



City of Mercer Island State and Federal Lobbyist Request for Proposals (RFP) # 22-15

Date of Release: April 25, 2022

RFP Submissions Due: Monday, May 19, 2022, at 5:00 pm PST

Contact: Amanda Keverkamp, City Manager's Office | amanda.keverkamp@mercerisland.gov

PROJECT DESCRIPTION

The City of Mercer Island, Washington invites proposals from qualified consultants experienced in state and federal legislative and regulatory operations who are interested in providing professional lobbyist services to further the City's legislative goals and priorities. The selected consultant will work with the City to develop its 2023 and 2024 legislative priorities and work with legislators as well as agency and department staff to advance the City's legislative priorities in Olympia and Washington, D.C., monitor the state's appropriations cycles and grant deadlines, and other appropriate state and federal activities.

BACKGROUND

Just over five miles long and two miles wide, Mercer Island is a true island community consisting of high-quality residential areas, preserved parks and open space, as well as miles of developed shoreline. Incorporated in July 1960, Mercer Island has its own sense of identity, distinct from its neighbors, Seattle, and Bellevue. With a population of over 25,000, Mercer Island has been widely recognized as one of the premier residential communities in the State of Washington.

Mercer Island operates under a council-manager form of government, in which City Councilmembers are elected by residents to set policy and provide direction to the City Manager. The City Council selects a City Manager who implements policy and oversees all city operations.

Mercer Island is a full-service City, providing the complete range of municipal services including planning and zoning, public safety, fire and emergency medical, municipal court services, street maintenance, utilities maintenance, park maintenance and recreation activities, and human services.

SCOPE OF SERVICES

- Assist in the development of legislative priorities for the City of Mercer Island.
- Develop and implement strategies to successfully promote the City's legislative priorities.
- Represent the City's legislative objectives to members of the Washington State Legislature

and appropriate legislative committees, the Governor's Office, state agencies, and legislative staff as well as appropriate federal representatives and appropriate committees, and federal agencies.

- Monitor State and Federal legislation, legislative committees, state and federal agencies, rulemaking, and the activities of appropriate interest groups which pertain to the stated City interests, goals, and objectives.
- Recommend appropriate City action regarding pertinent legislation.
- Identify opportunities for City staff and elected officials to testify before legislative committees and subcommittees with respect to proposed legislation; communicate such opportunities to the City Manager or designee in a timely manner; assist in preparation of testimony to be given; and as requested, testify on behalf of the City.
- Attend meetings of the City Council and City staff, as may be requested by the City Manager, or designee in order to brief City officials on legislative activities.
- Monitor and track congress and the federal government for policy issues and funding opportunities for the City of Mercer Island.
- Provide written and oral reports to the City Manager and City Council, as mutually agreed upon, in order to inform the City regarding the status of pertinent legislation and of the lobbying activity/efforts of the Consultant.
- Testify and/or sign-in on behalf of the City on legislation of interest. Additionally, coordinate talking points and strategies for Councilmembers to testify at hearings.
- Comply with all Public Disclosure Commission requirements for lobbying.
- Provide support on City efforts and initiatives beyond the legislative session to position the City to advance its objectives.

RESPONSE REQUIREMENTS

The submittal should be in an electronic format only (pdf), using at least a 11 pt font, and not exceed 12 standard-sized pages (8 ½" x 11") – excluding the Cover Letter, Project Team and Qualifications, and References. Proposals shall include the following information:

1. **Cover letter/Statement of Interest:** Describe the firm's interest in the project, confirming availability of key staff, attesting to the accuracy of the proposal submittals, and indicating the company's ability to provide services signed by a senior representative of the company.
2. **Executive Summary:** Summarize your proposal and include your firm's contact information.
3. **Project Approach:** Explain your approach to assisting the City in advancing its goals and priorities.
4. **Pricing:** Provide information on your firm's proposed fee schedule.
5. **Project Team and Qualifications:** Identify the individual(s) you propose to assign as lead lobbyist and all members of the project team. Include a statement of qualifications and/or resume for each member.
6. **Project Experience:** Describe your experience leading strategic initiatives and efforts to further your clients' goals, preferably with cities. Please provide information for up to three relevant and recent strategic initiatives and efforts with similar scope and size that have been managed by the proposed project manager.

Provide examples of successful legislative outcomes achieved for your clients (preferably cities) within the past 3 years and describe how your efforts contributed to those outcomes. Include the date each outcome was achieved.

7. **References:** Include a list of references, with contact information, of at least 3 current contracts, within the last 3 years. Municipal references are preferred.
8. **Disclosure of Conflict and Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Mercer Island.
9. **Client List:** Provide a current listing of all clients utilizing your lobbyist services.
10. **Work Samples:** Provide samples or electronic links to samples of documents you have produced that are similar to the documents your firm would provide under this contract, including a weekly report to a client during legislative session.

Submittals must be received by **5:00 pm on Monday, May 19, 2022**. Submit package of materials to citymanager@mercerisland.gov with title: State and Federal Lobbyist. All costs for developing submittals in response to this RFP are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to published close date, provided notification is received in writing to the Project Manager listed on this RFP. Submittals cannot be withdrawn after the published close date.

EVALUATION CRITERIA

A selection committee comprised of City representatives will evaluate proposals on the quality of the approach, strength of the proposed team, experience with state and federal legislative processes, budget, as well as value returned to the City.

SELECTION PROCESS

A panel consisting of members of the City project team will evaluate each proposal and may contact references. Proposals will be evaluated based on the following criteria:

- Staff expertise and overall experience of personnel assigned to the work.
- Thoroughness and understanding of the tasks to be completed.
- Overall content quality and responsiveness to RFQ requirements.
- Background and experience with similar projects.
- Cost.

Candidates with the necessary expertise and resources to perform the work described herein will be considered for interviews at the City's discretion. Staff anticipate finalizing the selection process and awarding a contract in June 2022. This solicitation does not obligate the City to award a contract to any respondent. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals.

SELECTION SCHEDULE

- RFP submittal due: Thursday, May 19, 2022 at 5:00 pm
- Finalist interviews (via Zoom/Teams): Week of June 6, 2022
- Reference checks: Week of June 6, 2022
- Contract negotiation & finalization: Week of June 13, 2022

AGREEMENT FORM

A final scope of work and Professional Services Agreement will be negotiated with the best qualified proposal following selection. A final contract must be executed prior to initiating any work. For your information, a

sample Professional Services Agreement is provided (**See Attachment A**). This document is for informational purposes only, do not submit this as part of your proposal.

BUSINESS LICENSE

Please provide a statement that the respondent understands and agrees to obtain a City of Mercer Island business license as a requirement for performing these services. Find more information at:

www.mercerisland.gov/businesslicenses

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format – please call 206-275-7759.

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.