

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at purchasing@stpgov.org to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work/Services

Services to be provided pursuant to this RFP shall include, but not be limited to, the following:

- a) In coordination with the Parish, draft, review and/or prepare or assist in the preparation of all resolutions, notices, Bond Purchase Agreements and other legal documents to ensure that the bonds are issued in accordance with State and Federal laws and regulations;
- b) Review and assist in the preparation of any official statement(s) and other disclosure documents;
- c) As necessary, and in concert with the Parish, resolve issues regarding the issuance of the bonds that are raised by public officials;
- d) Review and/or verify the financing plan and cash flows prepared by the underwriting team to ensure compliance with relevant arbitrage restrictions;
- e) Render an opinion as to the legality and tax-exempt status of the bond issue and 10b-5 opinions (if applicable);
- f) In concert with the Parish, prepare and distribute closing documents (including the arbitrage certificate and filing all required tax certificates and forms relating to Federal and State taxation) to the appropriate parties and coordinate and conduct the closing of the transaction (selected counsel will be responsible for bond transcript preparation);
- g) Review and comment on proposed documents and legal opinions submitted by any swap providers;
- h) Negotiate or assist in the negotiation of the terms and conditions of the Bonds and/or any swap agreements;
- i) Assist with all required presentations and/or appearances (including rating agencies);
- j) Attend all related meetings and participate in all related telephone conferences on behalf of the Parish;

- k) Counsel and advise the Parish relative to all legal matters in connection with the bonds and/or interest rate agreement(s);
- l) Negotiate or assist in the negotiation of credit enhancement arrangements if necessary;
- m) Assist Parish staff and the Municipal Advisor (if any) to determine the timing of the bond issue to preserve flexibility under tax laws; and
- n) Adhere to RULE NO. 1993-A (Adopted March 20, 1994), DISCLOSURE OF AGREEMENTS BETWEEN FINANCIAL PROFESSIONALS FOR NEGOTIATED TRANSACTIONS, as applicable.

Minimum Qualifications

All Proposers must maintain a fully staffed office in the State of Louisiana and must have a partner or director whose primary residence and legal domicile is in the State of Louisiana. In order to be considered for appointment as Bond Counsel, Proposer must demonstrate that it has “substantial experience” (as hereinafter described) in the practice of law related to municipal finance. For the purposes of this RFP, “substantial experience” shall mean that Proposer has at least one partner, director, associate or attorney on staff who lives in Louisiana, has a minimum of ten (10) years of municipal finance experience as bond counsel and has been bond counsel for municipal bonds within the past 10 years. Additionally, all Proposers must be listed in “*The Bond Buyer’s Municipal Marketplace*,” *Municipal Bond Attorneys, Fall 2016* or any subsequent Edition. No joint Proposals will be allowed.

Nothing in the RFP shall be construed to limit the Parish’s ability to obtain the same or similar services from any other person or entity. Likewise, nothing herein shall be construed to prevent the Contractor from rendering the same or similar services to any other entity.