

REQUEST FOR PROPOSALS

FOR LEGISLATIVE AND GOVERNMENT RELATIONS CONSULTING SERVICES

CITY OF ST. LOUIS PORT AUTHORITY

Introduction and Background:

The City of St. Louis Port Authority (the "Port Authority") is issuing this Request for Proposals (the "RFP") to engage a consultant to provide legislative and government relations services related to economic development issues for the City and Port Authority.

The Port Authority is a public body corporate and politic organized to carry out economic development activities for the City of St. Louis (the "City"). The Port Authority, in cooperation with the St. Louis Development Corporation ("SLDC"), is spearheading efforts to foster City economic development. SLDC provides staff for the Port Authority.

The Consultant selected through this RFP process will assist the Port Authority (to also benefit SLDC and the City) with various Port District Projects.

Scope of Services:

The services to be furnished by the Consultant pursuant to this RFP shall include, but are not limited to, the following:

1. Serve as Consultant to the Port Authority (to also benefit SLDC and the City) and assemble a team of professionals in the areas required to provide the necessary services. Consultant, and its team, will be responsible for one or more of the following tasks:
 - a) Secure support of federal and local governmental officials to obtain the expertise and information needed for developing projects related to overall economic development and port related issues and projects;
 - b) Monitor federal, state and local legislative developments related to economic development and advise the Port Authority regarding legislation impacting City development efforts;
 - c) Represent the Port Authority with federal, state and local agencies and other public and private groups involved in economic development initiatives to further the overall development goals of the City/Authority;

d) Facilitate presentations and meetings with representatives of congressional, federal, state and local agencies pertaining to applications for funding assistance and programs;

c) Prepare and present legislative and regulatory initiatives and/or proposals related to economic development to federal, state and local officials.

2. Submit written reports and memoranda and brief Port Authority, City and SLDC representatives regarding the topics listed above.

Proposal Criteria:

Responses to this Consultant RFP must include, at a minimum, the following information:

1. Statement of Qualifications:

Experience of Firm - Provide a summary statement of the firm's experience working with federal, state and local legislative and regulatory initiatives and policy issues involving economic development and demonstrate the firm's ability to broker its established relationships with a wide variety of federal, state and local officials to assist the Port Authority, the City and SLDC with efforts to advance projects and issues related to economic development.

Experience/Qualifications of Assigned Professional(s) - Provide a resume for the individuals who will be assigned to perform the services described for the Consultant in this RFP and designate who will have primary responsibility for such services. Also indicate the specific role the listed individual(s) had in the above-referenced services.

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 or will become involved with through [length of contract].

3. Disclosure of Potential Conflict of Interest:

Provide a statement regarding any potential conflict of interest issues your firm, its principals or any of the listed individuals [other team members] might have or encounter if your firm is selected as the Consultant.

The Consultant's services will involve interaction with a number of City of St. Louis public officials including, but not limited to, members of the Board of Aldermen, various departments and offices of the City of St. Louis, representatives of the Port Authority and SLDC and its affiliated agencies and authorities. 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 Port Authority.

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 Fee/Expense Reimbursement:

If based on an hourly rate, provide the hourly rates to be charged for services provided by each individual listed in the response to the RFP.

Provide an explanation if fees will be calculated on any other basis.

Itemize the type and estimate the amount of expenses for which your firm would seek reimbursement.

It is anticipated that a maximum fee for services will be established based on the fees proposed in the consultant proposal selected prior to the commencement of 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 to be Consultant.

5. Proposed M/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 procurement of goods and services where federal or City funds are expended.

Proposal Evaluation:

Proposals to provide the Consultant services pursuant to this RFP will be evaluated based on the following criteria:

- ❑ Experience and expertise in the area of public policy and government affairs;
- ❑ Experience of the respondent with municipal and governmental clients;
- ❑ Expertise of assigned personnel with providing services similar to the Scope of Services described in this RFP;
- ❑ Cost of services in relation to scope;
- ❑ Responsiveness to this RFP;
- ❑ Proposed level of participation by minority and women-owned businesses.

The City of St. Louis Port Authority 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.

Proposal Response Deadline:

Six (6) copies of your proposal in a sealed envelope must be received in the offices of SLDC by 5:00 p.m. Central Time on June 6, 2016. Proposals should be mailed or delivered to:

Nick Nichols
Operations Manager, Port Authority
St. Louis Development Corporation
1520 Market Street, Suite 2000
St. Louis, Missouri 63103

Proposals received after the due date and time, or not delivered to the designated point, will not be considered.

Inquiries:

Please direct all inquiries concerning this Consultant RFP or the project in writing to:

Nick Nichols
Operations Manager, Port Authority
St. Louis Development Corporation
1520 Market Street, Suite 2000
St. Louis, Missouri 63103
E-Mail: nicholsn@stlouis-mo.gov