



**Request for Qualifications # 11-009  
for Bond Counsel Services**

July 21, 2011

Dear Interested Firms:

Solano Community College District is considering placing a Proposition 39 General Obligation bond measure on the November, 2012 ballot to fund facilities improvements. The District is assembling a bond team to make recommendations and provide analysis about the timing of the possible measure, and to direct the information phase. This request is for proposals from qualified firms to serve as **Bond Counsel**.

The services anticipated to be provided by Bond Counsel for this project includes all aspects of legal services relating to the issuance of a public General Obligation bond, from the preliminary analysis and feasibility phases through issuance, if the measure gets on the ballot and is approved by the voters. The amount of this bond is estimated to be between \$80 and \$250 million. In 2002, the District successfully passed Measure G, a \$125M measure. The funds from that measure have essentially been exhausted.

This letter invites your firm to present your qualifications for the work briefly described on Attachment "A". Your statement of qualifications may be brief, but should include the following information. It does *not* need to be in the same order as presented below.

1. An overview of your firm and of its practice in public finance and related areas of law; its history and other pertinent general information.
2. A description of the firm's organizational structure such as the number and type of employees that would be assigned to this project to assist evaluators understand your firm's overall capability, stability, and resources for this project. You may wish to describe how your firm can manage the work of Solano's unique needs in a timely and effective manner given your other client demands.
3. Discuss the proposed project team and their "resumes" if not included in the above information.
4. A description and/or listing of your firm's experience and qualifications providing bond counsel services for General Obligation Bonds for facilities improvements for California Community Colleges if not included in your firm's overview. Your response should include experience with school districts and colleges and with projects that are of similar complexity and scope.
5. A list of references. Include at least three (3) school districts and/or community colleges with whom the District may consult where your firm provided counsel for the same type and complexity of bond measure in the last

three years. Provide their names and contact information. Please also provide with those references the name(s) of the individual or individuals *in your firm with whom those references worked*.

6. List references including pollsters, campaign consultants, bankers/underwriters with whom your assigned project team has worked and where the services provided were of similar scope and complexity as this project.
7. A typical time-line, "project plan" or narrative demonstrating the key phases/steps of the work your firm will be doing to help the District gauge your methods or approach and what the District needs to plan for.
8. Disclosures: A disclosure of any prior or ongoing incidents where it is alleged that your firm has defaulted or failed to perform which has led the other terminate the contract or where your firm has been found liable.

In addition, if applicable, provide any potential conflict of interest disclosures where your firm may require informed consent from the District if your firm may find itself assuming a variety of counsel roles in our project or with any participants in this project.

9. Compensation. Given the very rapid turnaround time between the District's receipt of firm qualifications and the date the Board of Trustees needs to approve any engagement, the District is requiring firms to provide their proposed fees *with* their qualifications based on what your firm understands the scope of this project is at this time.

The District's Evaluation Team will evaluate qualifications on a variety of criteria including an interview if an interview is deemed necessary, and references.

The District may select a firm solely on the Statement of Qualifications and references alone with or without an interview. It may interview only one firm or many firms. The District is not obligated to interview all firms.

Please submit five (5) copies of your Statement of Qualifications proposal in a box or package by **4 p.m, Tuesday, August 16, 2011** to my attention as follows:

Mr. Yulian Ligioso, Vice President of Finance &  
Administration  
Administration Bldg # 600, Room 629  
Solano Community College  
4000 Suisun Valley Rd.  
Fairfield, CA 94534-3197

The package or box should also be clearly marked on the outside as follows:  
"Statement of Qualifications # 11-009 – Bond Counsel due 4 p.m.  
Tuesday, August 16, 2011. "

We would be glad to answer any questions. Questions may be addressed to Roy V. Stutzman, Project Coordinator, E-mail: [roystutzman@aol.com](mailto:roystutzman@aol.com), Telephone (707) 529-0440.

*Thank you* for taking the time to submit your qualifications for this work. We look forward to hearing from you.

Sincerely,

*Yulian Ligioso*

Yulian Ligioso  
Vice President of Finance and Administration

Attachment "A" - Brief Scope of Work

Attachment "A"

**Scope of Work to be Provided by Bond Counsel**

Provide all legal and professional services necessary to assure a successful and legal Proposition 39 General Obligation bond measure for Solano Community College District for the November 2012 ballot. Services shall include, but not be limited to, the following: (The complete detailed Scope of Work shall be contained in a subsequent contract or Engagement Letter between Solano Community College District and the Bond Counsel).

1. rendering the bond counsel opinion regarding the validity and binding effect of the bonds, the source of payment and security for the bonds, and the excludability of interest on the bonds from gross income for federal income tax purposes;
2. preparation and review of documents necessary or appropriate to the authorization, issuance, sale, and delivery of the bonds, coordination of the authorization and execution of these documents, and review and, where appropriate, drafting of enabling legislation;
3. assisting the Issuer in seeking from other governmental authorities any approvals, permissions, and exemptions necessary or appropriate in connection with the authorization, issuance, sale, and delivery of the bonds;
4. reviewing legal issues relating to the structure of the bond issue;
5. preparing election proceedings or pursuing validation proceedings.
6. reviewing or preparing those sections of the offering document to be disseminated in connection with the sale of the bonds that relate to the bonds, financing documents, bond counsel opinion, and tax exemption;
7. assisting the Issuer in presenting information to bond rating organizations and credit enhancement providers relating to legal issues affecting the issuance of the bonds; and
8. reviewing or preparing the notice of sale or bond purchase contract for the bonds and reviewing or drafting the continuing disclosure undertaking of the Issuer.