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**CITY OF MONROE
 ADMINISTRATION DEPARTMENT**

**REQUEST FOR PROPOSAL
 STATE LOBBYIST/PUBLIC AFFAIRS
 REPRESENTATIVE**

SOLICITATION NUMBER	RELEASE DATE
RFP 2018-xx	April 2, 2018
CLOSING DATE AND TIME	SUBMITTAL CONTACT
April 26, 2018; 4:00 pm	City Clerk, Elizabeth Smoot
SUBMITTAL REQUIREMENT	SUBMITTAL EMAIL
EMAIL COMPLETE PROPOSAL	eadkissen@monroewa.gov

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The City of Monroe is requesting that qualified firms submit proposals to represent the City on State and Federal legislative issues.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

I. Background

The City of Monroe has a population 18,408. The City was incorporated in 1902 and is located in western Washington at the confluence of United States Route 2, State Route 522 and State Route 203 in Snohomish County. The City is a non-charter code city operating according to Chapter 35A.12 RCW Mayor-Council (Ord. 022/2004; Ord. 794, 1985).

II. Time Schedule

Issue RFP April 2, 2018
 Deadline for Submittal of Proposals by 4:00 p.m. PDT April 26, 2018

Interview Finalists	May 1, 2018 – May 11, 2018
Notify Firm Chosen	May 16, 2018
Council Review Contract	May 22, 2018
Work to Commence on or About	June 1, 2018

III. **Scope of Services**

The City of Monroe (“City”) is soliciting proposals from qualified consultants/firms/individuals (“consultant”) to represent the City of Monroe on county, state and federal legislative issues in 2019 with a primary focus during the 2019 State Legislative Session in Olympia.

It is anticipated that the duration of this scope of work will be in advance of and throughout the 2019 legislative session and the period during which the Governor may take action on State legislation passed during the 2019 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:

- A. Consultant will register as the City’s lobbyist with the State Public Disclosure Commission;
- B. Work with the City’s Mayor and City Council to develop a holistic legislative agenda;
- C. Develop and lobby for Transportation and Capital Budget funding requests identified by the Monroe City Council;
- D. Facilitate regular meetings between the City and appropriate county, state, and federal legislators and agencies to strengthen relationships and promote City legislative agenda items;
- E. Lobby county, state, and federal legislators on all issues developed under the legislative program;
- F. Attend all relevant state legislative hearings;
- G. Identify county, state and federal legislation and legislative proposals that may impact the City;
- H. Identify proposed county, state and federal regulatory changes that may impact the City;
- I. Lobby defensively on legislation that is introduced that would negatively impact the City;
- J. Provide the City with a weekly legislative report during the State legislative session on bills important to the City. Identify and track legislation that would impact the City of Monroe specifically;
- K. Arrange lobbying visits to Olympia and Washington, D.C. for the Mayor, City Council and appropriate staff;
- L. Direct contact and communication with associations and other special interest groups, including but not limited to the Association of Washington Cities that may have similar interests or interests that conflict with those of the City;
- M. Draft letters and talking points on legislation as necessary;
- N. Testify on the behalf of the City at hearings before legislation and interim legislative committees;

- O. Coach City representatives, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance goals.
- P. Maintain close working relationships with the City Administrator and designated members of City Staff; and

IV. Contract Duration

The duration of the contract shall be for one (1) year after the award. The contract will afford the opportunity for two – one year extensions upon mutual written agreement. Any plan review already underway at the end of the contract date will be completed at the expiring contract's rate of compensation.

V. Qualifications The selected government relations firm should, at a minimum, possess:

- A. A minimum of three years of professional government relations experience;
- B. A strong working knowledge of legislative, administrative, and regulatory processes at the county, state and federal level;
- C. A clear understanding of Washington State and Snohomish County, and a knowledge of the funding needs and policy issues important to the City;
- D. A history of successful government relations experience at the county, state and federal level;
- E. A clear strategy for representing the City with key county, state and federal legislators as appointees;
- F. The ability to liaison with members of State Legislature, Congress and federal agencies;
- G. Resources to attend committee meetings, administrative hearings and workshops; monitor legislative and administrative developments; and report back to City;
- H. Experience in identifying and securing various sources of county, state and federal funding;
- I. Experience in coordinating communications and meetings with legislators, county, state and federal agencies;
- J. Experience in working with legislative committees.

VI. Proposal Outline

The City requires that the proposal be submitted in the format outlined in this section. The City reserves the right to require additional information or materials after the proposals are submitted. The proposal should be signed by one of the firm's legally authorized officers.

Summary:

- A. Provide a general overview of how the requested services will be provided.
- B. Include management team and qualifications of key staff assigned to work with the City.
- C. A summary of relevant experience in the last five (5) years; specifically, describe the outcome of lobbying efforts you conducted.
- D. 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 Monroe.

References: Include a list of three public agencies for which you provide similar services as references, that the City may contact.

Additional Information: Any additional information you deem necessary.

Compensation:

- A. Please present detailed information on the firm’s proposed fee schedule in three separate areas: (1) the lobbyist work at the county, state and federal level, (2) the outreach and governmental relationships with other organizations, including federal representatives, and (3) and any variation for non-routine services including your definition and examples of such tasks, inclusive of applicable sales tax, and any other applicable governmental charges. Please identify fixed costs and variable costs and the applications, and how costs are adjusted according to that classification.

VII. Evaluation of Proposals - Proposals will be evaluated based on the factors listed below:

- A. Thoroughness and understanding of work to be completed;
- B. Overall experience of staff assigned to the work;
- C. Recent public sector experience conducting similar lobbying efforts;
- D. Interpersonal compatibility with City officials; and
- E. Cost.

VIII. Selection Process - The City will review the submitted proposals for completeness and qualifications. The City, at its sole discretion, may ask the consultant to make an oral presentation at city facilities without charge to the City. The Monroe City Council will approve the final contract. Upon completion of any interviews, the City will advise the respondents of its selection. Professional Services Agreement for the work will be prepared and executed.

IX. Professional Services Agreement -

Selected lobbyist will be required to execute the City’s standard professional services agreement which will include without limitation the following provisions:

- 1. **Payment** - Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the City Administrator, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.
- 2. **Indemnification** – The consultant shall agree to defend, indemnify, and hold harmless the City, its officials, officers, employees, agents and volunteers from any and all claims, actions, judgments, losses, costs (including personnel related costs, reasonable attorney’s fees and all other claim related expenses) and damages whatsoever, including but not limited to claims made upon the city arising by reason of accident, injury, or death to any person, to consultants or to consultant’s agents, employees, servants and all subcontractors or by reason of injury to property arising out of or in connection with work performed under the contract, except upon a finding of a tier of fact that such loss was caused by the sole negligence of the city. This promise of indemnity shall specifically apply in the case of injuries to consultant’s own employees.

3. **Insurance** - The consultant shall procure and maintain for the duration of this agreement insurance of the types and in the amounts required by the City against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work by the vendor, its agents, representatives, employees, sub consultants, or subcontractors.
4. **Record Keeping:** The City of Monroe follows the Washington State Retention Schedule for public records.
5. **Independent Contractor** - The parties intend that an independent contractor-client relationship will be created by their relationship. The City is interested only in the results to be achieved, and conduct and control of the work will lie solely with the consultant. The consultant is not to be considered an agent or employee of the City for any purpose, and the employees of the consultant are not entitled to any of the benefits that the City provides for its employees. The consultant understands that the city does not intend to use the consultant's services exclusively. The consultant is also free to contract for similar services to be performed for other parties while under contract with the City. The consultant will be solely and entirely responsible for his or her acts and the acts of the consultant's agents, employees, servants, and all subcontractors during the performance of the contract.

X. Terms and Conditions

- A. **Consultant Costs** - The City shall not be liable for any costs incurred by the consultant in preparing or submitting a proposal to the City. Proposals should be prepared simply and economically, providing a straightforward, concise description of consultant's capabilities to satisfy the requirements of the proposal.
- B. **Addenda to the RFP** - In the event that it becomes necessary to revise any part of this Request for Proposals, addenda will be provided.
- C. **Rejection of Proposals** - The City reserves the right to reject any and all proposals and to waive informalities in the proposal process. The City does not intend to enter into an agreement solely on the basis of a submitted proposal or otherwise pay for the information solicited or obtained. Subsequent procurement, if any, will be in accordance with appropriate City contractual action. Noncompliance with any condition of this proposal may result in a recommendation to the City Council that the consultant be disqualified.