

REQUEST FOR PROPOSALS
FOR
LOBBYING AND LEGISLATIVE SERVICES



Due No Later Than:
July 23, 2010

NEVADA LEAGUE OF CITIES & MUNICIPALITIES
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Proposer's Name: _____

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NEVADA LEAGUE OF CITIES & MUNICIPALITIES
NOTICE OF REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that the Nevada League of Cities & Municipalities will receive written proposals for LOBBYING AND LEGISLATIVE SERVICES as stated in the REQUEST FOR PROPOSAL (R.F.P.) specifications.

Request for Proposals must be at the League Office at 310 S. Curry Street, Carson City, Nevada, NO LATER THAN 3:00 P.M. on July 23, 2010.

All Proposals are to be marked clearly on the outside "R.F.P. FOR LOBBYING AND LEGISLATIVE SERVICES."

Proposal documents and specifications may be obtained on the League's website – www.nvleague.org or by contacting the Nevada League of Cities & Municipalities – 310 S. Curry Street, Carson City, Nevada.

The right is reserved to reject any Proposals or to accept the Proposal which is deemed by the Nevada League of Cities & Municipalities to be in the best interest of the League. The League reserves the right to waive any irregularities and/or informalities in the bid process. For further information, contact J. David Fraser, Executive Director at (775) 220-6191 or fraser@nvleague.org.

INFORMATION AND INSTRUCTIONS TO PROPOSERS
SECTION I: PROPOSER'S REVIEW

Proposers are expected to examine all related documents of the Project Proposal. Failure to do so will be at the proposer's risk.

- A. A DULY AUTHORIZED REPRESENTATIVE OF THE PROPOSING FIRM SHALL SIGN THE PROPOSAL DOCUMENT. UNSIGNED OFFERS MAY BE REJECTED.

Any questions concerning the Request For Proposal process should be referred to the J. David Fraser at (775) 220-6191 at least 72 hours prior to R.F.P. due time. Changes in the R.F.P. which might arise out of such referral will then be forwarded to all R.F.P. holders of record prior to the time set for R.F.P. receipt.

SECTION 2: SUBMISSION OF REQUEST FOR PROPOSAL

The Nevada League of Cities & Municipalities is an Affirmative Action/Equal Opportunity Employer. Prospective suppliers shall be cognizant of the requirement for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

Proposers are encouraged to describe in detail their services as related to this section and any additional offerings related to the offering but not specified in this request for proposal.

1. Please provide status on your General Liability Commercial and other proposal related coverages discussed in Insurance Requirements, Section 10, of this Request for Proposal.
2. State any exceptions taken to this Request for Proposal.

ONE ORIGINAL, SIX (6) DUPLICATE COPIES AND AN ELECTRONIC COPY OF THE ENTIRE PROPOSAL shall be delivered by the time and to the place stipulated in the Notice of Request for Proposal. It is the proposer's sole responsibility to see that their proposal is received at the place, date and time specified. Any proposal received after the scheduled closing time for receipt of proposals may be returned to the proposer as unacceptable. Oral, facsimile, telegraph, or telephone modifications may not be considered.

Proposers are required to complete the Disclosure of Principals Form and submit it with their sealed Proposal. Altering the Proposal language or any document or form may render your proposal non-responsive.

R.F.P. shall be received by the Nevada League of Cities & Municipalities by 3:00P.M. On July 23, 2010. Proposals postmarked but not received until after this deadline may not be accepted.

Mail or Deliver to: J David Fraser, Executive Director
Nevada League of Cities & Municipalities
310 S. Curry Street
Carson City, Nevada 89703

and

fraser@nvleague.org

SECTION 3: AWARD OF CONTRACT

Any or all Request for Proposal Responses received in response to a R.F.P. may be rejected by the governing body or its authorized representative if such governing body or its authorized representative determines that any such proposer is not responsive or responsible or if the League's interest would be served by such a rejection.

The League reserves the right to waive any irregularities and/or informalities in the submitted Proposal Forms. Should the League elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.

The League will notify you, in writing, if you have been awarded a contract.

SECTION 4: QUESTIONS/INFORMATION

Questions concerning any aspects of the Proposal process should be addressed to: J. David Fraser, Executive Director at (775) 220-6191, fraser@nvleague.org.

SECTION 5: GENERAL OVERVIEW

Located in Nevada's capital city, the League is an organization comprised of some 24 members consisting of incorporated and unincorporated cities, towns, special districts and six affiliate members. The League's **Mission Statement** is as follows:

“As members of the League, we will respond to constituent groups in a positive, proactive manner. We will identify challenges, collaborate on common initiatives, and willingly share information in an effort to produce results that are in the best interest of all our communities. We will do this with courtesy, fairness, and a clear, unified voice.

The League understands that Nevada's cities and municipalities will continue to face many difficult issues at the local level regardless of size or location. Many concerns are common to our members, including such issues as:

- protecting and enhancing local revenue sources
- dealing with unfunded mandates from the state or federal governments
- addressing growth-related issues and accompanying economic challenges and opportunities

The League will act, first and foremost, as an effective advocate for cities and municipalities. In this capacity, we will champion local interests through our political voice at the state and national level.

The League embraces the values of honesty, truthfulness, and integrity as cornerstones of professional, knowledgeable teamwork that is effective, resourceful, fair, and above reproach. Through exemplary leadership, we will provide productive, positive solutions for those who reside in our communities.

The League represents many diverse cities and municipalities and speaks for constituent's needs at the most basic level – their homes and neighborhoods. The League will be the place to build a strong voice for communities, large and small.”

Scope of Work

The Nevada League of Cities & Municipalities is seeking a government representation firm(s) to perform the following duties under the general direction of the Executive Director.

- A. Identify state legislation and legislative proposals that may impact Nevada's cities;
- B. Identify proposed state regulatory changes that may impact Nevada's cities;
- C. Work with the League's Executive Director and the League's member municipalities to develop positions on relevant legislation, as appropriate;
- D. Draft legislation and amendments, as necessary;
- E. Lobby for the League's position on legislation and regulatory matters of interest, including:
 - (i) Direct contact and communication with state legislators and staff on behalf of the League;
 - (ii) Direct contact and communication with state agencies on behalf of the League;
 - (iii) Direct contact and communication with cities, counties and special districts on behalf of the League;
 - (iv) Direct contact and communication with associations and other special interest groups, that may have similar interests or interests that conflict with those of the League;
 - (v) Drafting letters and talking points on legislation as necessary;
 - (vi) Testifying on behalf of the League at hearings before legislative and interim legislative committees;
 - (vii) Maintain a close working relationship with members and staff of the Nevada League of Cities and Municipalities;
 - (viii) Provide weekly written briefing reports for the Executive Director and Board of Directors on key issues and legislative committee activity;
 - (ix) Provide briefings in person, periodically as requested, to the League' Staff, Local Government Issues Team (i.e. city lobbyists) and Board of Directors on key issues and legislative activities including legislative session status.

The *Scope of Work* is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any projects(s).

Key Issues

Representing a diverse membership of local governments, the Nevada League of Cities & Municipalities is affected by a broad and complex range of issues. During the 2009 Nevada State Legislative Session, the League tracked over 600 legislative bills, and monitored and testified before every major legislative committee.

The Nevada League of Cities is seeking a relationship with a government representation firm(s) that possesses a track record of effective understanding of state and local government fiscal and tax issues; regional land use issues, including redevelopment; transportation issues; issues related to smart growth and natural resource protection; utility, energy and alternative energy issues; and emergency management issues.

Key state legislative issues for the League may include, but are not limited to:

- Taxation, land assessment and tax increment recovery issues;

- Local and regional provisions for affordable housing;
- Provisions for partial state reimbursement for natural disasters;
- Homeland defense and security issues;
- Public employment issues related to employee health care, workers' compensation and public employee retirement;
- Land use issues, regional planning issues and issues related to annexation, public utilities, capital projects, transportation, natural resources and related matters;
- Various water issues including regional water and flood control issues, water rights, water utility rates and related matters;
- Other issues of general or specific interest to city government.

SECTION 6: PROPOSAL, AGREEMENT AND DISPOSITION

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by the Nevada League of Cities & Municipalities shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement.

1. All proposals shall become the property of the Nevada League of Cities & Municipalities and shall not be returned.
2. All proposals submitted may become public record under the laws of the State of Nevada and the public may be given access thereto after the formal process has been completed.
3. The Nevada League of Cities & Municipalities and the successful proposer(s) may extend the agreement based upon satisfactory performance and written mutual consent.

SECTION 7: EVALUATION PROCESS

The evaluation criteria may include but not be limited to the following considerations.

Understanding the work scope requirements and proposer' approach.

Professional Standing - evaluation criteria may include, but not be limited to: professional excellence, demonstrated competence in the service requested, and specialized experience of the proposer and principal staff.

Education and experience of the Project Leader and staff assigned to project(s).

Familiarity with the required services and projects.

Proposer's ability to respond to short lead time schedules and staff to support the project sufficiently.

Proposer's past performance and ability to coordinate multiple projects.

Proposer's quality assurance/quality control methodology.

Resources available to complete the project.

Location of proposer's office and project staff and knowledge of municipal issues.

Firms may remove themselves from consideration for this RFP without prejudice to their consideration at some later time.

SECTION 8: NEGOTIATION(S)

The League shall reserve the right to negotiate any terms and conditions of proposals received, with the final candidate(s) prior to acceptance/rejection of said proposal(s).

SECTION 9: STATUS OF SUCCESSFUL PROPOSER

Successful proposer shall have the status of an "Independent Contractor" as defined by NRS 284.173, and shall not be entitled to any or all rights, privileges, benefits and emoluments of either an officer or employee of the Nevada League of Cities & Municipalities.

SECTION 10: HOLD HARMLESS/INSURANCE REQUIREMENTS

The successful proposer agrees to hold and save harmless the Nevada League of Cities & Municipalities from any loss or damage or liability, including the risk of loss or damage to contractor's property, resulting from any act, failure to act, or omission on the part of the successful contractor in carrying out the provisions of a resultant contract, except those negligent acts of a League employee acting within the scope of his/her official duties. The successful proposer agrees, without expense to the League, to save the League harmless from and defend the League against all losses, all liabilities, expenses and other detriments of every nature and description to which the League may be subjected as a result of claim, demand, action or cause of action which may be made or had against the League as result of any negligent acts or omissions on the part of the successful proposer.

The successful proposer shall provide to the Nevada League of Cities & Municipalities the Certificates of Insurance documenting existence of the required insurance coverage. Said certificates shall contain a provision that coverage shall not be cancelled or changed without a minimum of thirty (30) days prior written notice.

SECTION 11: FUNDING OUT CLAUSE

In the event the Nevada League of Cities & Municipalities fails to obligate requisite funds for necessitating cancellation of the resultant agreement, the successful proposer shall agree to hold the League free from any charge other than work completed or the pro-rated portion of the authorized work.

SECTION 12: SUBMITTAL PARAMETERS

Format and Content of Responses

Each proposal submitted in response to the RFP must include the following information in the order specified below. It is highly recommended that responses be professionally presented, well-organized and to the greatest extent possible, concise.

Introduction and Executive Summary (up to 3 pages)

Submit a letter of introduction and executive summary of the response including:

- a. Company name and address of the responding firms(s);

- b. Name, address, telephone number, fax number and email address of the person(s) to be used as contacts. These contacts must be authorized to make representations for the responding entity;
- c. Statement that submission of this letter constitutes a representation by the responding firm(s) that the responding firms(s) is willing and able to perform the commitments contained in the response;
- d. Signature by a person authorized by the responding firms(s) to obligate the responding firms(s) to perform the commitments contained in the response.

2. **Lobbying Services** (up to 3 pages)

Describe the services and activities that your firm proposes to provide to the League. Include the following information:

- a. Overall approach to tasks described in *Section 5: Scope of Work* above;
- b. Experience in working on issues described in *Section 5: Key Issues* above;
- c. Assignment of work within your firm's work team and with any proposed joint consultant or sub-consultant arrangements.

3. **Firm Qualifications and References** (up to 10 pages)

Provide information on your firm's qualifications and references including:

- a. A brief description of your firm, including history, organizational structure, ownership structure, names of principals, number of employees, number of years in business and areas of policy and political expertise. Include any information that may be of value to the League in evaluating your firm's qualifications;
- b. A list identifying:
 - (i) Each key person who will perform lobbying services and their role;
 - (ii) Descriptions of the experience and qualifications of each person described in (i), including brief resumes, and
 - (iii) A written assurance that the key individuals listed and identified will perform the work and will not be substituted with other personnel without the League's prior approval;
- c. A description of not more than three major legislative or regulatory issues where your firm lobbied successfully for a local government client, including: issue, client contact information, staff members who worked on the issue and a summary of how the issue was resolved. Descriptions should be limited to one page for each project. If joint consultants or sub-consultants were used, provide information for each;
- d. A list and discussion summary of clients represented by your firm whose interests may either coincide or conflict with the interests of the Nevada League of Cities & Municipalities.

4. **Fee proposal**

The League intends to select the firm or firms that it considers will provide the best overall services for its lobbying needs. The League reserves the right to accept other than the lowest

priced offer and to reject any responses that are not responsive to this request. Provide a fee proposal that indicates:

- a. A proposed total fee for services for the period commencing on August 13, 2010 and concluding June 30, 2011;
- b. As an alternate to the above, a proposed total fee for services during the 2011 Regular Legislative Session;
- c. A proposed payment schedule.