



REQUEST FOR QUALIFICATIONS

LEGISLATIVE & GOVERNMENT RELATIONS SERVICES

For more information about this RFQ, please visit our website at springfieldtn.gov, or contact the representative listed below.

Contact Person: Ryan Martin, City Manager

Phone: (615) 382-2200

E-mail: administration@springfieldtn.gov

All submissions must be received by 2:00 P.M. local time on November 23, 2022 at the following location:

City of Springfield
Attn: City Recorder
Re: Legislative Services RFQ
405 North Main Street
Springfield, Tennessee 37172

The City of Springfield, Tennessee (“City”) is a Tennessee municipal corporation of approximately 18,745 residents located approximately 30 miles north of Nashville. The City is a true, full-service city providing general government services such as police, fire, parks, and streets as well as multiple utility services including water, electric, wastewater, natural gas, and sanitation.

1. Scope

The City is seeking proposals for federal legislative and government relations services to represent its interests in Washington. Specific services include, but are not limited to:

- Identify and devise strategies to successfully secure federal funding for the City.
- Pursue major funding opportunities and investigate other opportunities.
- Research and provide information to the City on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used by the City to capitalize on opportunities, and examples of successful federal government applications.
- Monitor bills that may impact the City’s interests in accordance with the legislative priorities established by the City and provide interpretation and analysis of bills to City staff.
- Work closely with City staff to assess the impact of certain bills and administrative decisions and to develop a response from the city either in support, opposition, or seek amendments to bills or administrative rules.
- Provide frequent legislative briefings for key city staff, including information regarding major highlights and information on priority bills that require the City’s attention.
- Represent the City and meet with legislators, their staff, and/or governmental agency officials to advance the city’s legislative agenda and interests.
- Review and notify City staff of relevant federal grants.
- Advocate for City funding in the federal budgets, through grants and legislation, and through any other appropriate means.

2. Personnel

Personnel to be assigned to this project shall be named specifically in the submission. The City reserves the right to refuse services from individuals not specifically identified in the proposal and may consider the substitution of such individuals for those named to be in the proposal to be a breach of contract.

3. Contents of the Submission

The submission shall contain the following information:

- Name, address, phone, email of the proposer.
- Available resources and consultant location to include a list of personnel expected to work on the project and their experience.
- General approach to the requested services.
- Proposed ideas that might differentiate the proposal from others.
- References
- Three hard copies and one digital copy of the proposal.

4. Time for Performance

The City expects to enter into an agreement for a period of twelve (12) months with renewable options.

5. Project Management

The Project Manager is Ryan Martin, J.D., City Manager. The Project Manager's contact information is as follows:

405 North Main Street
Springfield, Tennessee 37172
(615) 382-2200
administration@springfieldtn.gov

He will serve as the City contact for the project. The Project Manager shall have the authority to communicate with the consultant concerning project details.

6. Selection

A Qualifications Based Selection Committee (QBSC) shall be convened to review all proposals and shall have the option to invite the top proposers to interview. Selection factors will include staff capability, related experience, and specific experience with similar projects.

7. Contract

The City will attempt to negotiate a contract with the selected consultant. The City Manager will recommend the selected consultant to the Board of Mayor and Aldermen for the contract award. It is anticipated that the contract award would be at the December 20, 2022 meeting of the Board of Mayor and Aldermen. Any final contract award is subject to approval by the Board of Mayor and Aldermen.

8. Questions

Address all questions in writing to the Project Manager. All replies will be in writing and will be furnished to all recipients of the RFQ. Please include your email on any correspondence.