

MEMORANDUM
For Meeting of December 9th, 2008

TO: Mayor and Councilmembers
FROM: Steve Worthington, City Manager
SUBJECT: Resolution No. 1269 Approving 2009 Government Affairs Services

REPORT IN BRIEF:

The City went through a formal process of requesting proposals from qualified firms, and is still in process of holding interviews. The name of the selected firm will be made know at the Dec 9, 2009 Council Meeting.

FISCAL IMPACT:

Proposal of selected firm to be provided Dec 9, 2009.

ATTACHMENTS:

RFP document

DISCUSSION:

Council questions/comments

RECOMMENDED MOTION:

"Motion to approve Government Affairs Services for 2009 with _____."



Approved for Agenda:
Steve Worthington, City Manager

Legislative Lobbyist Services

Services Required:

The City of Fife is seeking proposals from qualified consultants to represent the City during the 2009 Congressional Session. The City Manager is the appointing authority.

Qualifications:

The consultant must have demonstrated experience in lobbying the Federal government, with experience lobbying on behalf of similar public sector clients preferred.

City Profile:

The City of Fife, bisected by Interstate 5, is located in Pierce County, Washington bordered by the City of Tacoma, Port of Tacoma and Puyallup. Fife is a commercial/industrial city with a rapidly growing residential population. Incorporated in 1957, Fife has grown to an area of 5.6 square miles with a population of over 7,500 and a job base of over 15,000. Fife has a City Council/City Manager form of government and has six operating departments. The City staff report to the City Manager.

Objectives:

Transportation funding to offset regional traffic impacts in Fife
Flood control approaches that will result in re-certification of the Puyallup River Levy

Prioritized Issues

1. Congressional lobbying to secure transportation funding to assist street development in Fife
2. Regional transportation issues that have an effect on Fife
3. Congressional and Federal Agency assistance in flood control planning and construction
4. Other opportunities for federal assistance in reaching Fife goals
5. Support in state legislative issues

Scope of Work:

The consultant will be responsible for:

1. Monitoring, identifying and prioritizing challenges and opportunities for the City with respect to issues under consideration by Congress and state and regional agencies, especially those issues defined in the City's 2009 Legislative Agenda.
2. In consultation with the City Manager's Office, lobbying the federal and state government and other organizations as necessary to pursue the City's objectives, including funding of capital projects. Lobbying is defined as efforts to pass, stop,

or amend legislation as desired by the City, through face-to-face, electronic, and written communications with appropriate persons.

3. Completing in a timely fashion all forms and reports required of lobbyists by the federal and state government and other relevant jurisdictions.
4. Providing timely telephone or e-mail updates with designated staff; provide status reports during the legislative session; and, attend meetings of the City Council and with city personnel as reasonably requested.

It is anticipated that the duration of this scope of work will be throughout the 2009 calendar year.

Submission Requirements:

Consultants should submit four (4) copies of their proposals by **4 p.m. on Wednesday, November 26th, 2008**. All proposals should include the following:

1. Letter of interest.
2. Overview and prospectus of firm and key personnel assigned to the project
3. Proposed plan including a plan for briefing City staff and Councilmembers on the issues during the session, maintaining continuous communications during the legislative session, and implementing a decision-making process on issues that demand a quick-turnaround time.
4. Associated fees.
5. A list of relevant experience in the last five (5) years; specifically, please describe the outcome of lobbying efforts conducted by your firm that relate to Fife City objectives.
6. A list of five (5) references.
7. Current clients that may result in a conflict of interest.

Submissions should be no longer than ten (10) pages.

Selection Process:

1. Proposals shall be reviewed for completeness and qualifications and a list of finalists will be developed. Candidates should be available for interviews the 2nd-5th of December.
2. A recommendation regarding consultant or consultants will be provided to the City Manager for final selection on the 9th of December. A 12-month contract will be awarded at the December 9th, 2008 Fife City Council Meeting.

Submission of Proposals:

Proposals should be submitted to:
Andrea Richards, City Manager's Office
City of Fife
5411 23rd St E
Fife WA 98424
Phone: 253.922.2489 x8602
Fax: 253.922.5355

Questions about the scope of work and selection process should be directed to:
Andrea Richards, City Manager's Office
Phone: 253.922.2489 x8602
Email: arichards@cityoffife.org