

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSALS
STATE LOBBYIST**

I. PURPOSE OF REQUEST.

The City of Federal Way, Washington, (“City”) is requesting proposals to contract with a lobbyist to represent the City in Olympia and the greater Puget Sound region for the 2010 State Legislative Session. A contract would run approximately from mid-October, 2009, through August 31, 2010. The City’s needs are outlined in the following Request for Proposals (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm in October 2009.

Issue RFP	September 3, 2009
Deadline for Submittal of Proposals 2:00 pm	September 16, 2009
Interview Finalists	September 18, 2009
Notify Firm Chosen	September 21, 2009
City Council Confirmation	October 6, 2009
Work to begin on or about	October 19, 2009

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Jeri-Lynn Clark
City of Federal Way Purchasing
33325 8th Ave. S.
P.O. Box 9718
Federal Way, WA 98063-9718
(253) 835-2526

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP – State Lobbyist”

C. All proposals must be received by September 16, 2009 at 2:00 p.m. PST, at which time they will be opened. Three (3) copies of the RFP must be presented. No faxed, telephone, or e-mail proposals will be accepted.

D. Proposals should be simple and concise. Special bindings, colored displays, promotional materials, etc. are not necessary. Emphasis should be on completeness and clarity of

content. Printing on both sides of paper, and use of recycled paper is desirable whenever practicable.

- E. The Communications and Government Affairs Manager or representative will notify the firm selected by September 21, 2009.
- F. All proposals must include the following information:
 - a. The names of individuals from those firms who will be working on the project and their areas of responsibility, including the individual(s) responsible for administering the Federal Way contract, lobbying on the City's behalf, and maintaining contact with the City.
 - b. Specific experience of individuals relative to the proposed project, including the individual(s) responsible for administering the Federal Way contract, lobbying on the City's behalf, and maintaining contact with the City.
 - c. A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
 - d. A proposed budget based on the above outline of tasks, products and schedules.
 - e. References, preferably from local governments.

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the scope of service.	35%
2. Proven history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	55%
3. Price.	10%
Total Criteria Weight	<hr/> 100%

Each proposal will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

In consultation with the City Manager and/or staff designee, lobby state and local governments and other organizations as necessary to pursue the City's 2010 legislative objectives as approved by Council. Lobbying is defined as attempting to pass, stop or amend legislation as desired by the City, as well as build a positive legislative presence for the City through face-to-face, written/electronic communications with appropriate persons.

Help identify, prioritize and monitor problems and opportunities for the City with respect to issues under consideration by the State Legislature and State and regional agencies, especially those issues defined in the City's Annual Legislative Agenda. Stay in touch with issues at the King County level, with the Suburban Cities Association, the Association of Washington Cities and other applicable organizations.

Specific duties include:

- Assist in identifying and prioritizing City issues prior to the 2010 Legislative session, including meeting with Department heads the 30th District Legislators.

- Work with City Manager and/or staff designee to prepare the City's 2010 Legislative Agenda. (*The City's 2009 Agenda is posted online with this RFP.*)
- Brief the City Council and the 30th District Delegation on the Legislative Agenda at the January 2010 State Legislative Breakfast.
- Attend meetings of the City Council, City Council committees, and with City personnel as reasonably requested.
- Complete in a timely and accurate fashion all forms and reports required of lobbyists by the state and other lawful jurisdictions.
- Provide a brief plan for Off-Session work, if applicable, then subsequent follow up on that work.

Provide correspondence to the City Manager and/or staff designee for the following:

- Telephone or e-mail updates on pending issues as they arise
- A brief weekly written status report during the Legislative Session
- A final written report and in-person presentation at the end of the Legislative Session
- Off-session projects as they arise

VII. COMPENSATION.

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of applicable sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. 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 appropriate City representative, 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.
- C. The City's budget for this contract is approximately \$4,819 per month, not to exceed \$57,829 per 12-month period.

VIII. PUBLICATION.

Name of Publication:

- Daily Journal of Commerce, Seattle, Washington
- City of Federal Way Web site, Federal Way, Washington
www.cityoffederalway.com

Dates:

9/3/09 & 9/9/09
9/3/09 thru 9/16/09