Request for Proposal
Bond Issue Financial Advisor

The City of Marceline is requesting proposals for the services of a Bond Issue Financial Advisor as described in the attached request.

Qualified organizations are invited to submit three copies of a proposal as described herein. Proposals are to be addressed to:

   Lindsay Krumpelman
   City Clerk
   City Of Marceline
   116 N Main Street USA
   Marceline, MO  64658

Proposals must be received no later than 2:00 p.m., December 12, 2014.
OVERVIEW OF THE CITY OF MARCELINE

The City of Marceline is a 3rd Class municipality with a population of 2,233 based on the 2010 Census. It is located in North Central Missouri and is made up an area of 3.5 square miles. There are two counties that make up Marceline, which are Linn & Chariton Counties, and is the second largest city in Linn County. The City of Marceline has a City Council - City Manager form of government. The City has 29 permanent employees who are supplemented by seasonal employees. The City offers a full range of municipal services including street maintenance, public parks, public safety, and utility services for electric, water and sewer. The current budget and 2013 Audit are available online: [http://www.marcelinemo.us/government/finances.html](http://www.marcelinemo.us/government/finances.html)

The City of Marceline is proposing a $2 million Bond Issue for a pool project to replace the current 58 year old pool. An April 2015 ballot issue is planned.

GENERAL REQUIREMENTS

The City Of Marceline has determined that a Bond Issue Financial Advisor is needed to serve as Bond Issue Financial Advisor for the issue of the bonds that will take place in 2015, if approved. These bonds will be general obligation bonds, which will be voted on the April 2015 ballot. Assistance in the entire bonding process will be required.

Proposing firms must have experience in providing bond issue financial advisory services to Missouri bond issuers for both negotiated and competitive transactions closing during the period of January 1, 2011 to October 31, 2014.

Financial Advisor must be an independent advisor specializing in providing municipal advisory services solely on debt transactions.

SCOPE OF SERVICES

Role of Financial Advisor:
1. Serve as the City's advisor on this debt financing project
2. Provide independent financial advice and serve solely the interests of the City.
3. Manage the bond financing process and negotiate key business points to accomplish the City's objectives

Service to be provided:
Services to be provided by the selected Bond Issue Financial Advisor will include, but are not limited to, the following:

A. Participant Assistance:
   - Evaluate potential underwriters for a negotiated sale or define process for competitive sale,
• Evaluate and assist in securing credit enhancement if necessary,
• Evaluate trustee proposals

B. Participant Financial Condition Review
• Evaluate participant credit quality and financial strength using typical industry standards,
• Review, evaluate and comment on adequacy of financial forecast studies,
• Prepare written report to the City regarding the feasibility of issuing the bonds and sufficiency of revenues and funds pledged to support the bonds.

C. Bond Document Participation and Review
• Attend all organizational, document review, and special meetings related to a bond financing,
• Evaluate, advise, and consult with the City and bond counsel regarding financial and non-financial bond covenants of the bond issue,
• Assist in furnishing materials and data to rating agencies, bond insurers, and letter of credit providers,
• Assist in structuring bond transaction for competitively sold bond issues.

D. Official Statement Review and Preparation
• Assist in team discussions in conjunction with counsel on form, content, and sufficiency of information in the official statement,
• Prepare the official statement in conjunction with counsel for competitively sold bond issues.

E. Pricing of Bond Issue
   Competitive Sale:
   • Coordination of pre-sale publicity, call for bids, evaluation of bids, recommendations to the Council regarding sufficiency of bids, and awarding of bonds.

   Negotiated Sale:
   • Coordinate pricing meetings and offerings of negotiated issues,
   • Recommend structure of underwriting teams; i.e., co-managers, selling group, syndicate, etc.,
   • Recommend timing of bond pricing,
   • Review, monitor and advise the City regarding proposed negotiated interest rates and spreads.

F. Recommendations to the Council
• Prepare an oral and written recommendation to the City for the Bond issue regarding financial feasibility, bond covenants, and pricing of the bonds.

G. Bond Closing
• Review closing memorandum with bond counsel to confirm activities at the closing and role of each party,
• Assist participant in evaluating the investment of bond proceeds (where applicable) for construction fund, debt service, fund, escrow, etc.
H. Special Meetings of the Council
  • Prepare and deliver presentations designed to facilitate an understanding of public sector
    financing and its implications to the City’s Council and its staff.

I. Post Issuance Assistance
  • Advise the City on post issuance changes, credit enhancement, management consultants,
    etc.,
  • Conduct post issuance reviews (e.g., remarketing agent performance) as requested by the
    City,
  • Provide a report to the City on the project and the bond issue sale.

J. Program Development
  • Assist staff by evaluating program proposals or changes in policy.

**PROPOSAL REQUIREMENTS**

The following are the contents that all proposals must include; all the listed criteria should be
addressed completely and should follow, as closely as possible, the order and format in which it
is listed below. These categories and criteria will be major considerations in the evaluation and
determination of the most qualified and capable firm(s). Note: The sequence of the listing is not
intended to reflect relative weight of each category.

1. **Interest and Proposals:**
   a) A brief description of the firm, including its location, years in the business, history, and
      philosophy. Include an outline of the firm's officers and executive management.

   b) Advisor shall provide a clear, concise response to the scope of service requirements set
      forth above.

2. **Qualifications and Experiences:**

   Describe your qualifications for providing the required services and your experience relevant
to the required services. Please address the following areas:

   a. Overall experience in serving as a Bond Issue Financial Advisor.

   b. Identify the engagements in connection with municipal financings and advisory
      services rendered by your firm since January 1, 2011.

3. **Team and Availability**

   a) Identify the individuals within your firm who would be responsible for this engagement,
      and describe the qualifications and relevant experience of each person named. Proposal
shall identify key contact person for communication with the City on all project-related matters. In addition, identify any sub-consultants, if applicable.

b) Proposal shall include a statement on availability and commitment of the respondent and assigned professional who will undertake the scope of services

4. References:
Proposal shall include the name, address and telephone of not less than three clients for whom similar services to those described in this Request for Proposal have been performed.

5. Disclosure:
The Advisor will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the City. Advisor shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

6. Insurance:
   a. Provide a certificate of insurance showing the firm’s current limits of liability for commercial, general, and professional liability, workers compensation, and business automobile liability.
   b. List all current and unresolved litigations, arbitrations, or mediations of the firm.

7. Fee:
The applicant will prepare a total fee statement for the proposed financing as discussed in the RFP. Fees stated are to cover the financial plan for the project in its entirety. Alternate Fee proposals should be made for competitive vs. negotiated sale. If a contingent fee is contemplated, it is to be clearly stated in your proposal.

   Please specify and be prepared to show proof of the level and type(s) of insurance carried to cover errors and omissions, improper judgment, or negligence.

8. Proposal Submission:
a. Three copies of the completed proposal shall be submitted to Lindsay Krumpelman, City Clerk, in a sealed envelope(s) marked "PROPOSAL-BOND ISSUE FINANCE ADVISOR" and delivered to the address below. The deadline for submission of proposals is **2:00 pm on Friday, December 12, 2014**. Proposals or amendments to proposals arriving after the deadline for submission will not be considered.

   City Of Marceline
   Attn: Lindsay Krumpelman, City Clerk
   116 North Main Street USA
   Marceline, MO 64658

b. The City reserves the right to request a change in any proposed sub-consultants, if applicable.

c. The City reserves the right to waive any irregularities and/or reject any and submittals. The City is under no obligation to award a contract to any firm submitting a proposal.
d. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
e. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee for privacy or confidentiality is offered or implied.

By submitting a proposal in response to this RFP, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the City Council. Thank you in advance for your interest in the City of Marceline.

END OF REQUEST FOR PROPOSALS