



REQUEST FOR PROPOSALS (RFP) G-01720

FOR

GOVERNMENT RELATIONS AND LOBBYIST SERVICES

RFP Issue Date: 10/09/2020

RFP Response Due Date: 11/03/2020

RESPONSIBLE DEPARTMENT

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Executive Director

PROCUREMENT DEPARTMENT

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I. INTRODUCTION

The Tampa-Hillsborough County Expressway Authority (THEA or the Authority) is seeking proposals through the issuance of this request for proposals (“RFP”) from qualified and experienced firms to provide regional, state and federal legislative consulting and government relations services for or on behalf of THEA. The Authority, in its sole discretion, may select a joint proposal team for both federal legislative consulting services and the state and regional legislative consulting services or a single proposer for both the federal legislative consulting services and the state and regional legislative consulting services. The successful offeror(s) will be responsible for advising and assisting THEA in developing and maintaining constructive relations and providing continuous communications that promote THEA and protect its interests with the following entities:

- Federal Interests
 - United States Department of Transportation
 - The United States Senate and House of Representatives
 - Relevant members of the Cabinet
 - Various Federal entities, agencies, and administrators
- State Interests
 - The Florida Legislature
 - Office of Governor
 - Relevant members of the Executive Branch
- Regional Interests
 - Hillsborough County
 - Pinellas County
 - Pasco County
 - Manatee County
 - Polk County
 - Various regional entities, agencies, and administrators

The term of this engagement is for three (3) years with two (2) one (1) year renewal options. Renewal options may be exercised at the sole discretion of THEA. The selected consultant(s) may not make any assignments of their obligations resulting from the RFP without the prior written consent of THEA.

II. SCOPE OF SERVICES

A. The consultant(s) shall provide Federal Legislative Consulting Services, to include:

1. Assist THEA in obtaining federal funding for priority THEA projects, developing and implementing strategies on key regulatory issues for THEA before the executive branch departments, and to assist THEA with such other federal legislative and regulatory needs as they arise;
2. Provide assistance to THEA with the development of informational and briefing materials to be distributed to Members of Congress and the local Congressional delegation;
3. Provide information to THEA on the implementation of any laws or policies approved by Congress or the Administration that may provide new or expanded funding opportunities for THEA. Advise and assist in the formation of THEA’s position on program development and opportunities contained in any legislation designed to enhance THEA’s current programs, as well as assist the Agency in securing additional funding.
4. Advocate THEA’s identified interests before the legislature, the cabinet, executive and regional federal agencies of Florida;
5. Provide advice and research relating to issues important to THEA’s governmental relations and suggest strategies for implementation of policy direction provided to the consultant by THEA;

6. Assist THEA in developing a legislative and executive branch strategy and implementation plan for each general and special legislative sessions;
7. Advocate for federal funding opportunities and other available funding identified by THEA, and assist THEA staff in the identification of new funding sources;
8. Monitor the development of transportation related legislation, regulations, or policy directives at the federal level, including participating in relevant coalitions, organizations and forums, and keeping THEA staff informed of significant developments;
9. Be available as needed to provide timely federal legislative updates to the THEA Board of Directors and staff and respond to regular staff inquiries related to the advancement of THEA's legislative goals;
10. Assist in the preparation of requests for funding for various transportation projects to the U.S Department of Transportation and other credible federal agencies.
11. Coordinate THEA's federal legislative activities with other groups having similar interests, including, FDOT, Florida Metropolitan Planning Organization Advisory Council, Tampa Bay MPO's, Hillsborough County and City of Tampa;
12. Identify federal grant opportunities, provide feedback and advice on THEA's grant applications to address specific funding needs for THEA, monitor and facilitate the progress of funding/grant applications through appropriate federal agencies on behalf of THEA, and help obtain letters of support from congressional offices;
13. If needed, the consultant(s) should be readily available to testify before legislative committees and/or regulatory bodies on behalf of THEA to advance the legislative objectives of THEA.
14. Develop and or assist in the creation of briefing information, white papers, testimonies, letters, or legislation as needed, in addition to analyzing relevant federal proposals, writing articles for publication and updates for dissemination to THEA.
15. The consultant(s) will aide in developing strong professional relationships between THEA and the Tampa Bay Congressional delegation, United States Department of Transportation and other necessary key actors.
16. Coordinate with other lobbyists and or lobbying efforts in the Tampa Bay Region on issues of collective interest.
17. The consultant(s) will be responsible to staff THEA personnel and leadership by providing briefs and setting up meetings with credible policy advisors while in Washington D.C to advance the THEA legislative agenda.

4. Scope of Services – State and Regional Legislative Consulting and Government Relations Services

- A. The consultant(s) shall provide regional and state government relations services, including, but not limited to:
 1. Assist THEA with the development and implementation of its short- and long-range government relations agenda to include making recommendations regarding the prioritization of policy initiatives, project funding requests and implementation strategies and identifying potential plan deficiencies, roadblocks and/or challenges.

2. Assist THEA in developing an annual legislative and executive branch strategy and implementation plan for each general and special legislative session within the State of Florida.
3. Actively advocate THEA's adopted policy and funding agendas before the State Legislature, the Governor, the Cabinet, and other executive branch agencies and/or regional regulatory agencies of Florida.
4. Actively monitor transportation related legislation, regulations, or policy directives at the state level which may affect THEA or its mission, goals, objectives or policies and communicate such findings to THEA.
5. Actively develop and implement strategies that secure financial support from state and regional funding partners for THEA projects. This includes actively monitoring and reporting to THEA all legislative and directives from the Governor, laws, regulations or policies that may provide new or expanded funding opportunities for THEA. Advise and assist in the formation of THEA's position on program development and opportunities contained in any legislation designed to enhance THEA's current programs.
6. Assist in securing prompt approval of grant applications and any appropriation request filed with state and/or regional agencies.
7. Actively monitor and coordinate with the Florida Transportation Commission (FTC) and other transportation/government industry trade associations' legislative policies and proposals to ensure THEA's legislative interests are represented and communicate any legislative measures to THEA along with a recommended course of action(s).
8. Actively assist in coordinating THEA's state legislative activities with other groups having similar interests, including the Florida Metropolitan Planning Organization Advisory Council, FPTA, , Tampa Bay MPO's, Hillsborough County, Pinellas County, Pasco County, Manatee County and Polk County and their municipalities, as well as monitoring any regional impacts legislation may have on planned projects.
9. Actively participate in relevant coalitions, organizations and forums; keeping THEA informed of significant developments.
10. Actively monitor and research transportation trends from around the state and nation which may impact THEA or its mission, goals, objectives or policies and communicate such findings to THEA along with a recommended course of action(s).
11. Provide advice and research relating to issues important to THEA's government relations program and suggest strategies for implementation of policy direction as provided to the consultant by THEA.
12. Assist in the preparation of requests for funding for various transportation projects to the Florida Legislature, the Florida Department of Transportation, budget request through the Governor's office and other credible state agencies.
13. Actively work with THEA in the development of marketing materials that promote THEA's policy and funding agendas.
14. Actively coordinate and collaborate with other lobbyist and/or lobbying efforts in the Tampa Bay Region on issues of collective interest.

III. INSTRUCTIONS TO PROPOSERS

1. The Authority must receive all proposals at the locations stated in the TIMETABLE section, **no later than 2:00 PM Eastern on 11/03/2020**. Any proposal submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the proposer to have its package delivered to the Authority via email to: Man.Le@tampa-xway.com
A confirmation email from THEA will be provided within one-hour of submittal.
2. Type size shall not be less than 10 point font. The proposal shall be indexed and all pages sequentially numbered. All pages, except examples of the proposer's work, shall be 8 ½" by 11.
3. The Authority shall not be liable for any expenses incurred in the preparation or presentation of the proposals.
4. The Authority reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Authority shall be the sole judge of the submittals and the Authority's decision shall be final.
5. Joint proposals will be accepted. Two or more consultants may respond to this RFP as joint proposers and shall each submit the required documentation and affidavits as required herein.
6. The successful proposer shall be required to execute an agreement, in form and content acceptable to the Authority, indemnifying and holding harmless the Authority, its officials, officers, employees, and agents from all claims.
7. **Proposers, their agents, or associates shall refrain from contacting or soliciting any Authority staff or members of the Board of Directors, either directly or indirectly regarding this RFP during the selection process. Failure to comply with this provision may result in the disqualification of the proposer. All requests for clarification or additional information should be made in writing via email by the deadline in the TIMETABLE section to: Man.Le@tampa-xway.com**

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IV. QUALIFICATIONS:

A. The proposal shall include, but not be limited to, responses to the following requirements:

1. Transmittal Letter, summarizing the key points in the RFP. Such Transmittal Letter shall be signed by an officer of the proposer who is responsible for committing the proposer's resources. The letter should include the following (two (2) page limit):

- a. Legal name and federal taxpayer identification number of the proposer submitting the proposal & contact information
- b. Name and title of the individual with responsibility for the proposal and to whom matters regarding the proposal should be directed
- c. Mailing address
- d. Telephone, fax number and e-mail address of the proposer's primary contact
- e. Brief narrative of the proposer's: (1) qualifications & capabilities to provide governmental relations and lobbyist services to the Authority as outlined in the Scope of Services of this RFP. Not to exceed ten (10) pages.
- f. Describe the experience and expertise of specific individuals within the proposer who would perform the services outlined in this RFP.

2. The following shall be repeated in the proposal and signed by an individual authorized to bind the proposer:

"I agree to abide by all conditions of RFP G-01720 and certify that all information provided in this proposal is true and correct, that I am authorized to sign this proposal for the proposer and that the proposer is in compliance with all requirements of the RFP, including but not limited to, certification requirements."

Authorized Signature (Manual)

Name and Title (Typed)

Date

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V. SELECTION CRITERIA:

The Authority desires to select a proposer(s) that demonstrate the ability to provide the highest quality of service. To accomplish this goal, the Authority’s criteria for selection shall include, but not be limited to the following:

	RANKING EVALUATION CRITERIA	Maximum Point Value
1	<u>Qualifications and Experience of the Proposer/Team:</u> Evaluation based on proposer’s qualifications of proposer, history, size, experience, references, resources available, locations of proposer resources, etc.	35
2	<u>Qualifications and Experience of Key Personnel:</u> Evaluation (credentials/expertise/experience) of Project Manager and other key individuals who are specifically qualified to perform and/or oversee work detailed in the Scope of Work and staff who will be directly assigned to THEA.	25
3	<u>Experience with Other Florida Governmental Entities:</u> Evaluation of proposer’s successes with the Florida Legislature and with other governmental entities within the State of Florida on transportation and other appropriations for clients within the last two years	20
4	<u>Technical Approach:</u> Evaluation of proposer’s approach to the Scope of Work and options to achieve successful completion of the Scope of Work	20
	TOTAL POINTS	100

An Evaluation Committee will review and evaluate the proposals. Posting of Notice of Intended Final Ranking and Award of Contract will be posted on Demandstar and the Authority’s website.

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VI. TIMETABLE

EVENT	DATE/TIME
Release of RFP	October 09, 2020
Deadline for Questions/Request for Clarification	October 20, 2020
Addendum Release (if required)	October 21, 2020
<p>Proposals Due Date/Time (Deadline) Email to: Manle@tampa-xway.com</p> <p>Proposals Opening via Zoom Meeting Details for Zoom Meeting will be posted</p> <p><i>(Consultants are not required to attend, however, this meeting is open to the public)</i></p>	<p>November 03, 2020 by 2 p.m. EST</p>
<p>Evaluation Committee meets to evaluate proposals via Zoom Meeting. Details TBD.</p> <p><i>(Consultants are not required to attend, however, this meeting is open to the public)</i></p>	<p>November 06, 2020 @ 11 a.m.</p>
Posting of Notice of Intended Final Ranking	November 09, 2020
Board Approval of Final Ranking & Award of Contract	November 16, 2020
Posting of Notice of Board Approval & Award of Contract	November 17, 2020

VII. SELECTION AWARD

After the Authority has evaluated the written proposals they may or may not require presentations of the top ranked proposers. After the evaluation is completed, the Authority's selection committee will make a recommendation to the Board of Directors.

VIII. TERMS AND CONDITIONS

The Authority reserves the right to reject all proposals, any proposal not conforming to this RFP, and to waive any irregularity or informality with respect to any proposal. The Authority further reserves the right to request clarification of information submitted and to request additional information from one or more proposers.

The Authority requires that the proposer selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations. The Authority

requires the proposer(s) selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to the Authority.

IX. STATEMENT ON PUBLIC ENTITY CRIMES

Failure of the proposer(s) to certify the proposer is free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of the proposal. (See Exhibit A)

X. DRUG-FREE WORKPLACE

Failure of the proposer(s) to certify the proposer has a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of the proposal. (See Exhibit B)

XI. ANTICIPATED SBE PARTICIPATION FORM

Complete the Anticipated SBE Participation Form and submit with proposal. (See Exhibit C)

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EXHIBIT A

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable) its
Federal Employer Identification Number (FEIN) is _____.

2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or

 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of _____, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

By

Date

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who produced a _____ as identification and who did take an oath.

Notary Public

My commission expires:

EXHIBIT B

DRUG-FREE WORKPLACE FORM

The undersigned proposer, in accordance with Florida Status 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee’s community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this proposer complies with the above requirements.

Proposer’s Signature

Date

EXHIBIT C

ANTICIPATED SBE PARTICIPATION STATEMENT

Project: _____

Proposer's Name: _____

It is our intent to subcontract _____% of the project to SBE(s).

Listed below are the proposed SBE sub-proposers _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

<u>SBE(s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>	<u>Minority Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Title: _____

E-mail Address: _____

Telephone number: _____

Date: _____