

REQUEST FOR PROPOSALS
RFP24-001 - STATE LOBBYING SERVICES

The City of New Port Richey, Florida, is seeking proposals from qualified and experienced individuals/firms to lobby the legislature and executive branches of the State of Florida. The City of New Port Richey's form of Government is known as Council- Manager. There are 4 elected Councilmembers and 1 elected Mayor. The mayoral election occurs every three years and a Deputy Mayor is decided upon by Council each year in April. The City Council appoints a City Manager and City Attorney.

The proposing individuals/ firms shall possess the necessary skills and qualifications to provide legislative and administrative advocacy support on behalf of the City of New Port Richey as well as assist with state appropriation and funding requests for the City projects as directed by the City Manager; have a good track record of securing funds for their clients and in keeping clients informed on the progress of projects as they move through the system, and to provide guidance on City and Public involvement in the process.

Each submission shall contain one (1) original and three (3) copies and must be clearly marked on the outside of the envelope with the firm's name and address along with "RFP24-001 – State Lobbying Services." Proposals must be received by 2:00 p.m. on October 6, 2023 in the City Clerk's Office, Second Floor, City Hall, 5919 Main Street, New Port Richey, Florida, 34652. Proposals received after the scheduled proposal submittal deadline will be returned unopened.

Scope of Services

The Consultant shall provide services and advice including, but not limited to the following:

1. Assist the City Manager and city staff in the coordination and development of the City's legislative priorities.
2. Assist City Departments in the preparation of appropriation requests.
3. Inform the City Manager on any relevant meetings or events for staff or elected officials to attend pertinent to the City's legislative priorities.
4. During the legislative session, maintain contact and report at least bi-weekly on the status of, appropriation requests, any legislation, and matters of concern to the city. Such reports may include personal briefings and information bulletins pertinent to any state legislation, rules, regulations, policies, or programs that affect the City and its citizens either directly or indirectly. A final report which summarizes the status of the City's legislative priorities shall be provided within one week of the closing of the session.
5. Review on a continuing basis all existing and proposed State policies, programs, and legislation, and regularly inform the City regarding identified issues that may affect the city and/or its citizens.
6. Review the legislative policy statements adopted by the Florida League of Cities and the policy statements of other local government lobbying groups for the purpose of identifying issues which may either positively or negatively affect the city.
7. Monitor state legislative committee meetings, state agency hearings and meetings prior to and during the regular and special session(s) at which specific issues delineated within the city's adopted legislative priorities are scheduled, as well as other items which may arise that affect the City.

8. Provide periodic written reports, at least monthly, when the legislature is not in session, and bi-weekly during session, on matters of interest or concern to the city. Such information may include action taken at interim committee meetings, status of studies underway, and advance notice of legislation being proposed.
9. Track progress on studies that may positively or negatively affect the city or its citizens and regularly inform the city.
10. Testify and lobby before the legislature, Governor, and Cabinet as necessary on behalf of the city during the annual legislature session, extended or special sessions and a legislative committee meeting.
11. Appear and testify before legislative committees as required, to promote and seek passage of legislation affecting the city or its citizens, and specific legislation contained in the City's legislative priorities.
12. Upon request, coordinate appointments/ meetings between the City's Elected Officials and City Manager and appropriate state officials and legislators.
13. Develop a strategy for support, defeat, or amendment of pending legislature.

Proposal Experience, Ability, and Approach

1. Location of firm and date established.
2. List of current clients and number of years representing such clientele.
3. List of issues and results within the last five (5) years one of which the firm has represented a local government entity as a lobbyist.
4. Disclose any potential conflicts of interest due to any other clients, contracts, or property interests. Include a notarized statement certifying that no member of your firm's ownership, management, or staff currently have a vested interest which might be considered a conflict of interest. Failure to submit this information with your proposal may result in the rejection of your proposal.
5. Any intention to subcontract the services of any other firms. If so, proposing firm must submit the same information for each and every firm, as applicable, with and as part of the proposal. The proposal shall identify the role of the other firm, percent of work to be subcontracted, and the need/benefit to the City as a result of these services.
6. Explain how the firm approaches the legislative cycle to advance the City's legislative program.
7. State, in detail, specific experience and role in the subject areas listed below, if not stated elsewhere in the RFP, and provide examples of similar work performed for other cities. Examples may overlap with those provided to support other sections.
 - Home rule authority
 - Land use / Zoning
 - Planning
 - Water resources
 - Economic development
 - Homelessness
 - Mental Health

- Environmental initiatives
8. Any other qualifications and experience which you consider to be significant innovative, or otherwise relevant to the City's consideration of the firm regarding this Request for Proposals, including activities and positions held in state and national professional organizations.

Cost

The City of New Port Richey requests a cost proposal, all-inclusive of any expenses incurred and associated with lobbying efforts, including but not limited to general operating expenses, overhead, and profit; for a consultant to provide the services requested in this Request for Proposal.

Contract Term

The initial contract period shall be for one (1) year. Upon agreement and subject to available funding, this agreement may be extended for two (2) additional one (1) year periods, at the same terms and conditions.

Consultant Fee

The Consultant fee shall be paid in twelve (12) monthly installments, the total amount per year as on the RFP Pricing Form.

Persons desiring more information regarding this project may contact City Manager Debbie L. Manns at (727) 853-1021 or via electronic mail at mannsd@cityofnewportrichey.org.

Dated this 20th and 27th day of September, 2023.
CITY OF NEW PORT RICHEY
By Judy Meyers, CMC, City Clerk