

REQUEST FOR PROPOSALS

State Legislative Lobbying Services

2.16.23

Introduction

The White Salmon Valley Pool Metropolitan Park District (“District”) is seeking proposals from qualified consultants/firms/individuals (“consultant”) to represent the District’s submission of a legislative local community project funding request during the 2023 State Legislative Session. The \$3.2 million requested funding will be applied toward the construction of a new public pool facility for the White Salmon Valley community, located in western Klickitat County.

Background

The District formed in 2018 with the successful passage of a ballot initiative. A permanent tax levy was also approved by the voters at this time. The mission of the District is to construct, operate and maintain a new public swimming pool facility for the greater White Salmon Valley community. Approximately 7,700 individuals reside within District boundaries, another 5,200 reside in the service area of the new pool.

Since the formation of the District, the five member Board of Commissioners (“Board”) has completed the facility design and has initiated a capital fundraising campaign. The funding strategy for the \$6.7 million facility is anticipated to rely on a combination of private donations and in-kind services, tax levy revenues, local public contributions, bond proceeds, state recreation grants and direct legislative funding. To date the District has secured approximately \$2.3 million in tax levy revenues, donations, pledges and in-kind services.

Scope of Services

It is anticipated that the duration of this professional services agreement will be throughout the 2023 legislative session.

The consultant must have demonstrated experience in lobbying the Washington 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 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. Lobby for the District's 2023 legislative local community project funding request, including:
 - a. Direct contact and communication with state legislators and staff on behalf of the District;
 - b. Direct contact and communication with state agencies on behalf of the District;
 - c. Direct contact and communication with other cities, counties and special districts on behalf of the District;
 - d. Testifying on behalf of the District at hearings before legislative and interim legislative committees;
 - e. Maintain close working relationships with the Board; and
 - f. Provide regular briefing reports to the Board.

Deliverables

The selected consultant will:

- Regularly communicate in person or by phone with the Board Designee describing the work and activities completed as part of each of the tasks included in the Scope of Services;
- Prepare an end-of-session summary report that describes the work and activities completed during the legislative session of the tasks included in the Scope of Services; and
- Participate in a post-session de-briefing with the Board to identify strengths, weaknesses, and recommendations.

Compensation

Not to exceed \$5,000 (five thousand dollars).

Resource Materials

- 2023 Member Requested Local Community Project Information Forms (House and Senate)
- Pool Project Abstract

Required Respondent Information

1. Letter of interest.
2. Outline approach with a proposed project schedule to conduct the work detailed under "Scope of Services."

3. Proposed communication plan for briefing the Board of activities and issues encountered during legislative session.
4. A summary of relevant experience in the last five (5) years; specifically, please describe the outcome of lobbying efforts you conducted.
5. A complete list of current clients and those served during the twelve (12) months preceding the submission date and a declaration of any potential incompatibility or conflicts of interest between those clients and the District.
6. A list of five (5) references.
7. Itemized cost of services and any customary charges for services to be rendered. Include staff hourly rates, and alternative retainer proposals.
8. Estimate of expenses incurred that will be billed to the District

Selection Criteria

Proposals will be evaluated based on the following criteria:

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

Selection Process

The Board will review the submitted proposals for completeness and qualifications to determine those consultant(s) that demonstrate an understanding of the requested services. At the Board's discretion, one or more consultant firms may be invited to interview prior to rendering a decision.

Upon completion of the selection process, the Board will advise the respondents of its selection. A Professional Services Agreement for the work will be prepared and executed.

Proposal Format and Submittal Instructions

Please submit one (1) original proposal via electronic (email). The proposal should include the following information:

- Letter of interest.
- "Required Respondent Information" as listed above.
- Attachments: Resumes

Deliver proposals to:

Ms Lily von Mosch, Commissioner #2, lily.vonmosch@whitesalmonvalleypool.org.

Proposals are due no later than 4:00 pm on February 24, 2023. Any proposal received after the deadline will not be considered.

Should you have any questions about this RFP or for questions concerning the scope of services, please contact Lily von Mosch at lily.vonmosch@whitesalmonvalleypool.org, or Steve Harris at steve.harris@whitesalmonvalleypool.org.