

**REQUEST FOR PROPOSAL
ATTACHMENT A**

SCOPE OF SERVICES

Requested financial advisory services may include, but are not limited to:

1. Provide advice to the City on an ongoing basis regarding capital financing needs.
2. Develop, if needed, a long-range financing strategy for the City's capital financing needs.
3. Provide as-needed information, advice, and forecasts regarding a) economic and capital market conditions and trends, b) credit and credit analysis, c) third party alternative financings, and d) special facility and/or district financing.
4. Develop a Debt Policy establishing the principles, controls, and guidelines for issuance and management of City debt.
5. Review the City's current Post Issuance Compliance Policy and provide recommended changes.
6. Assist with the preparation of a Request for Proposals or Request for Qualifications and the evaluation, interviewing and selection of underwriting firms for future refunding and/or new money issues.
7. Assist City staff with potential refundings and new money issues, including but not limited to analysis and evaluation of underwriter proposals, financing structure, pricing, rating and insurance proposals.
8. Coordinate bond financing team including bond counsel, disclosure counsel, underwriter, fiscal consultant, trustee/fiscal agent, printer, bond insurer, and rating agency.
9. Provide advice to the City whether a particular financing should be issued as a negotiated or competitive bid sale, private placement, or bank loan.
10. Provide advice regarding the timing, method and structure of bond sale.
11. Manage competitive or negotiated sales process including analyzing bids, reviewing spreads, analyzing market levels, and clarifying syndicated roles with selected underwriter(s).
12. Assist the City with forming and implementing a rating strategy to optimize the credit rating relating to the proposed financing including preparing and participating in presentations before rating agencies, or other parties as appropriate.
13. Solicit bids related to trustee services, escrow verification agent, insurance and other bids as requested by the City.
14. Coordinate and monitor marketing programs initiated by underwriter to develop pre-sale market interest.
15. Prepare analytical discussion of market conditions and projected pricing results prior to sale. Provide independent pre-pricing analysis to City prior to sale including market activity, projected results, market supply and demand characteristics, and comparable sales analysis.
16. Participate in pricing process, analyze volume and type of orders and provide recommendation as to acceptance or re-pricing of offer to underwrite at conclusion of pricing period.

17. Provide pricing analysis and comparisons following sale, document pricing results, and provide written report to City with respect to final pricing and underwriter compensation level. Deliver quantitative schedules showing results of final pricing.
18. Assist with preparation of presentations to the City Council, Successor Agency Board and attend Council Board meetings as needed.
19. Review legal documents and consultant reports, including offering documents, closing documents and transcripts associated with financings.
20. Assist in reviewing and analyzing legislation that may have a financial impact on the City.
21. Review the City's existing CFD Goal and Policies regarding land-secured financings and assist the City in the development of revised policies as requested.
22. Assist in reviewing and analyzing the City's various CFDs for services, and assist in the formation of any new CFDs for services that may be needed.
23. For land secured financings, review land use approvals, property ownership, proposed development and phasing plans, and developer's financing plans in conjunction with development and review of appraisal, absorption studies, and the development of a rate and method of apportionment.
24. Attend meetings with City staff as needed.
25. Provide other financial services as requested.