REQUEST FOR QUALIFICATIONS  
FOR  
GENERAL OBLIGATION BOND UNDERWRITER**

**I. PURPOSE OF REQUEST**

The City of Snoqualmie ("City") is soliciting Proposals from qualified firms pursuant to Section 39.04.270 RCW for competitive negotiation for a general obligation bond underwriter for the City as specified in the attached Scope of Services.

**II. TIME SCHEDULE**

The City will follow the following timetable:

Issue RFQ: September 20, 2006

Deadline for Submittal of Responses to RFQ: October 6, 2006, 3 PM

Scope of Services and Requirements can be obtained from:

Harry Oestreich, Finance Officer  
City of Snoqualmie  
425-888-1555, Extension 23.  
[hoestreich@ci.snoqualmie.wa.us](mailto:hoestreich@ci.snoqualmie.wa.us)

**III. INSTRUCTIONS TO PROPOSERS**

A. All responses shall be sent to:

Harry Oestreich, Finance Officer  
City of Snoqualmie  
PO Box 987  
Snoqualmie, WA 98065

B. Place two (2) copies of your Proposal in a sealed envelope and clearly label in the lower left corner "Proposal for General Obligation Bond Underwriter."

C. No telegraphic or telephone information will be accepted.

D. Proposals should detail qualifications and relevant experience to perform the required services.

E. An authorized representative of the firm must sign the Proposal.

F. Any questions concerning the City's specifications or RFQ process shall be directed to the Finance Officer at (425) 888-1555, Extension 23.

**IV. SELECTION CRITERIA**

Your Proposal will be evaluated on the following criteria:

Request for proposal – General Obligation Bond Underwriter (Continued)

1. Responsiveness of the request for qualifications and/or proposal to the purpose and scope of services.
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.
3. Performance data, references, key personnel.

**V. TERMS AND CONDITIONS**

A. The City reserves the right to reject any and all responses, and to waive minor irregularities in any Proposals.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.

C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.

D. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ.

E. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

F. The City encourages minority and women-owned firms to submit qualifications consistent with the City's policy to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

**VI. SCOPE OF SERVICES AND REQUIREMENTS.**

A. Scope of services and requirements are attached as Addendum A and are by reference incorporated in this request for proposal.

**VII. COMPENSATION**

A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City may select another firm.

B. Payment by the City for the services will only be made after the services have been performed. Payment shall be made on a monthly basis, in accordance with the terms set forth in the contract.

**VIII. PUBLICATION**

This RFQ shall be published as follows:

Daily Journal of Commerce: September 22 & 29, 2006

**SCOPE**  
**Request for Qualifications**  
**For**  
**General Obligation Bond Underwriter**

**Overview**

The City of Snoqualmie is requesting proposals for a General Obligation Bond Underwriter. The City of Snoqualmie anticipates issuing a \$ 6.86 million in Combined Utility Limited Revenue Bonds and placing on the ballot a General Obligation Bond levy of \$ 8.75 million for the construction of a Community Center. The City will also place an M & O levy in the amount of approximately \$ 345,000 on the same November ballot contingent upon the GO Bond levy passing. This will be a competitive negotiation process. The City reserves the right to reject all bids and issue another Request for Qualifications (RFQ). This RFQ does not commit the City of Snoqualmie to reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include track record of successful placements for other municipalities and/or utilities, identification and understanding of the City's requirements as embodied in the following list of questions, and experience and qualifications of key personnel.

The City of Snoqualmie is a general purpose government and provides police and fire protection, street maintenance and improvement, parks, and general administrative services. In addition, the City owns and operates water and sewer systems, a storm drainage system and a reclaimed water irrigation system. The accounting policies of the City conform to the Budgeting, Accounting and Reporting System for Category 2 local governments prescribed by the State Auditor. Snoqualmie has a 2006 population of approximately 7,814 and anticipates having a population of approximately 11,000 by 2009. The City is the location of Snoqualmie Ridge II Development LLC., and it is growing rapidly. The City has approximately 72 employees and a 2006 assessed valuation of \$ 1.235 billion. The City has several outstanding limited general obligation bonds totaling \$ 4.63 million, a Utility Revenue limited bond of \$ 2.33 million and one voter approved general obligation bond totaling \$ 3.36 million. With an available indebtedness limit of \$ 82.26 million, the City is relatively debt free.

**Deadline: All proposals must be received by the Finance Officer no later than 3:00 p.m. on October 6, 2006.**

**Requirements and Specifications**

**Proposal Instructions:**

Please answer the stated questions listed below. If additional pages are necessary please feel free to attach them to your proposal. Please feel free to include pre-printed literature regarding your services should you desire. Please provide one price quote for the entire system and a separate quote for each separate subsystem. Please indicate the length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified below please identify the cost of such

enhancement. For each subsystem, please identify when the application was first put into production, how many sites are using the application, and how many installations are in progress.

Proposals should be mailed or delivered to the:

Finance Officer  
City of Snoqualmie  
P. O. Box 987  
8020 Railroad Avenue SE  
Snoqualmie, WA 98065

The respondents will be evaluated on the completeness of the documentation submitted, presentation to City staff and the answers provided to the following six requirements:

1. What is the history of the firm in relation to Bond Underwriting?
2. What is the experience of the assigned banker?
3. Provide a client reference list.
4. Describe the services that your firm will provide the City of Snoqualmie and the associated costs to the City of Snoqualmie.
5. Describe what the Original Discount Rate will be on both anticipated bond issues and the basis for its determination.
6. Any other relevant information related to the firm, banker, or services that the City of Snoqualmie should consider in selecting the successful Bond Underwriter.