



**REQUEST FOR PROPOSAL (RFP)
FOR
FEDERAL RELATIONS CONSULTANT**

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn & Play.

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I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a redevelopment authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land located in Bexar County, Texas within the current boundaries of the City of San Antonio. Total property owned by Brooks includes approximately 1,300 acres. Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposal (RFP) to solicit responses from a qualified consultant to advise and assist Brooks in maintaining relations with the Executive and Legislative Branches to promote and protect the interest of Brooks. Special emphasis shall be placed on liaison with the Administration and its agencies, and both houses of Congress.

II. VENDOR CONTACT INFORMATION

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	CONTACT NAME:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):			

III. SCOPE OF SERVICES

A. Qualified individuals and/or firms are requested to submit the following:

Respondent Name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.

B. Qualifications and Experience:

1. The consultant must be a multi-member firm and shall have at least ten (10) years' experience in the following areas: (a.) Multi-year experience with the Administration, Federal Agencies and U.S. Congress; (b.) representation of development/redevelopment authorities and economic development initiatives; and (c.) infrastructure funding.

2. The consultant should have relationships with the San Antonio and Texas Congressional delegation.
3. The consultant should have a working relationship with Brooks' local and state consultants to help develop and maintain community support from the City of San Antonio, Bexar County, and the State of Texas for projects and/or programs.

C. Federal Relations Program:

1. The consultant shall advise and assist Brooks in identifying and developing a list of federal funding opportunities annually in addition to developing and implementing strategies for successfully securing federal funds for infrastructure and/or economic development projects.
2. The consultant shall advise and assist Brooks in maintaining relations with the Executive and Legislative Branches to promote and protect the interest of Brooks. Special emphasis shall be placed on liaison with the Senate and House members, their Staff, and Staff of key Committees.
3. The consultant shall be responsible for maintaining continuous communications with both the Executive and Legislative branches, advising them of Brooks' activities, and in turn advising Brooks of the interests and needs of both branches of Government.
4. Responsibilities shall include, but not be limited to:
 - (a) Informational Materials: The consultant shall assist Brooks with the development and production of informational and briefing materials to be distributed to federal officials, as deemed appropriate, detailing Brooks' progress on work being conducted and new activities;
 - (b) Congressional Briefings: The consultant shall coordinate briefings in which Brooks and the consultant will brief the San Antonio Delegation Members, select Committee Members and other members as identified on activities and projects of Brooks, and advise Brooks on the timing and content of such briefings. The consultant shall be responsible for arranging schedule and location details of such briefings, as well as providing feedback to Brooks from the Members and staff regarding the effectiveness of the briefings. The consultant shall advise Brooks of the need for Brooks Board and Staff representation at meetings, briefings, and or hearings. The consultant may be asked to make periodic visits in San Antonio to brief the Brooks Board of Directors and/or staff to provide updates or progress reports as necessary;
 - (c) Federal Agencies: The consultant shall coordinate briefings in which Brooks and the consultant will brief the Federal Agencies and Administration, select Committee Members and other members on activities and projects of Brooks, and advise Brooks on the timing, content, and attendance at such briefings. The

consultant shall be responsible for arranging schedule and location details of such briefings, as well as providing feedback to Brooks from the Members and staff regarding the effectiveness of the briefings. The consultant may be asked to make periodic visits in San Antonio to brief the Brooks Board of Directors and/or staff to provide updates or progress reports as necessary;

- (d) Federal Budgets: The consultant shall monitor and report the actions of the Administration and Congress in order to provide Brooks with the most current information on funding available for infrastructure and/or economic development projects to include both discretionary and non-discretionary funding. The consultant will advise Brooks of actions taken by the committees, and will suggest specific actions for Brooks to take regarding the budget process, as appropriate;
 - (e) Federal Funding Opportunities: The consultant will seek Congressional and Administration support for Brooks and its projects to secure necessary funding from the Federal government for such projects. This may include, but not be limited to, coordinating meetings with select Administration and Federal agencies, Members of Congress and staff.
5. Liaison with Appropriate Federal Agencies: The Consultant will advise and assist Brooks in maintaining relationships with the appropriate Federal Agencies. Specific activities of the consultant will include:
- (a) Grant Activities: The consultant will maintain liaison with the appropriate Federal Agencies on planning and grant activities for Brooks. The consultant will seek timely reviews and decisions as key milestone points of these activities are accomplished, as directed by Brooks.
 - (b) Project Proposals: The consultant will work with the appropriate Federal Agencies, on issues of Brooks such as approval of pending grant applications and proposals for new program initiatives. The consultant will advise Brooks of new programs and/or initiatives or other Federal funding opportunities which could be beneficial to Brooks.
 - (c) Policy Issues: The consultant will pursue policy issues when recommended by the consultant and or as directed by Brooks in order to maintain maximum funding flexibility.
 - (d) Inter-Agency Coordination: The consultant will seek to facilitate coordination on policy, financing and other relevant issues between various agencies regarding specific needs of Brooks.
 - (e) Technical Assistance: The consultant shall provide technical assistance to Brooks on issues and activities which shall include, but not be limited to: (1) Capital Program and (2) Grant Applications.

D. Price:

All responses must be based on a thirty-six (36) month fixed fee. Contractor agrees and understands that Brooks is a governmental entity and it has projected costs for this contract and Brooks expects to pay all obligations of this Contract from projected revenue sources, but all obligations of Brooks are subject to annual appropriation by the Brooks Board of Directors in future years.

IV. CRITERIA

CRITERIA	WEIGHTS
Fees	10 Points
Describe relationship with The Executive Branch	10 Points
Describe relationship with Career Officials in relevant Federal Agencies	10 Points
Describe relationship with Leadership in the U.S. Congress	10 Points
Describe relationship with San Antonio Area Public and Private Leadership	10 Points
List recipients of Federal funding (grants and loans) attributable to your efforts over the last three years.	10 Points
Describe your working experience with development authorities/corporations and economic development initiatives.	10 Points
Narrative on how firm will represent Brooks	10 Points
Small Business Economic Development Advocacy	20 Points

V. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

1. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

Brooks has established the following overall contracting goals:

- a. **SBE (Small Business Enterprise) 50%**
- b. **MBE (Minority Owned Business) 31%**
- c. **WBE (Women-Owned Business) 10%**
- d. **AABE (African-American Owned Business) 2.2%**

2. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	Friday, March 3, 2017
*All Questions	10:00 am, Friday, March 17, 2017
Post Questions	5:00 pm, Wednesday, March 22, 2017
Proposals Due	10:00 am, Monday, April 3 2017

*All inquiries shall be submitted in writing to Lucynda Massey at facsimile (210) 678-3338 or by email to lucynda.massey@brookscity-base.com.

VII. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three ring binder and one copy on a CD-Rom or USB. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. It is the responsibility of the bidder to ensure that all copies of the CD-ROMS or USB drives are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to 10:00 am, Monday, April 3, 2017, **(SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED)**, marked on the outside as follows:

Brooks Proposal #03032017-002
 Attn: Procurement & SBEDA Manager
 3201 Sidney Brooks
 San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.

VIII. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Confidentiality Statement
3. Insurance and Bonding Requirements
4. Good Faith Effort Plan
5. Debarment and Suspension Certification
6. Ethics Ordinance Required Disclosure
7. Conflict of Interest
8. Indemnification Requirements
9. Certificate of Interested Parties