

**GEORGIA INTERNATIONAL AND  
MARITIME TRADE CENTER AUTHORITY**

**REQUEST FOR PROPOSALS**

**FOR**

**PROJECT NO. 10-3-MU**

*Selection of a  
Book-Running Senior Managing Underwriter  
for the Financing of a Convention Center Hotel  
on Hutchinson Island, Savannah, GA*

May 1, 2010

**Georgia International and Maritime Trade Center Authority  
1 International Drive, PO Box 248 Savannah, GA 31412**

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GEORGIA INTERNATIONAL AND MARITIME TRADE CENTER AUTHORITY  
**Savannah, GA**  
**Convention Center Headquarters Hotel**  
**Request for Proposal for**  
**Book-Running Senior Managing Underwriter**

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GEORGIA INTERNATIONAL AND MARITIME TRADE CENTER AUTHORITY (“GIMTCA”)

**Convention Center Headquarters Hotel  
Request for Proposal for  
Book-Running Senior Managing Underwriter**

**I. General Information**

- 1) The Georgia International and Maritime Trade Center Authority (GIMTCA) is a political instrument of the State of Georgia. The authority is publicly-funded. GIMTCA’s primary purpose is to operate the Savannah International Trade & Convention Center (SITCC) for the benefit of Chatham County, GA and its constituent municipalities. GIMTCA is Leaseholder of, and exercises development responsibility within the Parcel 7 Tract referred to herein. GIMTCA serves as Contract Administrator for purposes of this RFP, which is intended to identify the firm offering the highest-quality underwriting services, at the greatest benefit to the taxpayer.
- 2) Proposal Form Requirements. Respondent will state its full and correct name, address, and capacity. If Respondent is an individual doing business under another name, proposal shall so state. Partnerships, joint ventures, and corporations shall sign as appropriate for their type of business. Erasures, corrections, or other changes on proposal forms will not be accepted.
- 3) Ethics & Lobbying Statement. GIMTCA observes State of Georgia laws and codes governing the conduct of its employees, if any; and its contractors. Respondent will disclose any debarment and-or suspension certification; and attach a copy of each to the proposal. The successful Respondent will be required to provide appropriate certifications relating to lobbying activities.
- 4) Authority to conduct business. Respondent must provide a clear statement that it will adhere to the agreements that are governed by the laws of Chatham County and the State of Georgia.
- 5) Indemnification. The successful Respondent shall agree to protect, defend, indemnify, and hold harmless GIMTCA, its directors, officers, agents, employees, and volunteers from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person(s) or damage to the property or other rights of any person(s), caused by Underwriter or its affiliates. The Underwriter’s obligations as set forth herein shall include, without limitation, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type, or any actual or alleged violation of trade regulations, and shall include any and all claims or liability for compensation under the Worker’s Compensation Act, Jones Act or other applicable regulation or law, arising out of injuries sustained by Underwriter, its employees or contractors, or anyone directly or indirectly employed by any of them.

- 6) Protests. Protests concerning these instructions, contractual requirements, or proposal procedures must be submitted in writing to the GIMTCA not less than ten (10) days before scheduled receipt of RFP responses. A protest must:
  - cite the RFP name and number;
  - cite the specific section(s) of the RFP being protested;
  - include date - description of event or condition provoking the protest;
  - contain a suggested remedy, and reasons why such remedy is an appropriate course of action for GIMTCA.
  
- 7) Right of Appeal. Any person who has a substantial interest in the matter and who is dissatisfied or aggrieved with the determination of responsiveness by the Selection Committee may appeal said determination by sending written notice to the attention of the Agent. Such appeal must be received by Agent within ten (10) calendar days of the Selection Committee's determination to be deemed timely. Only appeals in writing and timely made, by or on behalf of a person who has standing to maintain a protest under Georgia law, and accompanied by an appeal bond as required herein shall be entitled to decision. The appeal shall briefly state the arguments and facts upon which the appeal is based. The appeal is an administrative remedy to be employed prior to the initiation and filing of any civil action concerning the subject matter of the appeal.
  
- 8) Duration of Offer. Each response to this RFP shall constitute an irrevocable offer by Respondent for a period of ninety (90) days from the date of close of bids; and may not be withdrawn during that time.
  
- 9) Withdrawal of Proposal. Responses to this RFP may be withdrawn by written request to GIMTCA, to be received before the deadline for submission of proposals. Withdrawal of an offer will not prejudice Respondent's right to submit a new proposal, provided that such proposal shall be timely received prior to close of bids as provided above.
  
- 10) Single Proposals. In the event no more than one response is received, GIMTCA may at its sole option: 1. declare the RFP and the responding proposal to be void; or 2. conduct an analysis to determine the proposal's acceptability. In such event, Respondent shall cooperate with the analysis process as necessary; but further may at its option withdraw its proposal by written notice to GIMTCA.
  
- 11) Certifications. By its signature on the forms responding to this request, Respondent certifies that the proposal is submitted by a business fully licensed to perform under the specifications herein, and to do so in Chatham County and the State of Georgia.
  
- 12) Termination. GIMTCA reserves the right to terminate for cause any contract arising from this RFP, in whole or in part, by giving thirty (30) days written notice.
  
- 13) Assignment. The selected Underwriter shall not assign any contract arising from this RFP, wholly or in part, without prior written consent of GIMTCA. No assignment shall relieve the selected Underwriter of any contractual obligation.
  
- 14) Addendum. Any changes in these instructions, or to other requirements, will be accomplished by a written Addendum sent to all prospective respondents. All such addenda shall become a part of any agreement. **Failure to acknowledge receipt of any such addendum(a) may cause a proposal to be rejected as Non-Responsive.**

- 15) Prohibited Interests. No member, officer, or employee of GIMTCA, its contractor(s), or the governing body of Chatham County, Georgia, or member of or delegate to the Georgia General Assembly or Congress of the United States shall, during his/her tenure, or for one year thereafter, have either a direct or an indirect interest in any contract arising from this RFP, or the proceeds thereof.
- 16) Discrimination Statement. Respondent shall not discriminate against any employee or applicant for employment because of race, religion, gender, national origin or reasonably-accommodated disability. Such actions shall include, but not be limited to: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay, or other forms of compensation; and selection for training, including apprenticeship. All related laws and policies apply.
- 17) Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with GIMTCA, Chatham County, GA or State of Georgia for a period of 36 months from the date of being placed on the convicted vendor list. Submit a statement fully describing any violations of this statute by members of the interested firm or its joint-venture partners.
- 18) No Contingency Fees. By responding to this solicitation, each firm warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For Breach or violation of this provision, GIMTCA shall have the right to reject the firm's response or terminate any agreement awarded without liability at its discretion, or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration. Submit an attesting statement warranting that the Responder has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.
- 19) Audit & Inspection. Upon written demand and for audit/compliance purposes, Contractor shall allow GIMTCA, Chatham County, State of Georgia, or their representatives to inspect all work, materials, payrolls, and other data/records associated with the contract; and to audit books, records, and accounts associated with the contract.
- 20) The selected Underwriter shall maintain all required records for a minimum of three (3) years after final GIMTCA payment to Underwriter.
- 21) Disadvantaged Business Enterprise. The selected Underwriter will provide maximum practical opportunity to DBE to compete for work in any contract arising from this RFP.
- 22) Notice to Proceed. No work under any contract arising from this RFP shall commence until a written Notice to Proceed is issued by GIMTCA to Contractor. Any work and/or delivery of items prior to such notice shall be at Contractor's sole risk and expense.

- 23) Cancellation of Project. GIMTCA reserves the right to cancel this project and to recommend rejecting all RFP responses.
- 24) Restricted RFP Respondent Communication. Effective upon the RFP Submittal Date, Respondents and their representatives shall be restricted from communicating regarding this RFP with any GIMTCA or County staff, or any person appointed to evaluate or recommend selection in this RFP process. This restriction terminates when GIMTCA, the Selection Committee or other awarding authority takes action which ends the solicitation.
- 25) Contract Duration / Delivery Date. The selected Underwriter must be fully prepared to begin delivery of any and all necessary or required services, as such terms are used in the ordinary course of business in the finance industry, ("Services") no later than 14 days from receipt of a Notice to Proceed. Such Notice is expected to be delivered on or about 1 week from Friday, June 4, 2010. Format Submission. Submissions should be presented on 8 ½" x 11" paper in three-ring binders (no bound submissions, please). All page sizes should be uniform. Each section, as outlined below, should be clearly marked and easily identifiable. Each response should be organized as described in section IX Proposal Content.
- 26) Proposal Evaluation / Contract Award Process. Proposals responding to this RFP will first be rated by the Selection Committee as Qualified or Not Qualified, and Responsive or Non-Responsive, for further consideration. It shall be within the sole and absolute discretion of the Selection Committee to determine whether RFP responses are Qualified or Not Qualified, and Responsive or Non-Responsive. Qualifying, Responsive proposals will next be placed on a list for review, evaluation and ranking by the committee. The three highest-ranked respondents may be asked to submit to an interview by the selection committee. GIMTCA reserves the right to reject all or part of any proposal(s); to waive any technicality, non-materiality or other deviation and to award all or any part of any contract in a manner consistent with its interests.
- 27) Disclosures and Disclaimers. This Request for Proposals ("RFP") is being furnished by GIMTCA. Any action taken by GIMTCA in response to submissions made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such submissions, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation to GIMTCA or its advisors.
- 28) In its sole discretion, GIMTCA may withdraw this RFP either before or after receiving submission; may accept or reject submissions, and may accept submissions which deviate from the RFP as it deems qualifications and acceptability of any party or parties. Following submission of an RFP response, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the response and/or the respondent, including the respondent's affiliates, officers, directors, shareholder, partners and employees, as requested by GIMTCA in its discretion.
- 29) The information contained herein is provided solely for the convenience of respondents. It is the responsibility of a respondent to assure itself that information contained herein is accurate and complete. Neither GIMTCA nor its advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on these contents, or on any communications with GIMTCA representatives - advisors, shall be at a respondent's own risk. Respondents should rely exclusively on their own investigations,

interpretations and analysis in connection with this matter. The RFP is being provided by GIMTCA and its advisors without any warranty or representation, expressed or implied, as to its content, its accuracy or completeness. No warranty or representation is made by GIMTCA that any submission conforming to these requirements will be selected for consideration, negotiation or approval. GIMTCA and its advisors shall have no obligation or liability with respect to this RFP, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and does not constitute all or any part of an agreement. In the event of any differences in language between this disclosure - disclaimer and the balance of the RFP, the provisions of this disclosure - disclaimer shall govern.

GIMTCA and any Respondent will be bound only if and when a response, as same may be modified, and the applicable definite agreements pertaining thereto, are approved by GIMTCA and then only pursuant to the terms of definitive agreements executed among the parties. A response to this RFP, or all responses, may be accepted or rejected by GIMTCA for any reason, or for no reason, without any resultant liability to GIMTCA or its advisor.

## **II. Project Background and Overview**

GIMTCA is seeking proposals for a single firm to serve as Book-Running Senior Managing Underwriter for the financing of a Convention Center Headquarters Hotel (the "Hotel") to be located in proximity to the Savannah International Trade & Convention Center ("SITCC").

It is anticipated that the project shall be developed on within the tract known as Parcel 7, located within the Savannah Harbor Subdivision, on Hutchinson Island, Savannah, GA. The following documents are available for review online in the exhibits section at [www.parcel7savannah.com](http://www.parcel7savannah.com); or at [www.savannahga.gov](http://www.savannahga.gov), as applicable.

- Parcel 7 Civic Master Plan
- Hutchinson Island Civic Master Plan
- City of Savannah Development District Zoning Regulations
- Common Area Easement and Operating Agreements
- Site Environmental and Geotechnical Studies
- Overall site plan

The project is expected to include a 500 room, first-class, full-service hotel, surface parking, approximately 30,000 square feet of meeting/ballroom space and other related amenities.

GIMTCA does not have any agreement currently with a hotel company and/or brand. At present, the estimated development budget is \$125 million. This figure includes all ordinary and usual soft and hard costs, excluding land, that would be in a traditional hotel development budget but excludes any reserves or financing costs of any kind.

The current does not assume a specific financing capital structure. However, in the event that a financing utilizing some form of municipal instruments is decided upon, it is assumed that a public benefit corporation, such as a 501(c)-3 corporation or other similar entity established by GIMTCA will own the Hotel, and that some form of public financing with tax-exempt debt will be available. It is also assumed that a limited amount, if any, of credit enhancement will need to be provided by GIMTCA, the City, Chatham County or other governmental entities to assure project feasibility.

### **III. Minimum Qualifications to Serve as Book-Running Senior Managing Underwriter**

GIMTCA intends at this time to select only one firm as Book-Running Senior Managing Underwriter ("Underwriter"). GIMTCA may add members to the syndicate at a later time. No responses of teams of firms will be considered.

Respondents must meet the minimum qualifications to serve as Underwriter defined as follows: (1) Respondent must have acted as Senior (Book-Running) Manager on at least one convention center hotel financing of at least 500 rooms over the past five (5) years, and (2) Respondent must have served as the assigned lead principal banker for at least one convention center hotel financing of at least 500 rooms over the past five (5) years.

### **IV. Terms of Engagement**

The selection of the Underwriter for the Hotel financing will be in effect from the date of selection through on or about June 30, 2011 with the exception of completing any work in progress that was initiated prior to June 30, 2011.

### **V. Acknowledgement of Receipt of RFP**

Respondents should return the Acknowledgment of Receipt of RFP (Attachment I) to: 1 International Drive, Attn: Robert H. Coffey, Savannah, GA 31412; mailing address PO Box 248, Savannah, GA 31412-0248; fax (912) 447-4024, AND by e-mail to gterrell@savtcc.com.

### **VI. Amendments to RFP**

Changes or amendments to this RFP will be provided by FAX or E-Mail to the Respondents based on their preference as expressed on the Acknowledgement of Receipt of RFP

### **VII. Submission of Proposal**

An original (stamped or labeled "Original") and six (6) signed copies of a "Proposal to Serve as Financial Underwriter for the Convention Center Headquarters Hotel" must be received at 1 International Drive, Attn: Robert H. Coffey, Savannah, GA 31412; mailing address PO Box 248, Attn: Robert H. Coffey, Savannah, GA 31412-0248 no later than 4:00 p.m. Eastern

Standard Time on Tuesday April 21, , 2010. Any proposal received after 4:00 p.m. will not be accepted and will be returned unopened.

### **VIII. Proposal Format and Requirements**

Respondents meeting the detailed minimum qualifications that wish to submit a proposal must provide the information requested in this RFP under the section, below, titled “**IX. Proposal Content**”. Failure to respond to an applicable question or any applicable portion of this RFP may result in the proposal being deemed non-responsive and rejected from further consideration. Please repeat the questions at the beginning of the response to each question.

GIMTCA specifically requests that all Respondents limit their proposals to the information requested. All proposals are limited to a maximum of thirty (30) pages exclusive of attachments and should be spiral bound. Please do not submit three-ring binders and refrain from submitting printed brochures, pamphlets or other information not specifically requested herein.

Please include the Respondent’s contact information on the first page of the response.

### **IX. Proposal Content**

Respondents should address the following questions as applicable with complete and concise answers. Please repeat these questions at the beginning of each response.

1. Name and full contact information of lead banker, as well as, a brief description of the Firm and its history. Include contact information on first page of response.
2. Please provide your Firm’s most recent financial information as reflected in the FOCUS report for the following:

Total Capital:

Total Equity:

Net Capital:

Excess Net Capital:

3. Please provide information on only those Convention Center Hotel Finance transactions of 500 rooms or more for which your Firm served as Senior Book-Running Manager over the past five (5) years. Include issuer name, issue size, date of issue, ratings, list each series of bonds separately, insurance if applicable, level and form of governmental sponsor’s equity/credit support and project status. In describing the project status please include the occupancy levels, coverage levels, level of governmental subsidy being required currently and other information that would be relevant to GIMTCA. Please summarize lessons learned from each financing that are relevant to GIMTCA.
4. Identify and provide resumes of specific bankers who will be assigned to the account. Identify their office location, percent of time allocated to GIMTCA and their specific role in each transaction identified in item 3.

5. Provide the name and background of the assigned senior underwriter who will be responsible for the pricing of securities. Provide a resume for that individual and verify if this person priced those issues identified in item 3.
6. Describe tax issues, state law issues or federal regulations which the Firm encountered in completing the identified projects. Discuss actions taken to eliminate or mitigate such issues. Describe any legal or tax issues you anticipate the GIMTCA will encounter.
7. Describe the role and relationship of your team to rating agencies/insurance providers on those transactions listed in item 3.
8. Describe your thoughts on possible debt structures, priority of liens, ratings implications, coverage levels and use of any credit support for the project. Describe your position on the minimum extent of credit support needed on behalf of GIMTCA to assure project completion and the trade-offs between the level of GIMTCA support and financial terms and results. In evaluating responses to this question, weighting will not be given to the absolute levels of GIMTCA credit support cited, but rather to the depth and creativity of the structured approach. It is expected that each Respondent will produce, as a minimum, a “financing package” with estimated Sources and Uses, as well as detailed cash flow estimates for the duration of any described outstanding debt and credit support/enhancement duration as described in this paragraph 8.
9. Describe the Firm’s experiences with selling bonds in the past five years in both the primary and secondary markets. Indicate specific transactions and the Firm’s role.
10. Give the number of offices and number of registered sales personnel who sell municipal bonds as described below:
  - a. National;
  - b. Georgia only; and
  - c. Savannah/Chatham County only;
11. Describe any actions taken against the Firm within the past three years by the NASD, SEC, MSRB, or other regulatory body including State or Federal agencies relative to the Firm’s activities in Public Finance.
12. Provide a copy of the Firm’s affirmative action policy. Include a summary listing of professionals employed by Respondent, segregating by categories utilized in standard affirmative action reporting.
13. GIMTCA may add co-managers to the underwriting team once the structure of the transaction has been determined. Please indicate your Firm’s recommendation for the general make-up of the underwriting team that your Firm believes would best add value for the plan of finance that you have recommended. Do not include the names of specific firms.

GIMTCA is interested in the meaningful participation of local, minority and women-owned firms. Please provide specific examples of what your Firm has done in the past to support local, minority and women-owned firms involved in transactions that your Firm has senior managed.

GIMTCA is intentionally not detailing specific goals with regards to MBE/WBE and local firm participation at this time. Please indicate your Firm's willingness to arrive at a mutually agreeable level of participation in the formation of the syndicate.

#### **X. Restrictions on Communication**

Written inquiries concerning this RFP should be directed to: Robert H. Coffey, 1 International Drive, Savannah, GA 31412; mailing address PO Box 248, Savannah, GA 31412-0248; fax (912) 447-4024, AND by e-mail to gterrell@savtcc.com. Questions will be accepted until 5:00pm EST on Friday, April 16, 2010. Only written GIMTCA responses to questions will be considered official; all questions and official GIMTCA responses will be provided to all respondents by 5 pm EST on Friday, April 23, 2010.

Contact with persons other than the authorized contact persons may result in the disqualification of the proposal submitted. In fairness to all Respondents, GIMTCA will not meet in person with anyone representing a potential Underwriter during the RFP process. This does not exclude meetings required to conduct business not related to the RFP. Additionally, Respondents may not contact any hotel brand or operations management companies, or rating agencies in relation to this RFP.

GIMTCA reserves the right, in its sole and absolute discretion, to contact any Firm that submits a proposal for purposes of clarification or other discussion as deemed necessary after proposals have been opened.

#### **XI. Selection Process**

GIMTCA will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFP. GIMTCA will appoint a selection committee to perform the evaluation. Each submission will be evaluated to determine the overall responsiveness and qualifications according to the RFP. The selection committee may select all, some, or none of the Respondents for interviews. If GIMTCA elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. GIMTCA may also request additional information from Respondents at any time prior to final approval of a selected Respondent. GIMTCA reserves the right to select one, or more, or none of the Respondents to provide services and shall have no obligations of any kind to any Respondent.

#### **XII. Evaluation Criteria**

The selection committee will evaluate proposals according to criteria shown in the table below.

<b>Book-Running Senior Managing Underwriter Savannah Convention Center Headquarters Hotel Evaluation Criteria</b>	
<b>Category</b>	<b>Scoring Percentage</b>
Respondent's convention center hotel experience both as Banker and as a firm. Understanding of hotel finance.	40%
Marketing strategy and bond distribution capabilities	10%
GIMTCA Hotel plan of finance	35%
Demonstrated inclusiveness of MBE/WBE & local firms	15%
Total	100%

**XIII. Reservation of Rights**

- A. GIMTCA'S RIGHT TO REJECT PROPOSALS. GIMTCA reserves the right to reject any and all submissions, cancel the entire RFP process, and/or issue a subsequent RFP. In addition, the GIMTCA reserves the right to re-advertise for the services listed herein if all proposals are rejected. GIMTCA retains the right to select all or part of the services proposed to be provided by Respondents in this RFP, to contract with other financial firms for additional financial services, and/or to execute one or more contracts for the services listed herein.
- B. PUBLIC INFORMATION. Respondents are advised that all proposals shall become GIMTCA property at the time of submission, and the information contained in the submissions could be made available to the public upon request under the Freedom of Information Act.
- C. NO COST REIMBURSEMENT. The issuance and release of this RFP does not commit GIMTCA to enter into a contract, nor does it obligate GIMTCA to pay any costs incurred or associated with the preparation and/or submission of qualifications, any presentation or interview, nor costs associated in anticipation of a contract award.
- D. APPROVAL BY GIMTCA. The selection of an Underwriter is subject to the approval of GIMTCA as that approval is vested by its charter.
- E. UNDERWRITERS' COUNSEL. Underwriters' Counsel will be selected by the Underwriter with the advice and consent of GIMTCA.
- F. COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. Selected Respondent agrees that while in the performance of duties, obligations and covenants under contract with GIMTCA, Respondent shall comply with all applicable federal, state and local laws, rules and regulations.

- G. VENUE AND APPLICABLE LAW. Respondent understands and agrees that any legal proceeding or action brought directly or indirectly as a result of, or in connection with the Underwriter Services must be heard and determined in Chatham County, Georgia; and as governed by the laws of the State of Georgia.
- H. TERMINATION. If for any cause GIMTCA, in its sole judgment, deems an Underwriter unable to perform or fulfill adequately the services covered under this RFP, GIMTCA shall have the right to terminate such Underwriter; and any Respondent agrees, by submitting a response to this RFP, that it shall have no legal recourse whatsoever if so terminated.

Termination by the Underwriter shall require the Underwriter to provide written notice to GIMTCA, Attention: SITCC Director of Finance, thirty (30) calendar days prior to the effective date of such termination.

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**ATTACHMENT I**

**Acknowledgement of Receipt of RFP**

**FOR YOUR IMMEDIATE ATTENTION**

**DATE:** April \_\_, 2010  
**TO:** Mr. Robert H. Coffey  
**EMAIL:** gterrell@savtcc.com  
**RE:** GIMTCA  
Convention Center Headquarters Hotel  
Request for Proposal No. 10-3-MU for  
Book-Running Senior Managing Underwriter

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**Please return this form to confirm your receipt of the above referenced RFP.**

**Firm Name:** \_\_\_\_\_

**By:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Preferred form of communication for amendments to or answers to questions about this RFP:**

**Fax:** \_\_\_\_\_

**Phone:** \_\_\_\_\_