



Request for Proposals for Lobbying Services 2024-24

The City of Dillingham, Alaska, is soliciting proposals to select a qualified firm or individual to provide lobbying services (hereafter “Consultant”) at the state and federal level for the City of Dillingham (hereafter “City”) for the purpose of influencing legislative or administrative actions as directed or requested by the City. The selected firm or individual will enter into a term contract for a period of one year with an option for an additional extension based upon a satisfactory review by the City Manager and City Council of services provided. The contract will also include a termination clause by either party with a 30-day notice. This RFP can also be found on the City’s website at www.dillinghamak.us under the “Bids and RFPs” tab.

Inquiries and proposals should be directed to:

City Manager
City of Dillingham
PO Box 889
Dillingham, AK 99576
(907) 842-5148

A signed original copy of the proposal should be delivered to the office of the City Manager no later than 4 p.m., on February 16, 2024, at the address noted above.

About Dillingham

The City of Dillingham is a First Class City and has a Council/Manager form of government. The City is located approximately 350 miles south west of Anchorage, set against a backdrop of Wood River Mountains. The City is home to about 2,300 residents, and covers an area of about 36 square miles. The community is largely Yupik Eskimo and the hub of the surrounding Bristol Bay region, as well as being the gateway to Wood Tikchik State Park, the largest State Park in the nation. Many people look to, and rely on, Dillingham for freight, transportation, health, and visitor services.

Dillingham monitors legislative, administrative, and regulatory actions of the state and federal governments, especially those that could impact the community. The City has historically submitted annual requests for funding assistance to the Governor and Legislature for key infrastructure projects and actively promotes those projects. The City wants to be at the front of the line when state or federal funding opportunities become available. The City requires the services of a professional lobbyist to represent Dillingham’s interests at the state and federal level and to provide professional advice to the City Manager and City Council, regarding lobbying efforts.

Scope of Work

The Consultant will communicate directly or through consultant's agents with any appropriate public official for the purpose of influencing legislative or administrative action as directed or requested by the City, and in the best interests of the City.

In this regard, the Consultant shall:

- A. Receive guidelines for lobbying efforts from the City Council through the City Manager and work within such guidelines to promote, advocate, support, modify, oppose, or delay any appropriate legislative or administrative action. Modifications to these guidelines may be made from time to time by the City.
- B. Communicate with the City Council through the City Manager for the purpose of acquiring necessary available information, statistics, studies, and analyses to use as back-up and support material in support of Consultant's lobbying activities.
- C. Plan to spend significant time in Juneau during the legislative session.
- D. Plan one trip each year to accompany a City delegation to Washington D.C.

The Consultant will be called upon to arrange meetings and/or conferences, provide information and/or research, and provide such other services as required or convenient to enhance communication between the City and all branches of the state and federal governments.

The Consultant shall provide reports and professional advice to the City Council through the City Manager regarding Consultant's lobbying efforts on behalf of the City. In this regard, the Consultant shall:

- A. Maintain regular contact with the City Council through the City Manager on the status of pending legislation or capital projects and regularly promote the City's interests with appropriate legislators, agencies, and staff throughout the year.
- B. Provide written monthly reports to the City Manager, and such reports shall include, but shall not be limited to, contacts and progress made on behalf of the City, changes in the status of capital projects, legislation, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Dillingham to meet with the City Manager, City staff and Council at least twice each year.
- D. Exercise best professional judgment in all matters relating to work for the City of Dillingham and immediately report any position or action taken which involves an area of uncertainty or controversy to the City Manager.

Required Proposal Content

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- Minimum of three (3) professional references
- Ability to provide applicable insurance coverage

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline.

Deadline – All proposals must be received no later than 4:00 p.m. on February 28, 2024.

Delivery instructions – mail or hand delivered in a sealed envelope, or emailed to:

City Manager
City of Dillingham
PO Box 889
Dillingham, AK 99576

Faxed proposals will not be accepted.

Email proposals may be sent to: assistant@dillinghamak.us

Email proposals will be recorded as received based on the date and time stamp on the email when it is received by the City.

USPS mailed proposals will be date stamped upon arrival to the City.

No exceptions will be made concerning the deadline, so send your proposal early. Call (907) 842-5148 and speak to Sherina to make sure it arrived.

Please mark the envelopes, or put in the subject line if emailing, to identify the project: "RFP: Lobbying Services."

Required number of copies: Please provide one signed copy with your proposal.

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become City property and will not be returned.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	10%
REFERENCES	10%
PROPOSED RATES	20%
QUALIFICATIONS AND EXPERIENCE	40%
OVERALL QUALITY OF PROPOSAL	20%

A committee will review the submittals. A city employee will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based on a contract form provided by the City, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.