

**REQUEST FOR PROPOSALS**  
**By the City of Homer, Alaska**  
**For Lobbyist Services**

The City of Homer, Alaska, is soliciting proposals from experienced and qualified professionals who are interested in entering into a contract to work collaboratively with the City Council, Mayor, City Manager, and key staff members to represent the City as a State Lobbyist for the first regular session of the 32<sup>nd</sup> Alaska State Legislature. It is the intent of this Request for Proposals (RFP) to have the successful firm enter into a Professional Services Contract with the City of Homer to provide the services outlined in the proposal documents and includes, but is not limited to, the following:

In accordance with standards and criteria of the City of Homer, assist the City in furthering its legislative agenda and securing state funding. The City's legislative agenda will include, but is not limited to: 1) New Large Vessel Moorage Facility; 2) state funding for capital projects identified as priorities by the Homer City Council; and 3) other legislative priorities identified by Council.

Sealed proposals must be received at the City Clerk's Office, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska, **by 4:30 p.m., Friday, November 6, 2020**. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of proposals shall not be considered. **All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Respondents not on the plan holders list shall be deemed unresponsive and shall not be considered.

An electronic copy of the RFP documents and plan holder registration forms are available online at <https://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

For **proposal specifications and evaluation criteria**, contact: City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603, 907-235-3130 or [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov). Questions and answers will be distributed by the Clerk's Office to all those listed on the plan holders list for this RFP.

Please direct all questions in writing regarding this project to:  
City Clerk's Office  
City of Homer  
491 E Pioneer Avenue  
Homer, AK 99603

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this 14<sup>th</sup> day of October, 2020.

CITY OF HOMER

  
Rob Dumouchel, City Manager

Advertise: Homer News – October 22 & 29, 2020

Fiscal Note: Split between General Fund and Port & Harbor Enterprise Fund

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The City of Homer, Alaska ("City") is soliciting proposals from experienced and qualified professionals who are interested in entering into a contract to work collaboratively with the City Council, Mayor, City Manager, and key staff members to represent the City as a State Lobbyist for the first regular session of the 32<sup>nd</sup> Alaska State Legislature. The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Contract Term and Budget
- II. Background Information
- III. Scope of Services
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. General Requirements

**I. Contract Term and Budget**

The City is seeking both to engage a contract for a fixed fee schedule for services performed, including a firm total remuneration set cost, and/or a proposed competitive hourly wage for services as needed, in order to hire a lobbyist for the period of at least December 1, 2020 through December 1, 2021. A contract of longer duration or a contract renewal may be considered based on performance under the initial contract and budget considerations; however, the City will be under no obligation to extend the term of the contract stated above.

**II. Background Information**

The City of Homer was incorporated March 31, 1964 as a first-class city. The governing body consists of the Mayor and 6-member City Council, assisted by a full-time City Manager.

Departments within the City of Homer are Administration, Finance, Public Library, Planning, Police, Fire, Public Works, and Port and Harbor. While services provided by the City of Homer are primarily intended to benefit the 5,500 citizens residing within city limits, many programs and facilities serve a larger area on the southern Kenai Peninsula encompassing more than 50 square miles with a population of approximately 15,000. Proposers are encouraged to get a sense of the City's legislative priorities by reading the most recent Capital Improvement Plan (CIP) found here: <https://www.cityofhomer-ak.gov/economicdevelopment/capital-improvement-plan>. Additional information concerning the City's upcoming CIP process for the years 2021-2026 can be found by consulting Memorandum 20-061 and associated development schedule found here: [https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/memo/61781/memo\\_20-061\\_council\\_cip\\_schedule\\_aproval\\_2021-26.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/memo/61781/memo_20-061_council_cip_schedule_aproval_2021-26.pdf).

One of the City of Homer's main objectives that necessitates the need to hire a lobbyist is assistance in securing \$750,000 in state funds for the Homer Port's New Large Vessel Moorage Facility's General

Investigation Study (GIS). More information can be found on page three of the 2020-2025 City of Homer Capital Improvement Plan.

Homer Port, an ice-free deep draft harbor, is the region's transportation hub. It serves commercial fishing boats that work in various fisheries statewide; the Alaska Marine Highway System; the US Coast Guard and a marine industrial/transportation fleet whose service is foundational to Alaskan commerce at all levels. Presently, industry demand far exceeds Homer Port's capacity. The Large Vessel Port Expansion Project will accommodate 40-60 large size class vessels up to 250 feet in length, not only alleviating congestion and providing safe moorage in Alaskan waters for large vessels, but also providing a strategic economic development initiative for our region and State. High demand and favorable changes in cost drivers have prompted the City and US Army Corps of Engineers (USACE) to reexamine project feasibility utilizing a Section 22 Planning Assistance to States Program (PAS) Study grant in 2018. The PAS study was completed in 2019; its positive outcomes led to a recommendation by the USACE to resume work on the GIS for this expansion project. The GIS total cost is \$3M, 50% of which will be paid by the Corps and the other \$1.5M split between the State and City. Since this project's inception, the State has been both a contributing and benefitting partner and the City of Homer wishes to reinstate that relationship with a secured financial commitment.

### **III. Scope of Services**

The contract consists of furnishing all labor, materials, equipment, tools, supervision, and any other facilities necessary to assist the City of Homer in accomplishing its state legislative goals.

All documents compiled or completed for this project shall be provided to the City of Homer in a format and on media approved by the City.

The individual or firm hired to perform the services will work under the direction of the City Manager. The exact scope of services will be negotiated based on budget considerations and identified City Council priorities. Scope of services will include, at a minimum, the following:

- Advise and assist the City in development and execution of strategies for the purpose of accomplishing state legislative priorities. Such priorities include, but are not limited to: 1) New Large Vessel Moorage Facility; 2) state funding for capital projects identified as priorities by the Homer City Council; and 3) other legislative priorities identified by Council.
- Provide written updates for City Council meetings as requested and/or be available for updates by teleconference during the legislative session regarding the status of legislation, issues, or topics of interest to the City and the measures taken to achieve the City's objectives.
- Work and collaborate with Homer's project management team for the New Large Vessel Moorage Facility.

### **IV. Proposal Format and Content**

Proposals which do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the City.

1. Title Page (one page maximum). At a minimum, the title page shall show the name of the services being proposed (State Legislative Lobbying Services), the firm name, address, telephone number, name of contact person, and the date.

2. Cover Letter which includes the following information:
  - A description of experience relevant to this Scope of Services
  - Description of strategy for accomplishing the goals and priorities of the City, with specificity provided in regards to the City's New Large Vessel Moorage Facility.
  - A complete list of other current clients and those served within the preceding twelve months of the submission date of this proposal
  - A description of any conflicts, perceived or actual, which might impact the successful implementation of stated goals and priorities of the City
  - A firm, fixed fee schedule for services performed, with total remuneration over the contract period, and an alternative proposed competitive hourly wage and listing for services, should services be arranged on an "as needed" basis.
3. Current and accurate resume of the person or persons who will be principally responsible for providing services under the contract. Any contract resulting from this procurement will require that services be provided by the identified individual(s), with any change in personnel subject to approval by the City in its sole discretion.
4. Letters of reference (at least three), preferably from Alaska municipalities to which similar services have been provided by the individual(s) identified under Section IV(3) above within the last three years.

## **V. Evaluation Criteria and Selection Process**

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any respondent in response to this solicitation or for any work done prior to the issuance of an executed contract.

The Mayor will appoint an evaluation committee consisting of two Councilmembers and the Port and Harbor Director to review the proposals. The evaluation committee will then make a recommendation to City Council. In addition to reviewing the written proposals, the committee may investigate a proposer's prior work experience and performance, including projects referenced in the proposal and available written evaluations, and may contact listed references or other persons knowledgeable of a respondent's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.

Through this process, proposals will be ranked according to the following criteria:

- Completeness of proposal (as per Proposal Format and Guidelines) – 5 points
- Respondent's experience (past performance, work products, timeliness, cost control) – 20 points
- References – 5 points
- Fee schedule/budget proposal – 5 points
- Strategy for accomplishing goals and priorities for the City – 30 points

- Strategy for accomplishing goals and priorities for the City specific to the New Large Vessel Moorage Facility project – 35 points

The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a “short list” of the highest ranked firms. The City of Homer reserves the right to terminate negotiations with any proposer should it be in the City of Homer’s best interest.

## **VI. General Requirements**

The following information is presented as a general guideline for the preparation of the proposals.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals address all the items described in the Section IV, Proposal Format and Content. Proposals that do not address these items may be considered incomplete and may be deemed non-responsive by the City.

Interested firms shall submit one original and one copy of the completed proposal in an opaque envelope marked as follows:

CITY OF HOMER LOBBYIST

Proposal dated \_\_\_\_\_, 20\_\_

The proposals shall be addressed to:

City Clerk’s Office  
City of Homer  
491 E. Pioneer Avenue  
Homer, Alaska 99603

Proposals shall be received at the office of the City Clerk **until 4:30 p.m., Friday, November 6, 2020.** Faxed or emailed proposals are not accepted.

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