

CITY OF ST. LOUIS

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES –STATE LOBBYIST

RFP OPENING DATE: September 27, 2017

RFP CLOSING DATE: October 20, 2017

**City of St. Louis
City Hall
1200 Market Street, Room 200
St. Louis, MO. 63103**

Note: If this RFP was downloaded from the City of St. Louis website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

Application Formatting Requirements

Request for Proposals (RFP) may be obtained beginning September 27, 2017, from Denise Roberts at the City of St. Louis, City Hall, 1200 Market Street, Room 200, St. Louis, MO. 63103, or may be downloaded from the City of St. Louis website at <https://www.stlouis-mo.gov/>, or by contacting Denise Roberts at robertsd@stlouis-mo.gov or 314-622-3744.

All questions must be submitted in writing no later than October 13, 2017, to Denise Roberts, City of St. Louis, City Hall 1200 Market Street, Room 200, St. Louis, MO., 63103 by contacting her at robertsd@stlouis-mo.gov or 314-622-3744. A list of all entities requesting a copy of this Request for Proposals shall be maintained and all questions received by October 13, 2017, shall be answered by October 18, 2017 and shall be made available in writing and posted on the St. Louis City website at <https://www.stlouis-mo.gov/government/procurement.cfm> Each submission must acknowledge any addenda posted in the City Website.

No other contact with any City official, staff, member of the Selection Committee, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal.

Submission of Proposals

An original and five (5) copies must be submitted to Denise Roberts as set forth above. In addition to the proposal submission requirements specified in this RFP, the following requirements apply to all proposals:

- All hard copy proposals must be signed in ink by a person with authority to sign on behalf of the proponent.
- The rates/fees must be expressed in words and figures.
- Any changes or erasures on the proposal shall be initialed by a person with authority to sign on behalf of the proponent.
- There must be five copies submitted and these copies must be in 12-point font.
- Each hard copy must be submitted on 8.5 by 11 inch white paper that can be photocopied.

All submittals shall be received no later than **5:00** p.m. (CDT), on October 20, 2017.

Submittals which arrive after the deadline, for any reason, may disqualify the firm.

Selection Committee. Proposals shall be reviewed by a Selection Committee. The Selection Committee is comprised of the Director of the Department seeking the professional service or said Director's designee; one member of said Department's staff selected by said Director, one member

selected by the Mayor; one member selected by the Comptroller; and one member selected by the President of the Board of Aldermen.

Introduction and Objective

The City of St. Louis, Missouri, (the “City”) is a constitutional charter city and political subdivision of the State of Missouri created pursuant to Article VI § 19 of the Missouri Constitution upon the adoption of the Charter of the City of St. Louis. The City is in need of the services of a lobbyist and liaison to state-level government agencies, officials and elected representatives. The City is seeking proposals from responsive and qualified firms to provide the services as contemplated in this RFP, and the following outlines the requirements for proposals to be submitted for the performance of such services on the City's behalf.

Scope of Services

The selected proponent shall provide the following services:

1. Establish and maintain a working relationship with state-level government agencies, officials and elected representatives and their staffs on behalf of City.
2. Represent City in negotiations with state-level agencies, officials and elected representatives and their staffs regarding proposed legislation or desired funding as outlined by the Mayor of the City of St. Louis or her designee.
3. Arrange with City for testimony at committee hearings, or submission of written comments, to promote the legislative or funding goals of City, or to respond to proposed legislation directly impacting such goals, and assist in the preparation of same.
4. Assist City in the preparation of proposals for funding.
5. Consult with the Mayor of the City of St. Louis and designated staff members regarding the development of legislative and funding goals and development of a strategy maximizing the prospects for passage of such legislation and achievement of such goals.
6. Monitor all legislation affecting City.
7. At the request of City, conduct research into legislation, state and federal programs, sources of funding and other topics related to the interests of City.
8. Provide regular verbal or written reports of legislation affecting City and/or detailing consultant's activities on behalf of City as specified by the Mayor of the City of St. Louis or her designee.

9. Register or maintain registration, maintain all records and file all reports, as required of applicant pursuant to federal, state and local laws.
10. At the request of City, make oral presentations following completion of the initial contract term and each renewal term summarizing the results of consultant's activities on City's behalf during each such term.
11. Other assignments as directed and requested in writing by the Mayor of the City of St. Louis.

Living Wage Requirements:

Proponents are hereby advised that the current St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service for which proposals are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful proponent and the DOH must be paid to a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin, and if the rates are adjusted during the term of the contract pursuant to the Ordinance, applicable rates after such adjustment is made. A successful respondent's failure to comply with the contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Proposal Format:

Proposals must include, at a minimum, the following information:

1. Statement of Qualifications:

- Experience of Consultant—Provide a detailed description of the consultant's experience providing the Services described in the Scope of Services set forth in this Request for Proposals including the type and number of clients served and the nature of the projects involved. Examples of successes achieved for past/present clients relating to the aforementioned Scope of Services are requested.
- Experience/Qualifications of Assigned Professional(s) —Provide a resume for each individual who will be assigned to provide the services described in this RFP and designate the individual who would have primary responsibility for overseeing these services. Also indicate the specific role the listed individual(s) had in the above-referenced services. Provide all relevant contact information for the primary contact person.
- Sub-Consultants—Identify (if any) all sub-consultants (including names, addresses, current phone numbers, and e-mail addresses) to include a resume of related experience, how long the sub-consultant has worked with the consultant, and how many projects the sub-consultant has completed or is currently working on with the consultant.
- With respect to each of the above, experience with governmental clients

should be highlighted. Firms with offices in the State of Missouri are encouraged to respond.

2. Current Assignments:

- Provide a statement concerning your firm's ability to devote sufficient time and resources to this project in relation to existing assignments the firm and the above-named individual(s) are currently involved with.

3. Disclosure of Potential Conflict of Interest:

- Provide a statement listing every entity for which your firm, its principals or any of the listed individuals (other team members) has lobbied in Missouri for the past 3 years, including the dates of that representation and whether that representation is ongoing.
- Provide a statement regarding any potential conflicts of interest your firm, its principals or any of the listed individuals (other team members) might have or encounter if your firm is selected to provide the services described herein.
- The firm's services will involve interaction with a number of City public officials including, but not limited to, members of the Mayor's Office of the City of St. Louis, the Board of Aldermen, various departments and offices of the City of St. Louis, and affiliated agencies and authorities of the City of St. Louis. Please indicate whether the firm, its principals or any of the listed individuals (other team members) have interests that may present a conflict with the interests of the City.
- Respondents to this RFP must also disclose any other local government entities in the State of Missouri with which they, their principals or the individuals listed (team members) are currently doing business or with which they have done business of this same nature over the past three years.

4. Proposed Fees/Expense Reimbursement: Proposals shall clearly state all fees and expenses to be charged for performance of all Services:

- a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement.
- b. Provide an explanation if fees will be calculated on any other basis.
- c. Itemize the type of expenses [other than fees] for which your firm would seek reimbursement.
- d. It is anticipated that a maximum fee for services will be established based on the fees proposed in the proposal selected prior to the commencement of any work by any respondent selected through the RFP. If a respondent to the RFP is selected and does not wish to accept the maximum fee limitation

established, another qualified respondent may be selected.

5. Proposed Minority Business Enterprise (“MBE”)/Women Business Enterprise (“WBE”) Participation:

- It is the policy of the City of St. Louis, pursuant to the Mayor’s Executive Order #28, that a goal of at least 25% certified minority business enterprise participation and at least 5% certified women-owned business enterprise participation is established for the procurement of goods and services where federal or City funds are expended.

6. Non-Discrimination

- The respondent agrees that in performing any services resulting from this RFP that neither it nor anyone under its control will permit discrimination against any business, employee or applicant for employment because of race, creed, color, sex, age, disability, religion, national ancestry or origin.

Selection Criteria

Proposals to provide the services set forth in this RFP will be evaluated based on the following criteria:

- Specialized experience and qualifications of the firm, its principals, project manager/s and key staff to be assigned primary responsibility for providing the services;
- Experience of the respondent in the area of public policy and government affairs;
- Experience of assigned personnel with providing services similar to those described in the Scope of Services of this RFP;
- Cost of services in relation to scope;
- Responsiveness to this RFP;
- Proposed level of participation by minority and women owned businesses;
- Ability of the firm to provide innovative solutions;
- Approach to the project and any unusual problems anticipated;
- The capacity and capability of the firm to perform the work within the time limitations;
- Past record and performance of the firm with respect to schedule compliance, cost control and quality of work;
- Proximity of the firm to the City;
- Fees or fee structure as may be appropriate for the designated service;
- Availability of financial and operating resources as required to complete the work;

- Ability of the firm to meet statutory or ordinance requirements;
- Other items that arise as a result of the proposal or interview

The City encourages submission of proposals from minority and women owned firms. The City does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award. Equal Opportunity Employer.

The City reserves the right to establish further criteria for evaluation of proposals, to require additional submissions, to waive any minor irregularities and informalities in submissions, to reject any or all proposals and to negotiate with successful respondents.

Contract Term

The anticipated contract term is one (1) year, with four (4) successive options to renew for terms of one (1) year each.

RFP Terms and Conditions

1. City reserves the right to reject any and all proposals submitted; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to select final team members from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any responses by any firm. Respondents may be asked to make one or more presentations and participate in interviews.
2. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFPs become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each proponent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.

4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the City.
5. All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All proposals will be considered public records, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

Missouri Unauthorized Aliens Law

Requirements: Respondents are hereby advised that any Agreement that will be executed with a successful respondent pursuant to this RFP is subject to sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended (the "Missouri Unauthorized Aliens Act"). As a condition to the award of any such agreement, the successful respondent shall, pursuant to the applicable provisions of the Missouri Unauthorized Aliens Law, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the agreement. The successful respondent shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto.

Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site.