

**PORT OF WALLA WALLA
REQUEST FOR PROPOSALS**

**State Lobbying Services
for the
Walla Walla Local Government Coalition**

Issued by
Port of Walla Walla
310 A Street
Walla Walla, WA 99362

RFP INFORMATION	
Contact:	Patrick H. Reay, Executive Director
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Submittal Date	November 3, 2017 @ 2:00 PM (PST)

PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS
VIA E-MAIL DIRECTLY TO THE CONTACT LISTED ABOVE AND INCLUDE
'STATE LOBBYING SERVICES' IN THE SUBJECT LINE

PORT OF WALLA WALLA
Request for Proposals (RFP)
State Lobbying Services

The Port of Walla Walla, on behalf of the Walla Walla Local Government Coalition, is soliciting proposals for State Lobbying Services from qualified consultants for the 2018 legislative session. The Port anticipates awarding one contract with options for annual renewal for up to three years based on performance. Services performed by the selected Consultant include: providing strategic advice and planning in the development of an annual comprehensive state affairs strategy, implementing the state legislative agenda, and keeping the Local Government Coalition abreast of developments on a broad range of issues of concern to the Walla Walla Local Government Coalition.

A. BACKGROUND

The Walla Walla Local Government Coalition is made up of a partnership between the Port of Walla Walla, Walla Walla County and the City of College Place. The Port of Walla Walla acts on behalf of the Coalition as the fiscal/contracting agent and the coordinator of the State Lobbying Agreement.

The Local Government Coalition meets to discuss and prioritize the legislative priorities of the Coalition. The purpose of the Coalition is to define and prioritize the specific legislative priorities for the upcoming legislative session.

B. SCOPE OF SERVICES

Provide strategic advice and planning in the development of an annual comprehensive state affairs strategy for the Walla Walla Local Government Coalition, including but not limited to:

- Contributing proactive and creative suggestions for state policy and funding opportunities to advance the Port's Economic Development Plan and legislative/business priorities established by the Local Government Coalition.
- Developing implementation plans for how to advance strategic priorities.
- Assisting in the drafting of legislative language.
- Implement the Coalition's state legislative agenda, including but not limited to:
 - Proactively engaging with state lawmakers, staff and agencies in pursuit of the Port's state priorities.
 - Identifying key legislative and state agency relationships for the Coalition and assist in creating opportunities to build and strengthen those relationships.

Provide regular updates, including but not limited to:

- Monitoring of potential and pending legislation.
- Identifying emerging issues of interest to the Coalition in the areas of state policy.
- Reporting on activities conducted in support of the state legislative strategy.

C. QUALIFICATIONS:

The proposed consultant must meet the following minimum qualifications:

- At least six years' experience representing client interests before the Washington State Legislature or serving in a senior staff capacity in the Washington State Legislature or a state agency, or a combination thereof;
- Public sector experience;
- Knowledge of Local government operations, (including Port, County and City governments), the state legislative process, and how that process affects local government operations;
- Familiarity with Walla Walla County political landscape;
- Demonstrated ability to develop positive working relationships; the ability to communicate through modern technologies.

D. DELIVERABLES:

The selected consultant will:

- Regularly (at least once a week during legislative session and every three weeks during interim) communicate in person or by phone with the Local Government Coalitions points of contact (One per entity) describing the work and activities completed as part of each of the tasks included in the Scope of Services;
- Prepare a semi-annual summary that describes the work and activities completed during either the legislative session or the interim as part of each of the tasks included in the Scope of Services; and
- Regularly participate in Washington Public Port Association (WPPA), Washington State Association of Counties (WSAC) and the Association of Washington Cities (AWC) lobbyist lunches or briefings during the legislative session.

E. PROPOSAL ELEMENTS & EVALUATION CRITERIA:

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing individual and their ability

to meet the requirements and provide the requested services of this RFP. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 5 numbered pages (8 ½ by 11 inch) **excluding** the cover letter, compensation information and all appendices. All pages shall be in portrait orientation with 1 inch (1”) margins. Font size shall be 11 point or larger. Proposals that do not follow this format may be rejected.

The cover letter shall include the RFP Title, Name, Title, Email Address, Phone Number and current Address of the submitting firm’s main contact and include the following information:

INITIAL EVALUATION PHASE

Consultant applications will be evaluated based on the following weighted criteria. The maximum points possible for each criterion is listed below each criteria heading.

**1. Qualifications & Experience
40 PTS**

Identify the proposed team, demonstrate the team’s experience in performing the requested services and describe how the team meets or exceeds the minimum qualifications.

- The Local Government Coalition will evaluate the experience and qualifications of the Personnel identified. Emphasis will be placed on experience and expertise in performing work of similar scope and complexity.
- Include a list of references / clients from the past five years, to include a point of contact and contact information for which the proposed Consultant has performed similar services. Describe how potential conflicts of interests between clients are handled.

Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-sized page.

**2. Project Approach Narrative
30 PTS**

Proposals should clearly outline the firm’s recommended approach and methodology for:

- Accomplishing the Scope of Services: Clearly describe the approaches and methods that will be used to accomplish the tasks required in the scope of services. Include a summary of innovative ideas and suggestions for enhancing the scope of services.

- Coordination & Communication: Communications and interactions between the consultant, the Local Government Coalition project managers (Port of Walla Walla, Executive Director; Walla Walla County Commissioner; and the City of College Place, City Administrator).

3. Compensation 30 PTS

Compensation information MUST be provided separately from the proposal, in an individual PDF document.

All rates quoted shall be:

- Fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included)
- Full cost inclusive of sales tax and other government fees, taxes and charges; and
- Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

FINAL EVALUATION PHASE

Interviews100 PTS

Interviews may be conducted with the firms scoring at least 80% of the non-compensation points or the top three (3) firms, whichever is greater. Failure to participate in the interview process will result in the Proposer’s disqualification from further consideration. Travel costs will not be reimbursed for the interview.

References: References will be requested and scored on those firms selected for interviews. The Local Government Coalition may phone references with additional questions.

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

Issuance of RFP	October 20, 2017
Proposal packets due	November 3, 2017 @ 2:00 PM (PST)
Short List Consultants*	November 7, 2017
Interviews (if required)*	Week of November 13, 2017
Final Selection*	November 15, 2017
Execute Contract*	November 17, 2017

*Dates are tentative.

All status updates on the above solicitation timeline will be announced on the Port of Walla Walla's website for this solicitation.

VENDOR OBLIGATION

Port of Walla Walla Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, www.portofwallawalla.com.

SUBMITTAL PROCESS

Proposals must be received via email on or before the date and time outlined on the front page of this RFP. Send your electronic submittal to: pr@portwallawalla.com.

Name of Firm, RFP Title (Subject Line)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. Submittals need to be limited to **9 MB in total email size**. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

***Late proposals will not be accepted by the Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

EVALUATION AND AWARD PROCESS

An evaluation team will review each proposal and evaluate all responses received based upon the criteria listed herein. The Local Government Coalition may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied and the firms are ranked based on the scores, from highest score to lowest.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short-listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short-listed firm's initial evaluation scores. Final selection will be based on reference checks and interviews.

The Port, on behalf of the Local Government Coalition, intends to select the Proposer who represents the best value to the Local Government Coalition and begin the negotiation and award process based on the evaluated scores.

The selected Consultant will be invited to enter into contract negotiations with the Port. Should the Port and the selected firm(s) not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked firm and proceed with negotiations.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

Procedure When Only One Proposal is received

In the event that a single responsive proposal is received, the Bidder shall provide any additional data required by the Port to analyze the proposal. The Port reserves the right to reject such proposals for any reason.

GENERAL INFORMATION

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

COSTS BORNE BY PROPOSERS

All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Walla Walla encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

Proposals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "TRADE SECRET" on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the Proposals. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedure.