

**REQUEST FOR PROPOSALS  
MIAMI SHORES VILLAGE**

**LEGISLATIVE CONSULTANT/LOBBYIST SERVICES**

**GENERAL INFORMATION**

Miami Shores Village is seeking proposals from interested individuals/firms to provide legislative consultant/lobbyist services for matters brought before the Miami-Dade County Commission and the various County Departments operating under the County Commission's and County Administration's direction. Such services shall include attending legislative committee hearings and meetings, and other administrative or legislative agency meetings as well as meetings with individual legislators and legislative staff.

**BACKGROUND**

Miami Shores Village has a resident population of approximately 10, 845, and was incorporated in 1932. The Village currently has an annexation application awaiting scheduling for a hearing before the Miami-Dade County Commission. The successful individual/firm engaged by the Village for consultant/lobbyist services shall work with the Village Administration and assist in efforts to obtain a positive outcome from the proposed annexation application.

**REQUIRED ELEMENTS OF PROPOSAL SUBMITTAL REQUIREMENTS**

Ten (10) copies of the proposal must be submitted no later than 5:00 PM on Thursday, August 25, 2016 to the Village Clerk's Office, Miami Shores Village, 10050 N.E. 2<sup>nd</sup> Avenue, Miami Shores, FL 33138. Proposals received after the date indicated will not be considered.

RFP submittals shall be 8 ½ x 11 inches and organized in sections following the order specified under Contents.

RFP submittals shall contain the following information:

- 1) A letter of transmittal signed by an individual authorized to bind the proposing entity.
- 2) A table of contents listing the material by section and page number.
- 3) A list of current South Florida clients/references for which similar projects were completed by the firm.
- 4) General information about the firm (i.e., company, location of offices, years in business, organizational chart, etc.).
- 5) Provide qualifications and experience of professionals to be utilized on project.
- 6) Provide proof of insurance including general liability, professional liability, automobile insurance as well as worker's compensation coverage for employees.
- 7) Sworn Statement on Public Entity Crimes.

## **SCOPE OF SERVICES**

The Consultant shall exercise their best efforts with respect to providing lawful lobbying and legislative services which the Village requires to advance the interests of the Village. Consultant shall seek to obtain favorable consideration with respect to applications and other matters affecting the interest of the Village.

The Consultant shall counsel the Village and Village personnel regarding appearances before the Board of County Commissioners and shall work with the Village Manager to schedule and meet with applicable County personnel and representatives regarding the pending annexation application.

The Consultant shall provide the Village with regular reports detailing activities and services being provided on behalf of and for the benefit of the Village.

## **QUALIFICATIONS**

Proposing firms responding to the RFP shall demonstrate their ability to provide the requested services by providing evidence of experience and specific expertise, and as provided for in the Scope of Services.

The Village reserves the right to conduct an independent investigation of the Proposer's firm by contacting listed references, independent parties or accessing public information.

## **COMPARATIVE EVALUATION CRITERIA**

Proposals must be complete and submitted on or before the submission deadline, and must contain at a minimum, all required elements of the proposal package as outlined in the Required Elements of Proposal Submittal Requirements. Failure to meet any submission requirement shall result in the rejection of the proposal package.

Criteria:

- 1) General firm experience and years in operation (10%)
- 2) Similar consultant services experience (30%)
- 3) Quality and Applicability of references (20%)
- 4) South Florida Clients (20%)
- 5) Personnel/Staffing experience / certifications (20%)

**MIAMI SHORES VILLAGE**

**PROPOSER'S ACKNOWLEDGEMENT OF COMPLIANCE  
WITH INSURANCE REQUIREMENTS FOR  
\_\_\_\_\_  
REQUEST FOR PROPOSAL**

Proposer agrees, acknowledges and is fully aware of the insurance requirements and accepts all conditions and requirements as contained therein.

Proposer: \_\_\_\_\_

Name (Please print or type): \_\_\_\_\_

By: \_\_\_\_\_  
Proposer's Signature

Date: \_\_\_\_\_

This executed form must be submitted with Proposal.

**MIAMI SHORES VILLAGE**

**CERTIFICATION OF QUALIFICATIONS**

- 1) The undersigned hereby submits its proposal and by doing so, agrees to furnish services to the Village in accordance with the Request for Proposal (RFP), dated \_\_\_\_\_ and to be bound by the terms and conditions of the RFP.
- 2) This firm has carefully reviewed its proposal and understands and agrees that the Village is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
- 3) It is understood and agreed that the Village reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the Village.
- 4) The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated \_\_\_\_\_.
- 5) The proposal shall be valid for 90 days from \_\_\_\_\_.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_