



WM Financial Strategies

11710 ADMINISTRATION DRIVE
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September 25, 2020

**RE: City of Wentzville, Missouri
Request for Proposals for Underwriter of
Approximately \$3,765,000
Refunding Certificates of Participation, Series 2020**

In July the City of Wentzville (the “City”) distributed a request for indications of interest for Refunding Certificates of Participation, Series 2020 (the “Certificates”). Based on the responses received, the City determined that a public sale of rated Certificates would provide the most favorable refunding results. As a result, WM Financial Strategies, acting as a registered municipal advisor on behalf of the City, is seeking proposals from firms, and has sent a request for proposals to at least three reasonably competitive market participants, to underwrite the Certificates of Participation.

A draft of the preliminary official statement is available electronically at www.wmfinancialstrategies.com.

Written proposals will be accepted until 12:00 p.m., Central Time, on October 8 by email to the City’s municipal advisor at Jhoward@wmfinancialstrategies.com and to the City’s Director of Finance, Jeff Lenk, at Jeff.Lenk@wentzvillemo.org.

Proposals may not exceed 6 pages (excluding any comparable issues) and must include responses to items 1 through 9 set forth below:

1. Underwriting Discount or Fees. Indicate your proposed underwriting discount (as a percentage of the par amount).
2. Interest Rates. Using the maturity schedule shown in the Preliminary Official Statement, provide a listing, by year, of the interest rates and yields you would assign if the issue had been sold on October 5. The rate may not exceed 3%; however, the City has a preference for lower rates in order to obtain the majority of savings in the years 2021 through 2029. Accordingly, the City may select a proposal with the lowest rates not necessarily the highest savings. If the rates are **not** based on par pricing, include the yield, yield to maturity and reoffering price for each maturity based on an issue date of November 5 which is the anticipated date of closing. For informational purposes the True Interest Cost based on your proposal must also be included.

Proposals should include justification of the yields set forth in the proposal based on either indexing or comparables as described below.

- a) *Proposals Without Rate Indexing*. Provide samples for comparable issues your firm has recently priced. The samples (not more than 4) should include the name of the issue, principal amounts per maturity, interest rates, yields and reoffering prices. In addition, include the relationship of the yields to the AAA MMD (if possible) at the time of pricing and describe in

detail how the pricing for the samples compares to the yields described for the City's transaction. Describe in detail the process you will use for establishing the final rates.

b) *Proposals With Rate Indexing.* If rate indexing is included as part of your proposal the index must be based on yields to maturity and the following information must be provided:

1. A detailed description of the index method to be used including the name of the published index to be utilized, the relationship between the **yields to maturity** in the proposal and the yields in the published index, and the expiration date of your indexing offer.
2. The date that will be used as the sale date for purposes of indexing. (Acceptable dates include, for example, (1) the date the City executes the purchase agreement, (2) a date prior to the sale and agreed upon prior to such date by the underwriter and the financial advisor, (3) a set date that is a specified number of days prior to the sale.)
3. A copy of the published rate table against which rates will be indexed must be included in your proposal. If the index uses a one-day lag, the index used for an assumed October 5th pricing date should reflect October 2nd rates.
4. The conditions under which the index will not apply such as the suspension of trading on the New York Stock Exchange.

If your index permits the final rates to be higher than the ratio of the proposal rates to the published rate index (such as a volatility or rounding factor) this will be taken into account in analyzing the proposal.

Rate indexing, if utilized, is intended to provide an upper limit on interest rates. It is understood that if the firm selected utilizes rate indexing, best efforts will be used to offer the Certificates at rates lower than the index. In addition, it is understood that most indexes reflect a one-day lag in rates that may make marketing difficult in a volatile rate environment. Accordingly, on the date of sale, WM Financial Strategies will permit an upward variance of up to 10 basis points to the rate index.

3. Costs of Issuance and Underwriter's Counsel. The City intends to pay costs of issuance including trustee fees, rating fees, City Attorney fees, Gilmore & Bell's fees as Special Tax Counsel, CUSIP fees, title insurance fees and municipal advisor fees. Any other expenses, including the fees of Underwriter's Counsel, if any, shall be the responsibility of the underwriter selected. If you intend to employ an underwriter's counsel, please provide the name and address of the firm.

4. Terms of the Certificates. Describe your proposed prepayment provisions, if any. Indicate whether you agree to the other terms of the Certificates as set forth in the draft preliminary official statement.

5. Underwriting Agreement. The firm selected shall provide the municipal advisor, Special Tax Counsel and the City comments to the draft documents and underwriting agreement, to be prepared by Special Tax Counsel, within three business days following the selection of the proposed underwriter. The City plans to execute the agreement and Certificate documents on October 28. Other than such terms and conditions as set forth herein, indicate any further internal approvals you will require as a condition to entering into an underwriting agreement (e.g. credit approval by commitment committee). If further credit approval is required describe in detail the process and how it will affect the proposed time schedule.

6. Issue Price. Indicate whether you anticipate providing a certification regarding reoffering prices on the Certificates on the date of sale (e.g. with 10% of each maturity sold at the initial offering price and holding the price for 5 business days for any maturity with less than 10% sold).

7. MSRB's Rule G-17. Provide your firm's Rule G-17 disclosures to be signed by the Mayor on behalf of the Board of Aldermen.

8. Good Faith Deposit. Indicate your firm's willingness to provide a 2% good faith deposit (a cashier's check, certified check or wired funds) prior to 2:00 p.m. on the day your underwriting agreement is adopted by the City.

9. Personnel. Provide the name and phone number for the person who will serve as the City's contact.

The City anticipates selecting an underwriter based on the written proposals received, however, in the event that the City elects to interview one or more firms, such interviews will be held by telephone on October 8.

The City reserves the right to reject any and all proposals. The City may waive any variations which are considered to be in the best interest of the City. The City will take all matters included in the request for proposals into account in determining the best proposal and will select the firm it deems to have the best proposal, not necessarily the lowest price. In the event the City elects to terminate the financing prior to execution of an underwriting agreement the City will have no obligation to any firm submitting a proposal.

If you have any questions regarding this issue or the request for proposals, please contact the undersigned.

Sincerely,

Joy A. Howard
Principal