



OFFICE OF THE CITY MANAGER
205 South Willowbrook Avenue, Compton, CA 90220

REQUEST FOR PROPOSAL:
GOVERNMENTAL RELATIONS AND LOBBYING SERVICES

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February 19, 2020

TABLE OF CONTENTS

REQUEST FOR PROPOSALS (RFP) – GOVERNMENTAL RELATIONS AND LOBBYING SERVICES

	PAGE
I. INTRODUCTION	1
II. PROPOSAL DUE DATE AND LOCATION	
III. POINT OF CONTACT	
IV. BACKGROUND AND OBJECTIVE	
A. BACKGROUND	
B. OBJECTIVE	2
V. SCOPE OF WORK	
A. STRATEGY	
B. TRACKING AND REPORTING	
C. ADVOCACY	3
D. RELATIONSHIP BUILDING	
E. MINIMUM QUALIFICATIONS	
VI. PERIOD OF PERFORMANCE	4
A. COMPENSATION	
B. PERSONNEL	
VII. PROPOSAL SUBMISSION DATE AND FORMAT	5
A. TRANSMITTAL LETTER	5
B. TITLE PAGE	
C. TABLE OF CONTENTS	
D. COMPANY/FIRM INFORMATION	6
E. QUALIFICATIONS AND REFERENCES	
F. CONFLICT OF INTEREST	
VIII. PROPOSAL EVALUATION	
A. EVALUATION CRITERIA	7
B. WEIGHTED AREAS OF IMPORTANCE	
IX. GENERAL CONDITIONS	
A. LIMITATIONS	
B. AWARD AND CONTRACT TERM	
C. BINDING OFFER	8
D. RIGHT TO WAIVE INFORMALITIES	
E. CONTRACT ARRANGEMENTS AND PROVISIONS	
F. STAND ALONE OPTION	
G. PUBLIC RECORDS	

February 19, 2020

CITY OF COMPTON
REQUEST FOR PROPOSALS (RFP) – GOVERNMENTAL RELATIONS AND LOBBYING SERVICES

I. INTRODUCTION

The City of Compton (“City”), California invites experienced and qualified Government Relations firms to submit written proposals to interact with the Federal, State, and Local government, governmental regulators, and the legislative and regulatory arms of government. The desired services will measure and communicate strategic legislative issues having prospective effects on the effective and efficient operation of City of Compton. [A formal Request for Proposal (RFP) is accessible from the City’s website at [http://www.comptoncity.org/officials/clerk/bids/.](http://www.comptoncity.org/officials/clerk/bids/)]

**Please, submit responses in accordance with the instructions set forth in this RFP*

II. PROPOSAL DUE DATE AND LOCATION

All proposals are due on or before **5:00 p.m., Thursday, March 12, 2020**. Written proposal responses must include three (3) copies and one (1) unbound original bound containing original signature of your proposal. There is absolutely no consideration for responses received after the specified date and time.

Please address proposals in a sealed envelope to the;

**Office of the City Clerk
City of Compton
205 South Willowbrook Avenue
Compton CA 90220
Attention: RFP: GOVERNMENTAL RELATIONS AND LOBBYING SERVICES**

III. POINT OF CONTACT

All inquiries relating to this RFP process shall be submitted to Dean L. Jones, Sr. Economic Development Specialist, Office of the City Manager, City of Compton, 205 South Willowbrook Avenue, Compton, CA 90220. For telephone inquiries, call (310) 761-1474, and/or e-mail inquiries to DLJones@comptoncity.org.

IV. BACKGROUND AND OBJECTIVE

A. BACKGROUND

The City of Compton, hereinafter referred to as “City”, is requesting proposals from **Governmental Relations and Lobbying Service Firms**, hereinafter referred to as “Consultant”, with qualified personnel having previous experience with providing services to General Charter Cities. Compton is a City Manager formed California Charter city with eight electorates—four district elected council members, Mayor (at-large), City Attorney, City Clerk, and City Treasurer.

B. OBJECTIVE

The City objective is to select a professional governmental relations and lobbying services firm to represent the City of Compton before the Federal, State and Local legislative bodies by developing and sponsoring sound legislation in the interest of the City, and likewise by opposing detrimental legislative proposals and identifying and preparing applications for grant funds...

The selected Consultant will be able to demonstrate experience in presenting and communicating well-studied municipality-related bills, particularly in all subject matters that influence the operational activities of the City. The selected Consultant will have a complete understanding of charter cities legislation introduced and heard during Federal, State, and Local legislative sessions, coupled with maintaining a close working relationship with related electorate.

V. SCOPE OF WORK

The City seeks to retain the services of a governmental relations firm to work with the City to address matters in which Charter Law Municipalities require professional assistance before the Federal Legislation, California State Legislature, individual Federal/State Legislators, the California State Governor, and other state agencies. Governmental relation services will include, though are not be limited to the following:

A. STRATEGY

- i. Assist the City in the development and implementation of its legislative agenda, key proposals and policy positions in partnership with the Federal, State, Local legislative network,
- ii. Propose an annual strategic advocacy and political engagement plan designed to achieve legislative goals and support City objectives, and
- iii. Develop a plan for off session activities and coordinate with the designated City staff.
- iv. Schedule meetings with legislators for City Elected Officials.

B. TRACKING AND REPORTING

- i. Identify, track and report on Federal, State and Local legislation and legislative proposals that may have an impact on the City, such as:
 - Arts/Culture, and entertainment
 - Aviation
 - Environment, energy, natural resources
 - Finance administration, revenue sources, taxation reform & revenue needs
 - Housing, community, and economic development
 - Infrastructure, transit, and mobility
 - Land Use, zoning
 - National Pollutant Discharge Elimination System (NPDES), Clean Water Act
 - Public contracting/personnel matters/prevailing wages
 - Public safety/emergency management and operations
 - Public Utilities/franchises
 - Recreation, open space

- ii. Report activities at a minimum through the following:
 - Submit updates on pending issues as they arise,
 - Submit monthly written status report during all Legislative Sessions,
 - Provide two (2) City Council Meeting presentations at the beginning and end of session, and
 - Deliver an Annual Report final written report and in-person presentation at the end of Legislative Session for the Federal, State, and Local legislative network.
- iii. Track priorities and meetings of strategy with legislative partners,
- iv. Draft legislation and amendments, as necessary, and
- v. Organize state lobby registration, compliance and reporting.

C. ADVOCACY

- i. Support the City with a strong presence in government as the ‘eyes and ears’ of issues related to Charter Cities and serving as day-to-day contact for legislators and other lobbyists on behalf of the City,
- ii. Work to achieve City goals on legislation, issues or rules by lobbying members of the legislative network and government officials,
- iii. Identify and prepare Grant applications for various types of funding,
- iv. Lobby for the City’s position on legislation and regulatory matters of interest,
- v. Track and attend committee and rulemaking hearings, coordinate and as requested assist in the preparation of testimony, submissions, and in-person testimony,
- vi. Attend and participate in interim hearings and meetings regarding issues important to Charter cities, and
- vii. Engage key officials (executive, legislative and local government) and stakeholders to support the City’s objectives to secure permits, grants, incentives, and favorable laws and regulations.

D. RELATIONSHIP BUILDING

- i. Assist in the development of relationships with key legislators, regulatory agencies, state agencies, local governments and community organizations, consistent with the annual strategic advocacy and political engagement plan,
- ii. Assist with communications and messaging,
- iii. Develop strong connections with other agencies and state membership organizations to support mutual goals as identified, and
- iv. Coordinate meetings with appropriate legislators and agency department leaders to provide the City the opportunity to meet face-to-face with key decision-makers on pertinent City issues.

E. MINIMUM QUALIFICATIONS

Please note that responses to this RFP are encouraged to come from interested firms in providing governmental relation firms who understand charter city interactions with numerous other government agencies, including but not limited to the following:

Air Resources Board, Board of Equalization, Building Standards Commission, Bureau of Automotive Repair, Bureau of Security and Investigative Services, Bureau of State Audits, CA Alternative Energy and Advanced Transportation Financing Authority, CA Debt Limit Allocation Committee, CA Emergency Management Agency, CA Film Commission, CA Gambling Control Commission, CA Highway Patrol, CA Tax Credit Allocation Committee, Contractors State License Board, Department of Corporations, Department of Fair Employment and Housing, Department of Food and Agriculture, Department of Housing and Community Development, Department of Industrial Relations, Department of Insurance, Department of Justice, Department of Public Health, Department of Resources Recycling and Recovery, Department of Toxic Substances Control, Department of Transportation, Department of Water Resources, Division of Workers Compensation, Employment Development Department, Fair Political Practices Commission, Franchise Tax Board, Occupational Safety and Health Standards Board, Occupational Safety and Health (Cal-OSHA) Division, Office of Administrative Law, Office of Environmental Health Hazard Assessment, Office of Real Estate Appraisers, Public Employees Retirement System, Public Utilities Commission, Secretary of State, State Personnel Board, State Treasurer, State Water Resources Control Board...

The City is interested in contracting with one or more highly qualified firm(s) that can engage decision-makers on legislative and quasi-legislative actions. The City seeks the services of a government relations and lobbying firm that can serve as the conduit for communication with elected officials and other agencies.

As a registered lobbyist with the Secretary of State, the consultant will be bound by the Political Reform Act, and the regulations of the Fair Political Practices Commission, including compliance with lobbying reporting requirements by filing disclosure reports on behalf of the City.

VI. PERIOD OF PERFORMANCE

The City expects the prescribed services will be for a 12-month period that covers the legislative cycle.

A. COMPENSATION

The City expects that the Contract's proposed compensation will follow the Preliminary Scope of Work for this project. In general, proposed pricing should not exceed \$96,000.00 for twelve (12) months.

B. PERSONNEL

Any change in staff persons identified in the contract is subject to the approval of the City. Removal by the contractors' assigned employees without written consent of the City Manager are subject to a material breach of contract.

C. CONTRACT ADHERENCE

This contract non-transferable to another firm without the written permission from the City.

VII. PROPOSAL SUBMISSION DATE AND FORMAT

This Request for Proposals represents the requirements for an open, competitive, and timely process. Interested firms must submit three (3) copies and one (1) unbound original bound containing original signature of your proposal to the City Clerk's office no later than **5:00 p.m., Thursday, March 12, 2020**. Any proposal received after this date and time disqualifies the proposal from consideration.

An official agent or representative of the company submitting the proposal must sign all proposals. Postmarks and copies sent via facsimile disqualifies the proposal from consideration.

If the organization submitting a proposal must outsource or contract any proposed work to meet the requirements contained herein, a statement to this effect is a required disclosure in the proposal.

All proposed pricing must be all-inclusive thereby identifying any outsourced or contracted work or other costs. Any proposals, which call for outsourcing or contracting work, must include a name and description of the proposed contracted organizations.

All proposed pricing should have an itemized table that explains the fees and costs. All contractual terms and conditions will be subject to review by the Office of the City Manager and will include scope, budget, schedule, and other necessary items pertaining to the project.

Direct all questions regarding this RFP to Dean L. Jones, (310) 761-1474, or by email at DLJones@comptoncity.org. Please send three (3) copies, and one (1) unbound original bound containing original signature of your firm's proposal to:

**Office of the City Clerk
City of Compton
205 South Willowbrook Avenue
Compton CA 90220
Attention: RFP: GOVERNMENTAL RELATIONS AND LOBBYING SERVICES**

Written responses should be one sided, not exceed 25 pages (not including table of contents, cover letter, or sample contracts/agreements). Please provide the following:

A. TRANSMITTAL LETTER

Proposals must include a transmittal letter signed by an official authorized employee to solicit business and enter into contracts for the firm and the name and telephone number of a contact person, if different from the signature.

B. TITLE PAGE

Proposals must include a title page that includes the RFP subject, the name of the Consultant's firm, local address, telephone number, name of contact person, and the date.

C. TABLE OF CONTENTS

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

D. COMPANY/FIRM INFORMATION

Proposals must provide the name of the business entity (including any fictitious business names), details of the entity's business structure (i.e. corporation, partnership, LLC), organization chart for the business entity, statement(s) on financial integrity of all entities related to the company/firm or joint venture that will be involved in the contract, and the location of offices located within the counties identified.

E. QUALIFICATIONS AND REFERENCES

QUALIFYING EXPERIENCE:

- i. Professionals - Provide the name and title of the Managing Principal representative for the coordination and execution of the described work, and any other professionals that will be assigned to this contract including résumés (not exceeding 2 pages) of education, experience and qualifications related to experience.

REFERENCES:

- i. Business References - Provide detailed project histories for a minimum of two (2) California General Law or Charter cities for which the responding firm provided related work.
- ii. Litigation - Provide a list of any outstanding litigation in which the proposed respondent is a named party for a related study or audit.

F. CONFLICT OF INTEREST

Full disclosure of any potential conflicts of interest as they relate to any/specific transactions must be identified to the City.

VIII. PROPOSAL EVALUATION

- i. The City will coordinate a review panel and conduct an initial review of the proposals for general responsiveness and inclusion of the items requested. Consultants failing to meet the minimum qualifications will be considered non-responsive and will not be evaluated.
- ii. Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation factors listed below will be considered non-responsive and will not be evaluated.
- iii. Verification of minimum qualifications and review for general responsiveness. A proposal that fails to include one or more items requested may be considered responsive, if evaluation in every criterion is possible. The City reserves the right to request additional information from responsive Consultants prior to evaluation.
- iv. The City reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information or revisions to offers, and negotiates with any or all Consultants.

A. EVALUATION CRITERIA

Disclaimer: The City may select any firm and makes use of the following criterion for internal staff purposes only, and is not the sole determination factor or criteria for selecting a firm.

B. WEIGHTED AREAS OF IMPORTANCE

The following is the City's evaluation criteria and the relative importance is displayed as percentage (%) weights.

- i. 25%—Experience with providing charter cities government relations and lobbying services (sufficient response capacity and support/back-up...)
- ii. 20%—Pricing (i.e. rates, financial solvency, savings approach...)
- iii. 15%—Municipal agency reference(s) in California
- iv. 15%—License, credentials, insurance
- v. 15%—Project Team & Management Structure (i.e. technology, training, management reports, ...),
- vi. 10%—Local Hire and/or Local Business Enterprise.

IX. GENERAL CONDITIONS

A. LIMITATIONS

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

The City reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information, or revisions to offers, and negotiates with any or all Consultants.

B. AWARD AND CONTRACT TERM

All finalists may be required to participate in negotiations and to submit such price, technical, or other revisions of their proposals as may result from negotiations. The City also reserves the right to award the contract without discussion, based upon the initial proposals. Proposal submission implies the most favorable terms from a price and a technical viewpoint. Any award made will be to the Consultant(s) whose proposal is most advantageous to the City based on the evaluation criteria outlined above.

C. COMPLIANCE

Provide a written statement that the Consultant shall comply with the California Labor Code pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.

"The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this request for proposals.

A Contractor's acceptance of an agreement with the City certifies that the Contractor complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8."

D. BINDING OFFER

A signed proposal submitted to the City in response to this RFP shall constitute a binding offer from Consultant(s) to contract with the City according to the terms of the proposal for a period of ninety-(90) days after its date of submission, which shall be the proposal due date.

E. RIGHT TO WAIVE INFORMALITIES

The City has the right to waive informalities or irregularities in any Proposal, provided said informalities or irregularities do not materially affect the RFP.

F. CONTRACT ARRANGEMENTS AND PROVISIONS

- i. The selected Consultant(s) will be required to maintain insurance coverage, during the term of the contract.
- ii. Consultant(s) agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements within five (5) days of the City's notice that it is the successful Consultant. (Contract execution requires an appropriate certification of insurance, an active City Business License, and a completed IRS W-9)
- iii. Requests to change the City's insurance requirements should be submitted on or prior to the closing date for receipt of requests for clarifications/exceptions listed above. The City will review the requests and issue an addendum if material changes requested by a prospective Consultant are acceptable. Objections to the City determinations on requests to change insurance requirements must be brought to the City's attention no later than the date for protesting RFP provisions previously mentioned. If such objections are not brought to the City's attention consistent with the protest provisions of this RFP, compliance with all material insurance requirements will be assumed.

G. STAND ALONE OPTION

At their sole option, the City may utilize the Consultant selected under this RFP on an individual City basis, at the same terms and conditions included in this RFP and, in the Consultant's proposal.

H. PUBLIC RECORDS

This RFP and any material submitted by a consultant in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 et seq.), unless exempt by law. Proposals will remain confidential until the City Council approves until the resolution to enter into a contract with the selected consultant.