



## **REQUEST FOR PROPOSALS RFP 2016-01**

### **State Legislative Lobbying Services**

#### **Introduction**

The City of LaBelle (“City”) is seeking proposals from qualified consultants/firms/individuals (“consultant”) to represent the City on legislative issues during the 2017 State Legislative Session.

The consultant must have demonstrated experience in lobbying the Florida State Legislature, with extensive experience on behalf of similar public sector clients preferred. At least five (5) years’ experience in providing legislative and intergovernmental services before the legislative and executive branches is required. The consultant should have demonstrated experience in bipartisan relationships with a network of access to legislators, administrative executives, and staff. The City seeks a strong lobbyist with sound knowledge of public policy, clear understanding of the legislative process and effective communication skills. A Lobbyist with prior Legislative experience is preferred.

#### **Background**

The City of LaBelle (pop. 4,693) was chartered by the Florida Legislature in 1925. The city is located in southwest Florida on the Caloosahatchee River. The City operates under strong Mayor form of government. The City directly provides the following municipal services: water treatment & distribution, wastewater collection and treatment, parks, stormwater and street maintenance, public works, general administration, fire and animal control. The City contracts for solid waste collection, planning and legal services and law enforcement.

The City is seeking professional services in the development and execution of a legislative advocacy program with capital funding solutions for both aging and substandard critical and transportation infrastructure within the City’s boundaries. Additionally, the program will complement the efforts of other municipal advocacy programs that identify and take action on legislation and regulations that positively and negatively impact the City’s interests.

## **Scope of Work**

The consultant will be responsible for monitoring, identifying and prioritizing challenges and opportunities for the City with respect to issues under consideration by the State Legislature and State and regional agencies.

It is anticipated that the duration of this scope of work will be in advance of and throughout the 2017 legislative session and the period during which the Governor may take action on bills passed during the session.

The following is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any efforts:

1. Identify state legislation and legislative proposals that may impact the City;
2. Identify proposed state regulatory changes that may impact the City;
3. Work with the Mayor and staff to develop positions on relevant legislation, as appropriate;
4. Provide assistance to the Mayor and staff in arranging lobbying visits to Tallahassee as needed to help ensure productive meetings;
5. Draft legislation and amendments, as necessary;
6. Lobby for the City's position on legislation and regulatory matters of interest, including:
  - a. Direct contact and communication with state legislators and staff on behalf of the City;
  - b. Direct contact and communication with state agencies on behalf of the City;
  - c. Direct contact and communication with other cities, counties and special districts on behalf of the City;
  - d. Direct contact and communication with associations and other special interest groups,
  - e. Drafting letters and talking points on legislation as necessary;
  - f. Testifying on behalf of the City at hearings before legislative and interim legislative committees;
  - g. Maintain close working relationships with the Mayor and staff;
  - h. Provide written briefing reports for the Mayor and staff on key issues and legislative committee activity during the legislative session as needed;
  - i. Provide briefings in person and periodically as requested, to the Mayor and staff on key issues, legislative committee or legislative session status.

## **Required Respondent Information**

1. Letter of interest.
2. A summary of relevant experience in the last five (5) years; specifically, please describe the outcome of lobbying efforts you conducted.
4. A complete list of current clients and those served during the twelve (12) months preceding the submission date and a declaration of any potential incompatibility or conflicts of interest between those clients and the City of LaBelle.
5. A list of five (5) references.
6. Each question should be repeated with the response following:
  - a. The legal name of consultant/firm/individual, address, telephone number, number of years in business, and current number of full-time professional and technical personnel with the consultant/firm;
  - b. Name and telephone number of the consultant who will be in charge of the actual work performed for the City;
  - c. The address and telephone number of the office(s) where the work is to be undertaken;
  - d. Outline approach with a proposed project schedule to conducting the work detailed under "Scope of Work;"
  - e. Itemized cost of services and any customary charges for services to be rendered. Include staff hourly rates, alternative retainer proposals, a description of the process used to fairly allocate costs among consultant's/firm's/individual's multiple clients to avoid double-billing for time spent in legislative activities; and
  - f. Estimate of expenses incurred that will be billed to the City.

## **Selection Criteria**

Proposals will be evaluated based on the following criteria:

1. Thoroughness and understanding of work to be completed;
2. Overall experience;
3. Recent public sector experience conducting similar lobbying efforts;
4. Interpersonal compatibility with Mayor and Staff; and
5. Cost.

## **Selection Process**

City Staff will review the submitted proposals for completeness and qualifications to determine those consultant(s) to be invited to an interview(s) and/or oral presentation.

Upon completion of all interviews, the City will advise the respondents of its selection.

Professional Services Agreement for the work will be prepared and executed. A multiple year agreement is possible or an automatic renewal clause.

## **Discretion and Liability Waiver**

1. Company personnel signing the cover letter of the proposal must be an authorized signer with the authority to represent the firm and to enter into a binding contract with the City.
2. Proposed services and related pricing contained in the proposal must be valid for a period of one (1) year after the deadline for submission of the proposal, effective October 1, 2016.
3. The City will make every effort to administer the proposal in accordance with the terms and dates outlined in the RFP; however, the City reserves the right to modify the activities, timeline, or any other aspect of the process at any time as deemed necessary by City staff.
4. By requesting proposals, the City is in no way obligated to award a contract or pay the expenses of consultant(s) in connection with the preparation or submission of a proposal.
5. The awarding of a contract shall be contingent on the availability of funds and the necessary staff and City Commission approvals.
6. The City reserves the right to request and obtain from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained herein.
7. The City may require consultant(s) to participate in additional rounds of more refined submittals before the ultimate selection of a consulting team is made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposal.
8. The City reserves the right to reject any and all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items.
9. Additionally, factors such as, but not limited to, the following may disqualify a proposal without further consideration:
  - a. Evidence of collusion among respondents.
  - b. Any attempt to improperly influence any member of City staff or any elected official of the City of LaBelle.
  - c. A respondent's default under any type of agreement, which resulted in the termination of that agreement.
  - d. Existence of any unresolved litigation between the respondent and the City.

### **Proposal Format and Submittal Instructions**

Please submit one (1) original proposal and three (3) copies of all materials submitted. The proposal should include the following information:

1. Letter of interest.
2. "Required Respondent Information" as listed above.
3. Attachments: Resumes

Deliver proposals to:

Mary Jo Wilson, Deputy City Clerk  
City of LaBelle  
481 W. Hickpochee Ave  
LaBelle, FL 33935

Proposals are due no later than 2:00pm on September 6, 2016. Any proposal received after the deadline will not be considered. Faxed or electronic (e-mail) submittals will not be accepted.

Should you have any questions about this request for proposal or for questions concerning the scope of work, please contact Mary Jo Wilson at 863-675-2872 or via email at [maryjowilson@citylabelle.com](mailto:maryjowilson@citylabelle.com)