

REQUEST FOR PROPOSAL
for
GOVERNMENT AFFAIRS CONSULTANT

Introduction

Wasatch Front Regional Council (WFRC) is soliciting Requests for Proposals (RFP) from qualified consultants to represent the Wasatch Front Regional Council's interests before the Utah State Legislature and other state agencies.

As a Metropolitan Planning Organization (MPO), WFRC is responsible for coordinating the long-range transportation planning and short-range project programming for the Salt Lake City-West Valley City and Ogden-Layton Urbanized Areas. WFRC members consist of local governments and community leaders from Box Elder, Davis, Morgan, Salt Lake, Tooele, and Weber Counties. WFRC collaborates with the Utah Department of Transportation (UDOT), the Utah Transit Authority (UTA), the other MPOs in the state, and other interested parties to plan for the region's future growth and transportation needs. WFRC is actively engaged in the state legislative and regulatory process, providing subject-matter expertise on policy and funding matters, and facilitating engagement of and collaboration among relevant stakeholders.

General Requirements of Proposals

All proposals should include the following elements:

1. A statement of qualifications of the proposing individual or firm, including: (1) the experience of the individual/firm in related efforts, and (2) a description of the experience and technical competence of specific staff member(s) to be assigned to the effort.
2. A description of how work would be accomplished for duties described in Appendix A.
3. A cost estimate including total annual cost and methodology for determining that cost. As WFRC reserves the right, at its discretion, to enter into a final contract for fewer tasks as described in this RFP, the scope and costs of the awarded contract may be negotiated with the selected consultant after award based upon the provided hourly rates and costs per task.

The initial term of this proposal is for FY2021 and FY2022 (August 1, 2020 – June 30, 2022), with an option for up to three one-year extensions.

Proposals must meet the following requirements:

1. Proposals should be no longer than 12 pages, not including cover letter, resumes, and attachments.
2. A duly authorized official of the proposer must sign proposals. Consortia, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or legal entity, which shall not be a subsidiary, or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal individual/team.
3. In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or sexual orientation. The contractor shall take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex, national origin, or sexual orientation. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training including apprenticeship.

Proposals must be submitted via email to nhacker@wfrc.org by noon (MST) on Tuesday, July 21, 2020. WFRC reserves the right to accept or reject proposals including the right to reject all proposals and re-solicit, if deemed necessary. Selection of an individual or firm is also dependent on the negotiation of a

mutually acceptable contract with the selected proposing individual/firm.

Selection Process

A Selection Committee will review proposals received in response to this request. The Selection Committee will be comprised of WFRC members and staff. Following the review of proposals, the Committee may invite a short list of individuals/firms to make presentations to the Committee and answer questions concerning their proposal. Subsequent to approval, the selected individual or firm will be notified and contract negotiations will begin.

Selection Criteria

The Selection Committee will use three criteria listed below to select an individual/firm:

1. **Scope:** The scope and level of effort proposed.
2. **Experience & Effectiveness:** Proven effectiveness and past experience in working with members of the Utah State Legislature and staff, the Utah State Governor's office, and other public and private entities on transportation-related policy and funding.
3. **Skills & Ability:** Ability to work well with WFRC members and staff.

The following is the consultant selection schedule:

- Advertisement of RFP..... July 1, 2020
- Proposals due..... Noon (MST) on July 21, 2020
- Selection Committee to review proposals..... Week of July 27, 2020*
- Possible interviews and consultant selection/
contract execution/effort initiation..... Week of July 27, 2020*

*Note: * subject to change*

Protest Procedures

Protests will be accepted only from prospective consultants who would be directly and materially affected by the award, or failure to award a contract. Any protests shall be submitted via email to Ned Hacker at nhacker@wfrc.org and must include:

- The name, address and telephone number of the protesting individual/firm
- Signature of the principal officer of the firm/signature of the individual
- A detailed statement as to the nature of the protest

Protests will be accepted no later than noon MST, Thursday July 30, 2020. Thereafter, protests will be returned to the protestor without action. The Selection Committee will review all protests to determine their merit and will forward a recommended response to the appropriate reviewing body. No contract will be awarded under this RFP until a decision on the protest is reached. Should award of the contract be delayed because of a protest all respondents to this RFP will be notified.

APPENDIX A. SCOPE OF WORK
for
GOVERNMENT AFFAIRS CONSULTANT

At a minimum, the consultant will accomplish the following:

- At the direction of and in collaboration with WFRC, represent WFRC before the Utah Legislature, the Utah Governor's Office, and other state agencies.
- Support WFRC's legislative objectives during the Legislative Session and interim period.
- Assist WFRC in identifying legislative issues and actively monitoring legislation that has the potential to impact the agency and its constituent local governments and transportation partners. This applies to substantive legislation and appropriations.
- Provide information to public officials and foster important relationships with them on behalf of WFRC.
- Proactively identify opportunities to advance WFRC's objectives.
- Provide legislative consulting services related to regional transportation policy, projects, programs, and priorities.
- Provide strategic advice on transportation-related issues.
- Assist WFRC and its members in developing strategic objectives.
- Operate in a manner that recognizes and respects that WFRC is a public agency and as such is subject to applicable laws and rules regarding lobbying activities, use of public funds, open meetings, transparency of information, and governmental ethics.