

REQUEST FOR PROPOSAL

Legislative Representation



**Columbus and Franklin County Metro Parks
1069 W. Main Street
Westerville, Ohio 43081**

January 2017



INTRODUCTION

General Information

The Columbus and Franklin County Metropolitan Park District (The District) is requesting proposals from qualified consultants/firms/individuals (“consultant”) to represent the District on legislative issues. The consultant must have demonstrated experience in client representation with the Ohio State Legislature, with extensive experience on behalf of similar public sector clients preferred. At least five (5) years’ experience in providing legislative and intergovernmental services before the legislative and executive branches is required. The consultant should have demonstrated experience in bipartisan relationships with a network of access to legislators, administrative executives, and staff. The District seeks a strong representative with sound knowledge of public policy, clear understanding of the legislative process and effective communication skills. Experience in working with other Central Ohio agencies is also desired.

The District reserves the right to reject any or all proposals submitted.

Review Process. During the evaluation process the District reserves the right to request additional information.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Preferred method of application is through email. Email or hard copy submittals are due to the Columbus and Franklin County Metropolitan Park District by February 1, 2017. Proposals should be addressed to:

Columbus and Franklin County Metropolitan Park District
Attn: Tim Moloney
1069 West Main Street
Westerville, Ohio 43081
moloney@metroparks.net

It is anticipated the selection of a firm will be completed by February 10^h with work beginning March 2017.



NATURE OF SERVICES REQUIRED

Scope of Work to be performed

This RFP has been prepared with the philosophy that the firm selected will be able to provide a full service of legislative representation.

The consultant will be responsible for monitoring, identifying and prioritizing challenges and opportunities for Metro Parks with respect to issues under consideration by the State Legislature and State and regional agencies. It is anticipated that the duration of this scope of work will be in advance of and throughout the 2018 legislative session and the period during which the Governor may take action on bills passed during the session.

The following is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any efforts:

1. Identify state legislation and legislative proposals that may impact Metro Parks;
2. Identify proposed state regulatory changes that may impact Metro Parks;
3. Work with the Board of Park Commissioners, Executive Director and staff to develop positions on relevant legislation, as appropriate;
5. Draft legislation and amendments, as necessary;
6. Represent Metro Parks position on legislation and regulatory matters of interest, including:
 - a. Direct contact and communication with state legislators and staff on behalf of Metro Parks;
 - b. Direct contact and communication with state agencies on behalf of Metro Parks;
 - c. Direct contact and communication with other cities, counties and special districts on behalf of Metro Parks;
 - d. Direct contact and communication with associations and other special interest groups;
 - e. Drafting letters and talking points on legislation as necessary;
 - f. Testifying on behalf of Metro Parks at hearings before legislative and interim legislative committees;
 - g. Maintain close working relationships the Executive Director and staff;
 - h. Provide written briefing reports for the Executive Director and staff on key issues and legislative committee activity during the legislative session as needed;
 - i. Provide briefings in person and periodically as requested, to the Executive Director and staff on key issues, legislative committee or legislative session status.



The performance period for the contract between the District and the chosen firm is one year, with an annual review by the District. The contract may be terminated by the District or firm upon written notice to the other party.

The chosen firm will submit monthly invoices to the District for review by the District's Executive Director. The chosen firm should allow 30 days for payment.

DESCRIPTION OF THE DISTRICT

The principal contact with the District will be the Executive Director, Tim Moloney. He can be reached at 614-895-6202 or at moloney@metroparks.net

Background Information: Columbus and Franklin County Metro Parks (Metro Parks) is a public agency serving the citizens of Central Ohio by providing a regional system of clean, safe, natural area parks. Metro Parks features 19 outstanding natural area parks with more than 200 miles of trails and over 27,000 acres of land in seven Central Ohio counties.

The mission of Metro Parks is to conserve open spaces, while providing places and opportunities that encourage people to discover and experience nature. Annually, more than 8 million people enjoy quality outdoor times in the parks, and more than 180,000 people participate in free nature education programs.

Created on August 14, 1945, Metro Parks is an independent political subdivision of the state of Ohio organized under Ohio Revised Code Section 1545 to conserve natural resources and provide natural area parks for people to enjoy. Metro Parks is a separate subdivision of the state of Ohio and is not under the administration of any other governmental unit.

SELECTION PROCESS AND CRITERIA

Selection Process

The selection process will involve the review of the proposals by a panel from the District for the compliance with the requirements of the Request for Proposal. The District will evaluate the proposal including related experience of the firm. Cost will be considered, however, this will not be the sole selection criteria. The Board of Park Commissioners will make the final determination on awarding the contract.

All proposals received by the deadline will be reviewed by the District for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected in the initial round of screening, further evaluation of the selected firms may be conducted as part of the final selection process.

The District reserves the right to select the firm which, in its sole judgment, best meets the needs of the District.



Selection Criteria

Proposals submitted in response to this RFP will be evaluated on the following criteria. The successful firm will demonstrate through its proposal that it has carefully studied the District's expectations as stated in this RFP. The proposal and presentation of past experience must demonstrate to the District that the firm has the professional capability and competency to be a full service legislative representative who will provide the best representation for the District.

Selection criteria include:

1. Thoroughness and understanding of work to be completed;
2. Overall experience;
3. Recent public sector experience conducting similar lobbying efforts;
4. Interpersonal compatibility with Executive Director and staff;
5. Cost.

PROPOSAL REQUIREMENTS

It is the desire of the District to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size. Further, we ask that the proposal be prepared and submitted by the individual or team who will be directly involved with the District's needs.

The proposal should include the following information to be considered:

1. **Cover Letter/Letter of Interest**
Indicate name of the person who will serve as contact for your firm and be the District's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, fax number, and type of firm (e.g., corporation, partnership, proprietorship).

Please provide Three (3) copies and one unbound copy of proposal. Proposals should be addressed to:

Columbus and Franklin County Metropolitan Park District
Attn: Tim Moloney
1069 West Main Street
Westerville, Ohio 43081



2. Firm Organization/Credentials/Professional Experience

Please provide a brief description of your firm including number of years in business, professional experience with governmental agencies, specifically Special Districts, types of services provided, and the number of employees in the firm.

3. Project Team

Identify the following key members of the team and state their experience and qualifications:

Principal/Partner in charge

Who will be working directly with the District

Associates

4. Firm Resources and relevant clients

Please describe any special strength your firm has to offer that are not elsewhere stated in your proposal.

5. Financial

Provide quote for total cost of services based on the services requested above. This will be used as the basis for the establishment of an annual contract for services. This quote should be all inclusive and identify all costs for the year.

The District will not be responsible for expenses incurred in preparing and submitting this proposal.

6. Client References

Please list at least three recent (past five years) public service clients for whom your firm has provided legislative consulting services. Please include a contact person's name, telephone number.

7. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

Submittal Deadline

All proposals must be received by 4:00 pm. February 1, 2017 via email or at the Metro Parks Headquarters Office, 1069 W. Main Street, Westerville, Ohio 43081