

*City of Chelsea*  
*Financial Advisory Services*  
*Scope of Services*

The scope of services to be provided under this contract are all those professional services customarily provided by a financial advisor to a municipality and shall include, but not limited to, verbal or written recommendations regarding the following:

1. Provide advice to municipal officials with respect to market conditions, borrowing options and analysis to determine financial impact of the bonds on the community.
2. Assist the City in preparing and presenting timely and adequate information on proposed financing and the finances and operations of the City to bond rating agencies to obtain the most favorable rating. Also provide assistance to the City in its ongoing relationships with the rating agencies.
3. Assist with preparation of proper legal language used to authorize debt and coordinate efforts with Bond Counsel to satisfy legal requirements.
4. Assist with preparation of the Official Statement, Notice of Sale and bid documents.
5. Advise the City as to the amount, term of repayment, date of sale and maturities of the bond issue.
6. Coordinate the distribution of the disclosure document.
7. Coordinate the bond sale with bond counsel, municipal officials, a rating agency (when rated), bond insurance companies (when necessary) and prospective purchasers.
8. Advertise the sale in appropriate publications.
9. Verify bids received and analyze the bond sale results.
10. Coordinate the printing, signing and delivery of the bonds.
11. Provide advice to the City on the investment of bond proceeds, and structuring investments to allow maximum arbitrage.
12. Assist the City in obtaining all registrar and transfer agent services including the issuance of bonds, the maintenance and posting of registered holder accounts, handling transfers, exchanges, conversions, redemptions and handling lost, stolen or destroyed securities.
13. Assist the City in closing and delivery of debt issues. Verify the amount, including accrued interest, to be delivered at closing, provide debt service schedules, and assist the City in filing necessary IRS documents.
14. Keep the City informed of any innovative methods of financing capital projects and make recommendations for changes, when appropriate.
15. Meet with the City's Finance Team as requested, to review the City's capital improvement program and debt to be issued.
16. Assist the City in complying with continuing disclosure to the SEC and various securities information repositories.

Responses should include the philosophy of the firm and the personnel who will be the primary contact. Responses should identify experience in dealing with Massachusetts municipalities and their financing needs.