

Quote Request

Larimer Bond Trustee Services

Quotes due May 19, 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:

HACP is seeking a qualified financial institution to serve as the Bond Trustee for bonds issued or to be issued by HACP for a multifamily housing development, Larimer/East Liberty Phase II (150-unit 4% tax exempt bond project, 2 year project short-term bond in the amount not to exceed \$25,000,000.00). 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 as described below as well as fee proposal.

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.

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9. Comply with dissemination requirements set forth in the transaction documents.

B. Reporting Requirements.

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

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or Debbie.Norkevicius@HACP.org with any questions about the above scope.

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Quotes due 5/19/2017 @ 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: _____