

# Quote Request

Bond Trustee Services for Glen Hazel RAD

**Quotes due July 24, 2017 @ 2:00 p.m.**

**Fax to Debbie Norkevicius at (412) 456-5007**

## SCOPE OF WORK

The selected Bond Trustee shall perform the following scope of services:

Allies & Ross Management and Development Corporation (“ARMDC”), and instrumentality of the Housing Authority City of Pittsburgh (“HACP”) is seeking a qualified financial institution to serve as the Bond Trustee for bonds issued or to be issued by HACP and/or certain affiliated entities as described herein. The qualified institution will have extensive experience providing, trustee, paying agent, escrow agent, and bond registrar services in connection with multi-family bond issuances, including the administration and accounting for multiple investments of such bond proceeds. In your firm’s response, describe your firm’s ability to provide the services required in Sections II.A. - D. and IV.A. - S.

### **A. Traditional Trust Services**

Describe your firm’s ability to provide traditional trust services as they relate to instruments, such as tax-exempt multifamily bonds. Traditional Trust Services include, but are not limited to, the following:

1. Participate in any and all meetings, on an as needed basis, relating to the planning and structuring of new bond issues.
2. Review and provide input regarding all transaction documents, including, but not limited to, the Official Statement, General or Supplemental Indentures, Resolutions or Certificates, Bond Purchase Agreements, Mortgage Origination Agreements, Repurchase Agreements and other Investment Agreements, Master Servicer Agreements and Interest Rate Swap Agreements.
3. Provide day to day administration of the private activity bonds (i.e., how the firm communicates internally regarding the recordkeeping requirements for the bonds). Describe the various offices and functions regarding initial setup for a new issue, monitoring of key dates and compliance issues, procedures for accurate and timely debt service payments, and compliance with reporting requirements.
4. Institute procedures designed to ensure (i) funds are directed into accounts as described in the General or Supplemental Indentures, Resolutions or Certificates and any instructions of Agency; and (ii) transactions are reconciled and monitored to ensure compliance with any General or Supplemental Indentures, Resolutions or Certificates and any Agency instructions.
5. Provide information and notices to bondholders, issuers, borrowers and related parties regarding the bonds.
6. Provide as paying agent, escrow agent, and bond registrar services for bonds.
7. Facilitate the receipt and safekeeping of escrowed funds or property, the collection and disbursement of funds, monthly reporting, and tax reporting and filing.
8. Manage the redemption and purchase of bonds prior to maturity; bond defeasances, as well as defaults.
9. Comply with dissemination requirements set forth in the transaction documents.

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### **B. Reporting Requirements.**

1. Describe your ability to provide other reports required under the Indenture, or on an as needed basis.

### **C. Electronic Capabilities**

1. Describe your on-line reporting capabilities. If possible, provide a link to a site or a CD that Agency can access to view your on-line reporting. Describe in detail the types of reports and information available from your on-line site and the ability for Agency to download information and convert to a usable format (i.e., CSV, Excel).
2. Describe your system capabilities to provide Agency current day and month-to-date information as it relates to fund balances, investment balances, investment types, and daily activity.
3. Describe availability of your on-line system; hours of availability, down time for maintenance or upgrades; multiple users and access from sites other than your main office.
4. Indicate your firm's ability to interface with the Depository Trust Company and utilize the Depository Trust Company's Fast Automated Transfer Program (FAST) procedures.
5. Indicate your firm's ability to wire funds and any related fees or costs.
6. Indicate your firm's ability to accept and process electronic data files containing posting instructions, transfers and other transactions requested by Agency.

### **D. Other Services**

1. Provide us with your turnaround time for processing disbursement requests. Describe the procedures in place for immediate access of funds and other time sensitive transactions.
2. Agency currently uses trust services for certain funds and accounts not pledged to the bondholders. Explain your trust department's ability to maintain these accounts.
3. Provide information regarding your firm's utilization of any tracking mechanism on performance standards such as the Bank Administration Institute (BAI) Critical Quality Indicators and/or others. For each indicator measured, provide the tracking frequency, period covered and rates attained for the last 2 measurements.
4. Describe any technical advancements you have made that can potentially improve trust operations with the Agency.

Please contact Debbie Norkevicus at 412.456.5000 Ext. 8505 or [Debbie.Norkevicus@HACP.org](mailto:Debbie.Norkevicus@HACP.org) with any questions about the above scope.

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## Bond Trustee Services for Glen Hazel RAD

Quotes due 7/24/2017 @ 2:00 p.m.

Contract award will be based on lowest total bid amount

### Form of Fee Proposal

Description	Year 1	Year 2	Total
Trustee Acceptance/Closing Fee			
Trustee Annual Fee			
Annual Dissemination Fee			
Trustee Counsel Fee			
Grand Total			

Grand Total Bid Amount: \$ \_\_\_\_\_

Grand Total Bid Amount in words: \$ \_\_\_\_\_

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_