

REQUEST FOR PROPOSALS
For
State Legislative Lobbying Services
City of Kodiak, Alaska

Introduction

The City of Kodiak Alaska (“City”) is seeking proposals from qualified consultants/firms/individuals (“consultant”) to represent the City on state policy and legislative issues. The consultant must have demonstrated experience in lobbying the Alaska State Legislature, with extensive experience on behalf of municipal clients preferred. At least five years’ experience in providing legislative and intergovernmental services before the legislative and executive branches is required. The consultant should have demonstrated experience in bipartisan relationships with a network of access to legislators, administrative executives, and staff. The Kodiak City Council seeks a strong lobbyist with sound knowledge of public policy, clear understanding of the legislative and state administrative processes and effective communication skills.

Background

The City of Kodiak is a home rule municipality, located on Kodiak Island 252 miles Southwest of Anchorage, representing over 6000 residents. Originally organized in 1940, the City is the largest of the Island’s communities.

Scope of Work

The consultant will be responsible for monitoring, identifying and prioritizing challenges and opportunities for the City of Kodiak with respect to issues under consideration by the State Legislature, Governor’s office, and state agencies.

It is anticipated that the duration of this scope of work will be throughout the 2019 legislative session and the period during which the Governor may take action on bills passed during the session. The scope of work should include legislators, interim communications, engagement with Commissioners and Division Directors, and the Governor’s office.

Work may include, but is not limited to:

1. Identify state legislation and legislative proposals that may impact Kodiak;
2. Identify proposed state regulatory changes that may impact Kodiak ;
3. Work with the City Council, Clerk, and Manager to develop positions on relevant legislation;
4. Assist the Mayor in arranging municipality lobbying visits to Juneau to help ensure productive meetings;
5. Draft legislation and amendments, as necessary;
6. Lobby for the City’s position on legislation and regulatory matters, including:
 - a. Direct contact and communication with state legislators and staff;
 - b. Direct contact and communication with state agencies;
 - c. Direct contact and communication with associations and other interest groups that may

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- have similar interests or interests that conflict with those of Kodiak;
- d. Draft letters and talking points on legislation as necessary;
 - e. Maintain close working relationship with Mayor and Council and designated members of staff;
 - f. Provide written monthly reports to the Mayor, City Manager, and City Clerk during the session and as requested or needed during the interim, 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 project funding requests, legislation of interest to the City, and any anticipated problem areas of which the Consultant becomes aware;
 - g. Provide one visit annually to Kodiak for briefings in person to the Council, public and staff on key issues, legislative committees or legislative session status;
 - h. Exercise best professional judgment in all matters relating to work for the City and immediately report any position or action taken which involves an area of uncertainty or controversy.

Required Respondent Information

- 1. Letter of interest
- 2. Proposed plan including plan for briefing the Mayor and Council on the issues prior to and during the legislative session and year-round on administrative lobbying, maintaining continuous communications during the session, and implementing a decision-making process on issues that demand a quick turnaround time
- 3. A summary of relevant experience in the last five years. Please include the outcomes of lobbying efforts conducted.
- 4. A complete list of current clients and those served during the twelve months preceding the submission date and a declaration of any potential incompatibility or conflicts of interest between those clients and the City of Kodiak
- 5. A list of five references
- 6. The legal name of consultant/firm/individual, address, telephone number, number of years in business, and number of staff available or included in this proposal
- 7. Name and telephone number of the consultant who will be in charge of the actual work performed for the City of Kodiak
- 8. Outline approach with a proposed project schedule to conducting the work detailed under "Scope of Work"
- 9. Flat fee or itemized cost of services and any customary charges for services to be rendered. Include staff hourly rates, alternative retainer proposals, a description of the process used to fairly allocate costs among consultant's/firm's/individual's multiple clients to avoid double-billing for time spent in legislative activities; and
- 10. Estimate of expenses incurred that will be billed to the City of Kodiak
- 11. Potential causes for termination of the agreement.

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Selection Criteria

Proposals will be evaluated based on the following criteria:

1. Thoroughness of proposal reflecting full understanding of work to be completed;
2. Overall experience of staff assigned to the work;
3. Recent experience conducting similar lobbying efforts;
4. Interpersonal compatibility with Mayor and Council

Selection Process

The Mayor, Council, Clerk and Manager will review the submitted proposals for completeness and qualifications to determine those consultant(s) to be invited to an interview and oral presentation.

Upon completion of all interviews, the Clerk will advise the respondents of its selection. A Professional Services Agreement for the work will be prepared and executed.

Discretion and Liability Waiver

1. Company personnel signing the cover letter of the proposal must be an authorized signer with the authority to represent the firm and to enter into a binding contract with the City of Kodiak.
2. Proposed services and related pricing contained in the proposal must be valid for a period of one year after the deadline for submission of the proposal.
3. The City will make every effort to administer the proposal in accordance with the terms and dates outlined in the RFP; however, reserves the right to modify the activities, timeline, or any other aspect of the process at any time as deemed necessary.
4. By requesting proposals, the City is in no way obligated to award a contract or pay the expenses of consultant(s) in connection with the preparation or submission of a proposal.
5. The awarding of an Agreement shall be contingent on the availability of funds and the necessary Mayor and Council approvals.
6. The City reserves the right to request and obtain from one or more of the consulting firms submitting proposals, supplementary information as may be necessary to analyze the proposals pursuant to the consultant selection criteria contained herein.
7. The City may require consultant(s) to participate in additional rounds of more refined submittals before the ultimate selection is made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposal.
8. The City reserves the right to reject any and all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items.

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9. Factors such as, but not limited to, the following may disqualify a proposal without further consideration:
- a. Evidence of collusion among respondents
 - b. Any attempt to improperly influence any member of staff or Council
 - c. A respondent's default under any type of agreement, which resulted in the termination of that agreement
 - d. Existence of any unresolved litigation between the respondent and the City

Proposal Format and Submittal Instructions

Please submit one original proposal as a PDF or print document. The proposal should include the following information:

1. Letter of interest
2. "Required Respondent Information" as listed above.
3. Attachments: Resumes

Deliver proposals to:

Debra Marlar, MMC
City Clerk
710 Mill Bay Road
Kodiak, AK 99615

Proposals are due no later than 4 p.m. on February 15, 2019. Any proposal received after the deadline will not be considered.

The City intends to have a decision made during the 31st Legislature Schedule

Should you have any questions about this request for proposal or for questions concerning the scope of work, please contact Debra Marlar at (907) 486-8638 or e-mail dmarlar@city.kodiak.ak.us