



REQUEST FOR LETTERS OF INTEREST
TO PROVIDE PROFESSIONAL LOBBYING SERVICES
TO THE CITY OF MARGATE

L.O.I. – 2017-023

**CITY OF MARGATE
PURCHASING DIVISION
5790 MARGATE BOULEVARD
MARGATE, FL 33063**

(954) 972-6454

REQUEST FOR LETTERS OF INTEREST

TO ALL INTERESTED PARTIES:

The City of Margate, Florida, hereinafter referred to as CITY, will receive sealed Letters of Interest, together with Qualifications Statements and the Proposal Form included herein and any other information relative to the experience, expertise or proficiency of the Proposer, at the office of the Purchasing Manager, Finance Department, City Hall, 5790 Margate Boulevard, Margate, FL 33063, for the services listed below:

PROVIDE PROFESSIONAL LOBBYING SERVICES

Letters of Interest must be received and time stamped by the Purchasing Division, City of Margate, 5790 Margate Boulevard, Margate, FL 33063, either by mail or hand delivery, no later than **3:00 P.M. (eastern) on Thursday, September 14, 2017**. No faxed proposals will be accepted. **Any Letters of Interest received after the 3:00 P.M. (eastern) on Thursday, September 14, 2017 will not be accepted under any circumstances.** It is the sole responsibility of the Proposer to ensure that the Letter of Interest is received prior to the date and time specified.

The CITY reserves the right to reject any and all Letters of Interest, to waive any or all Letters of Interest received, to re-advertise for Letters of Interest, to award in whole or in part to one or more Proposers, or to take any other actions that may be deemed to be in the best interest of the CITY.

Spencer Shambray, CPPB
Purchasing Manager

I. STATEMENT OF WORK

The CITY intends to obtain professional lobbying services and contract with a firm that is believed to bring the most expertise and knowledge of the issues, needs and concerns of municipal governing.

II. SCOPE OF SERVICES

The Proposer(s) selected by the CITY will be expected to, at a minimum:

1. Testify and lobby before the Legislature, Governor, and Cabinet as necessary, on behalf of the CITY, during the annual Legislative Session, extended or special sessions, and at Legislative Committee meetings and the various meetings of the Broward County Legislative Delegation. In addition, testify and lobby before Federal Agencies, State Agencies, Broward County Commission, Broward County School Board, and South Florida Water Management District.

Note: Primary scope of services shall be at the State and local level. Federal services shall be minimal and addressed on a case by case basis.

2. Appear and testify at Federal, State and Local Agency hearings, rule-making proceedings and other administrative agency or legislative meetings when necessary to promote and seek passage of legislation affecting the CITY and its citizens.
3. Coordinate appointments/meetings between the CITY Commission and CITY Administration/staff upon request, and appropriate Federal, State, and Local Officials/Legislators.
4. Report regularly to the CITY by way of correspondence, informational bulletins, and by personal briefings concerning specific Federal, State and Local legislation, rules, policy and program directions.
5. Identify opportunities and pursue legislative appropriations, including but not limited to fire and emergency services, reclaimed water projects, roadway improvement, Florida Recreation Development Assistance Program (FRDAP), beautification grants, public safety, and environmental activities.
6. Assist the CITY in identifying and coordinating State permits and grants.
7. Assist in formulating pertinent public policy. This includes:
 - a. Collaborating with other advocates, including the Florida League of Cities (FLC) and National League of Cities (NLC);
 - b. Reviewing the legislative policy statements adopted by the FLC, other local governments, and lobbying groups for the purpose of identifying issues which might positively or negatively affect the CITY, and make recommendations on policy;
 - c. Raising, discussing, and recommending any affirmative legislative action that may benefit the CITY;
 - d. Meeting with legislators;

- e. Drafting legislation;
 - f. Obtaining sponsors for bill requests; and
 - g. Drafting an annual State Legislative Agenda to be completed and sent to City Administration at least 45 days prior to the start of the legislative session each year after significant discussion with staff.
8. Provide, at a minimum, weekly written status reports during State legislative sessions and monthly written status reports during non-session months to the City Manager or his designee. During the legislative session, more frequent reports may be provided on specific bills identified by the Lobbyist and/or City Manager or his designee as having direct impact on the CITY. All reports shall be sent through electronic mail.
 9. Provide at minimum two formal public presentations (workshop, special meetings) (including PowerPoint presentation or similar) each year to the City Commission for updates, preferably pre- and post-legislative session.

III. L.O.I. SUBMISSION REQUIREMENTS

1. FIRM QUALIFICATIONS

Proposers must state their area of greatest expertise and experience and provide the following information:

- a. A list of at least three public sector clients for whom you have performed these services, and have significant accomplishments in the areas of legislation and appropriations within the past ten years. Please also list relevant private sector clients. Include Agency, contact name, address, email address, and telephone number.
- b. Include information relative to experience and expertise in working with municipalities on legislative and governmental issues, as well as the availability and adaptability of the Proposer's services to the needs requested by the CITY. In addition, provide a description of the legislative tracking system/format the Proposer will use (and sample forms if available) to keep the City Commission and City Administration abreast of issues.
- c. Describe the Proposer's experience and success rate in obtaining State grants and permits for clients. Describe the projects, the dollar amounts secured and the sources.
- d. How many clients does your firm currently represent (internationally, nationally, and within the State of Florida) and how many lobbyists do you employ to serve the needs of your clients? Provide a listing of only individuals who will be directly involved with this project, including resumes, certifications and home office location of each key person.
- e. Under separate cover, provide a detailed and set fee statement for the provision of services required as identified in the Letter of Interest (L.O.I.). The cost proposal shall include:

1. Monthly Retainer Flat Rate – Represents all costs associated with provision of **State and Local** services required and identified in this L.O.I. inclusive of all travel, and related out-of-pocket expenses, if applicable. Consultant shall not be reimbursed or otherwise paid for internal word processing, data processing or other services such as telephone services, copies, mail or postage services that would reasonably be deemed the Consultant's overhead expense.

2. Annual Rate – (Monthly Retainer x 12)

3. Hourly Rates – Hourly fees for proposed “team” members, expense reimbursement, and related additional costs for services performed in addition to and out of the general scope of those required and identified in this L.O.I., if applicable and approved by the CITY. Fees submitted in this section shall be for informational purposes only, and may be used to form a basis for any subsequent negotiation should such additional services be deemed necessary by the CITY.

Note: Hourly rates shall apply to Federal services as needed.

- f. Please disclose any potential conflict of interest due to any other clients, contracts or property interest.
- g. Describe your relationship and experience working with the Florida League of Cities and local leagues throughout the State to affect public policy.

2. COPIES OF SUBMISSION

Ten (10) copies of the entire L.O.I. must be submitted to the City Commission of the City of Margate, CITY Hall, 5790 Margate Boulevard, 33063, c/o Spencer Shambray, Purchasing Manager.

3. ADDENDA, ADDITIONAL INFORMATION

Any addenda or answers to written questions supplied by the CITY to participating Proposers shall become part of this Request for Letters of Interest and the resulting contract. The Proposer's Certification form shall be signed by an authorized company representative, dated and returned with the L.O.I.

No negotiations, decisions or actions shall be initiated by the Proposer as a result of any discussions with any CITY employee. Only those communications which are in writing from the Purchasing Manager may be considered as a duly authorized expression of the CITY. Also, only communications from Proposers that are signed and in writing will be recognized by the CITY as duly authorized expressions on behalf of the Proposer.

4. INDEMNIFICATION

The Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers and employees, from or on account of all damages, losses, liabilities and costs to the extent caused by the negligence, recklessness or

intentional wrongful misconduct of the Successful Proposer and persons employed or utilized by the Successful Proposer in the performance of the contract resulting from this process.

5. PUBLIC ENTITY CRIMES INFORMATION STATEMENT

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

6. CONFLICT OF INTEREST STATEMENT

The Successful Proposer shall not represent any person, entity or government which takes a position contrary to that of the CITY Commission of the CITY of Margate or the Administration of the CITY of Margate before any legislative, executive, or administrative branch of government or any other local government other than the CITY of Margate.

The above shall not preclude the Successful Proposer from representing clients before the CITY Commission, CITY boards or the Administration of the CITY of Margate.

IV. SCHEDULE OF EVENTS

The schedule of events shall be as follows:

EVENT	DATE (on or by)
1. Issuance of Request for Letter of Interest	August 31, 2017
2. Opening of Letters of Interest	September 14, 2017
3. Staff Review for Compliance and Short List	September 25, 2017
4. Shortlisted Firms to Make a Presentation to the CITY Commission Followed by Final Ranking	October 4, 2017
5. Staff to Negotiate an Agreement with Top Firm	October 10, 2017

****Once each L.O.I. is reviewed by staff to determine compliance with qualifications, all will be ranked in accordance with the evaluation criteria. Staff will then, at its discretion, choose a number (possibly 3 or 4) of the highest ranked firms who will be invited to make a presentation before the City Commission. Each City Commissioner will then individually rank the firms in**

order of his/her preference. The highest ranked firm will be the Commission's selection for negotiations and possible award of an agreement.

The CITY reserves the right to delay scheduled dates and to provide notice to persons responding to Requests for Letters of Interest.

V. SUMMARY OF DOCUMENTS TO BE SUBMITTED WITH L.O.I.

The following documents are to be executed, notarized (if applicable) and submitted as a condition to the Request for Letters of Interest:

- a. Proposer's Certification
- b. Non-Collusion Affidavit
- c. Qualifications Statement

VI. AWARD OF CONTRACT

Award of a contract, if it be awarded, will be made to the Proposer with the proposal deemed to be in the best interest of the CITY, as determined in the sole discretion of the CITY.

VII. INSURANCE

The Proposer shall procure and maintain, at its own expense, and keep in effect during the full term of the contract a policy or policies of insurance which shall be determined and approved by the CITY. Additionally, any subcontractor hired by the Proposer for the resulting contract shall provide insurance coverage as well. The CITY shall be named "additional insured" under the appropriate policies and endorsements.

PROPOSER'S CERTIFICATION

WHEN PROPOSER IS AN INDIVIDUAL

IN WITNESS WHEREOF, the Proposer hereto has executed this Proposal Form this _____ day of _____, 20__.

By: _____

Signature of Individual

Witness

Printed Name of Individual

Witness

Business Address

CITY/State/Zip

Business Phone Number

State of _____)
_____) ss:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, who is personally known to me or who has produced identification, and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC
State of Florida at Large

My commission expires:

PROPOSER'S CERTIFICATION

WHEN PROPOSER IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME

IN WITNESS WHEREOF, the Proposer hereto has executed this Proposal Form this _____ day of _____, 20_____.

By: _____
Signature of Owner

Witness

Printed Name of Firm

Witness

Business Address

CITY/State/Zip

Business Phone Number

State of _____)
_____) ss:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced identification, and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC
State of Florida at Large

My commission expires:

PROPOSER'S CERTIFICATION

WHEN PROPOSER IS A PARTNERSHIP

IN WITNESS WHEREOF, the Proposer hereto has executed this Proposal Form this _____ day of _____, 20____.

Printed Name of Partnership

By: _____
Signature of General or
Managing Partner

Witness

Printed Name of partner

Witness

Business Address

CITY/State/Zip

Business Phone Number

State of Registration

State of _____)
_____) ss:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced identification, and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC
State of Florida at Large

My commission expires:

PROPOSER'S CERTIFICATION

WHEN PROPOSER IS A CORPORATION

IN WITNESS WHEREOF, the Proposer hereto has executed this Proposal Form this _____ day of _____, 20_____.

Printed Name of Corporation

State of Incorporation

By: _____
Signature of President or
other authorized officer

(CORPORATE SEAL)

Printed Name of President or
other authorized officer

ATTEST:

Address of Corporation

By _____
Secretary

CITY/State/Zip

Business Phone Number

State of _____)
) ss:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, of _____, on behalf of the corporation, who is personally known to me or who has produced as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC
State of Florida at Large

My commission expires:

PROPOSER'S
QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: CITY of Margate (Purchasing Manager)

ADDRESS: 5790 Margate Boulevard
 Margate, Florida 33063

CIRCLE ONE

SUBMITTED BY:	Corporation
NAME:	Partnership
ADDRESS:	Individual
PRINCIPAL OFFICE:	Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is:

The address of the principal place of business is:

2. If Proposer is a corporation, answer the following:
 - a. Date of Incorporation.
 - b. State of Incorporation.
 - c. President's name.
 - d. Vice President's name.
 - e. Secretary's name.
 - f. Treasurer's name.
 - g. Name and address of Resident Agent,

3. If Proposer is an individual or a partnership, answer the following:
 - a. Date of organization.

- b. Name, address and ownership units of all partners.
 - c. State whether general or limited partnership.
4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals.
 5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
 6. How many years has your organization been in business under its present business name?
 - a. Under what other former names has your organization operated?
 7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this L.O.I. Please attach certificate of competency and/or state registration.
 8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?
 9. State the names, telephone numbers and last known addresses of five owners, individuals or representatives of owners with the most knowledge of work which you have performed, and to which you refer.

(name)	(address)	(phone number)
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(name)	(address)	(phone number)
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(name)	(address)	(phone number)
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(name)	(address)	(phone number)
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(name)	(address)	(phone number)
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10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

11. State the name of the individual who will have personal supervision of the work:

PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY CITY IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE CITY TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD, TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

(Signature)

State of _____)
_____) ss:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced identification, and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC
State of Florida at Large

My commission expires: