

Request for Proposals  
Legislative Consultant/Lobbyist Services  
11/04/2016

Notice is hereby given that Miami Shores Village is accepting Requests for Proposals (RFP) from qualified individuals or firms for lobbyist services. Complete RFP details and information may be found on the Village website under the "Business" tab at [www.miamishoresvillage.com](http://www.miamishoresvillage.com) or by e-mailing [estepb@miamishoresvillage.com](mailto:estepb@miamishoresvillage.com).

Completed RFP Submittal Packets, clearly marked "Lobbyist Consultant Services" are to be forwarded or delivered to the Village Clerk's Office, Miami Shores Village, 10050 N.E. 2<sup>nd</sup> Avenue, Miami Shores, FL 33138, no later than 5:00 PM on Wednesday, November 23, 2016.

The Village reserves the right to reject any and all submittals.

## **Request for Qualifications**

### **Miami Shores Village**

#### **Lobbyist Services with Miami-Dade County**

##### **General Information**

Miami Shores Village is seeking qualifications from interested individuals/firms to provide lobbyist services for matters brought before the Miami-Dade County Commission and the various County Departments working under the County Commission and County Administration's direction. Such services shall include attending Miami-Dade County Commission meetings/hearings, meetings with Miami-Dade County Department Directors and Administrative Personnel, as well as meetings with individual County Commissioners and their respective staffs. This RFQ does **not** include any lobbyist services for matters dealing with the State of Florida.

##### **Background**

Miami Shores Village is currently pursuing the annexation of a shopping center on its northern border known as the "K-Mart Shopping Center". This shopping center is located on the west side of Biscayne Boulevard from approximately NE 106<sup>th</sup> Street to NE 108<sup>th</sup> Street. The parcel contains 4 folios owned by 3 owners all of which are opposed to our application. The Village has submitted an annexation application to the appropriate County Department and has appeared before the County's Planning Board at which time our application was turned down. 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.

##### **Scope of Services**

The consultant shall exercise their best efforts with respect to providing lawful lobbying services which the Village requires to advance their annexation application package. The consultant shall seek to obtain favorable consideration of the Village's pending application package with Miami-Dade County. The consultant shall counsel Village personnel regarding appearances before the Board of County Commissioners or any other County Boards necessary to advance our application package. In addition the consultant shall also work with the Village Manager to schedule and meet with applicable County personnel regarding the pending 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.

## **Required Elements of RFQ and Submittal Requirements**

Ten (10) copies of the proposal must be submitted no later than **5:00PM on Wednesday November 23, 2016** to the Village Clerk's office, Miami Shores Village, 10050 NE 2<sup>nd</sup> Avenue, Miami Shores, FL 33138. Proposals received after the date and time will not be considered.

RFQ submittals shall contain the following information:

- 1) A letter of transmittal signed by the 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 this 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.

Respondents shall thoroughly examine and be familiar with the RFQ specifications. Failure of any respondent to receive or examine this document shall in no way relieve any respondent of obligations pertaining to this RFQ or the subsequent contract.

Any modifications from the stated terms and conditions can result in the rejection of the response as not being responsive to this RFQ.

Delivering the response to the Village on or before the specified date and time will be solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.

The response deadline shall be strictly observed. Responses received after this date may not be considered. Such RFQ's will be returned to the respondent unopened.

The Village reserves the right to reject the response of any respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the Village, is not in the position to perform properly.

Federal, State, County, and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the respondent will in no way be a cause for relief from responsibility.

No successful respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the Village, which authorization may be withheld by the Village in its sole discretion.

Changes to the RFQ may be made by and at the sole discretion of the Village.

Warranties – The respondent, in submission of its response, warrants to the Village that it will comply with all applicable Federal, State and local laws, regulations and orders in providing the services under the proposed documents.

The Village reserves the right to accept or reject any and all responses, to waive any irregularities or informalities in any response or in the RFQ process, and to accept or reject any items or combinations of items. The award will be to the respondent whose response complies with all of the requirements set forth in this RFQ and whose response, in the sole opinion of the Village, is best, taking into consideration all aspects of the respondent's response.

In the event that the successful respondent does not execute a contract within a time frame acceptable to the Village, the Village may give notice of intent to negotiate with the next most qualified respondent or to solicit new responses and may proceed to act accordingly.

## **QUALIFICATIONS**

Proposing firms responding to the RFQ shall demonstrate their ability to undertake the Project by providing evidence of experience and expertise specific to the Project, i.e. successful projects and/or applications approved by the Board of County Commission, examples of similar services rendered for local governments, 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.

## **INSURANCE REQUIREMENTS**

Under the terms and conditions of all contracts, leases, and agreements, the Village requires appropriate coverage listing Miami Shores Village as Additional Insured. This is done by providing a Certificate of Insurance listing the Village as "Certificate Holder" and "Miami Shores Village is Additional Insured as respect to coverages noted". Insurance companies providing insurance coverages must have a current rating by A.M. Best Co. of "B+" or higher. (NOTE: An insurance contract or binder may be accepted as proof on insurance if Certificate is provided upon selection of the service provider.) The following is a list of types of insurance required and the limits required by the Village. NOTE: This list is not all inclusive, and the Village reserves the right to require additional types of insurance, or to raise or lower the stated limits, based upon identified risk.

<b>Types (Occurrence Based Only)</b>	<b>Minimum Limits Required</b>	
General Liability	General Aggregate	\$1,000,000
Commercial General Liability	Products-Comp/Op. Agg	\$1,000,000
Professional Liability	Each Occurrence	\$ 100,000
Automobile Liability	Each Occurrence	\$ 300,000
Worker's Compensation	Statutory Limits	
Employer's Liability	Each Occurrence	\$ 100,000

**Waiver of Subrogation:** Required insurance coverages shall not prohibit the service provider from waiving the right of subrogation prior to a loss. Service provider shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

**Deductible:** Any deductible or self-insured retention must be approved in writing by the Village and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

**Failure to Maintain Coverage:** The service provider agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Village. The Village shall have the right to withhold any payment due the service provider until compliance with the insurance provisions of this Agreement are satisfied.

### **Comparative Evaluation Criteria**

Proposals must be completed and submitted on or before the submission deadline, and must contain at a minimum, all required elements of the qualifications package as outlined in the Required Elements of RFQ Submittal Requirements. Failure to meet any of the submission requirements 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  
LOBBYIST SERVICES WITH MIAMI-DADE COUNTY  
REQUEST FOR QUALIFICATIONS**

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 Qualifications (RFQ), dated \_\_\_\_\_ and to be bound by the terms and conditions of the RFQ.
  
- 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 Qualifications, dated \_\_\_\_\_.
  
- 5) The proposal shall be valid for 90 days from \_\_\_\_\_.

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

By: \_\_\_\_\_

(Authorized Signature)

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

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

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