



Local Lobbyist and Consultant

Request for Proposal (RFP)

June 3, 2020

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 & Stay.

Core Values

*Know it is bigger than us.
Think big and fantastic!
Stop. Collaborate & Listen.
Own it.
Get it done.*

Strategic Goals:

- 1. Continue to attract high wage employers while supporting the employment needs of our surrounding community.*
- 2. Establish positive operating cash flow and maintain appropriate reserves.*
- 3. Become the principal economic development entity for the Brooks region by partnering with key stakeholders.*
- 4. Develop an urban community that utilizes smart innovation and establishes Brooks as a preferred San Antonio destination.*
- 5. Brand Brooks as a dynamic and energetic place to be.*

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**REQUEST FOR PROPOSAL
FOR
LOCAL LOBBYIST/LEGISLATIVE CONSULTANT**

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a base 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’ 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 Local Lobbyist/Government Relations Consultant to advise and assist Brooks in maintaining relations with the San Antonio City Council and other Local Government Entities to promote and protect the interests of Brooks. The Consultant shall advise and assist Brooks as needed in maintaining relations with the elected officials of Bexar County, The City of San Antonio, surrounding municipalities, and other public and private entities (i.e. CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, San Antonio Economic Development Foundation, San Antonio Housing Authority, local school boards, etc.) and City and County Departments, Boards, and Commissions (i.e. Planning Commission, Zoning Commission, etc.).

II. VENDOR CONTACT INFORMATION

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

III. SCOPE OF SERVICES AND CRITERIA

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

Respondent Name: Business name, “Doing Business As” (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 City of San Antonio, Bexar County and other local government entities; (b.) representation of development/redevelopment authorities and similar economic development organizations; and (c.) infrastructure funding (e.g., roads, utilities, and internet).
2. The consultant should have proven relationships with San Antonio Councilmembers and Bexar County Commissioners, in addition to other relevant officials of public and private entities (i.e. CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, San Antonio Economic Development Foundation, San Antonio Housing Authority, local school boards, etc.).
3. The consultant should have a demonstrated working relationship with Brooks' state and federal consultants to help develop and maintain a cohesive Brooks' government relations program.

C. Local Lobbyist/Government Relations Program:

1. The consultant shall:
 - a. Advise and assist Brooks in monitoring City Council and Bexar County through subscribed services, personal presence, and other information sources with regard to all activity that would affect, or potentially affect, Defense Base Authorities and particularly Brooks.
 - b. Advise and assist Brooks in maintaining and furnishing, when appropriate or requested, copies of proposed ordinances of interest as they are introduced, assembling and furnishing background information such as proponents, opponents, attitude of key officials and position of relevant entities.
 - c. Assist or consult with designated Brooks' representatives in the development and communication of Brooks' position on proposed ordinances, both to members of the City Council, Bexar County, and other parties as mutually agreed.
 - d. Maintain regular communication with designated Brooks personnel, keeping them aware of action on proposed ordinances of interest and involving them in the City Council and/or Bexar County process to the extent that Brooks determines appropriate.
 - e. Schedule and coordinate meetings between members of the City Council, Bexar County and Brooks Leadership on public actions/policies with potential impact on Brooks.

- f. Maintain active liaison with entities to include but not be limited to: CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, San Antonio Economic Development Foundation, San Antonio Housing Authority, local school boards, Hemisphere Park Conservancy, Velocity Texas and any other entities or associates determined to be appropriate.
 - g. Obtain sponsors and make every effort to pass and have signed into law the ordinances which represent Brooks' local program.
 - h. Actively oppose any proposed ordinance which would have a detrimental effect on Brooks, making every effort to modify or defeat such ordinance/action.
 - i. Assist in the development of testimony for Brooks' representatives to present to City Council, Bexar County, and other local public entities.
 - j. Attend all necessary meetings.
 - k. Assist in the development of, or comment on, City Council and Bexar County ordinances/resolution language as required or requested by Brooks.
 - l. Assist in communicating key issues to City of San Antonio and Bexar County elected officials which may or may not be related to the local initiatives, but nonetheless important to Brooks' overall vision, mission, and strategic goals.
2. Responsibilities shall include, but not be limited to:
- a. Quarterly Consultant Meetings: The consultant shall be present for Quarterly Consultant Meetings, with at least one being in-person, to be coordinated among Brooks staff and the federal and state consulting team;
 - b. Informational Materials: The consultant shall assist Brooks with the development and production of informational and briefing materials to be distributed to local officials, as deemed appropriate, detailing Brooks' progress on work being conducted and new activities;
 - c. Briefings: The consultant shall coordinate briefings in which Brooks and the consultant will brief the City of San Antonio and Bexar County elected officials, and other public entities 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 entities 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 wand/or staff to provide updates or progress reports as necessary;

- d. City of San Antonio and Bexar County Budgets: The consultant shall monitor and report the actions of the City and County 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, and will suggest specific actions for Brooks to take regarding the budget process, as appropriate. In addition, the consultant will assist in the development of project proposals and strategies to be submitted to the City and County when funding opportunities arise ;
- e. Federal Funding Opportunities: The consultant will participate in 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, participating in meetings with select Administration and Federal agencies, Members of Congress, the State and/or local delegation, and staff, and involving appropriate local officials.

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.

E. Small Business Economic Development Advocacy (SBEDA)

- (a) *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.*
- (b) **Brooks has established the following overall contracting goal for this services: 54.80%.**
- (c) Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/D OLLAR 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.

(d) Business Location

- i. Where is the Respondents Headquarters?
- ii. How many employees at the located at the Respondents Headquarters?
- iii. If the Respondent’s Headquarters is not located in San Antonio; how many employees are located in San Antonio?

(e) SMWBE definitions and scoring examples are posted on the Brooks website.

IV. CRITERIA

CRITERIA	WEIGHTS
	10 Points
Describe relationship with Bexar County leadership and City of San Antonio leadership.	10 Points
Describe relationship with Bexar County Commissioners Court and San Antonio City Council.	10 Points
Describe relationship with relevant departments of Bexar County and the City of San Antonio.	10 Points
Describe relationship with San Antonio Area Public and Private Leadership	10 Points
List recipients of funding (grants, loans, City, County, etc.) 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. GENERAL EVALUATION PROCESS CRITERIA

Brooks will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents **may be** interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors. Brooks shall require that all Respondents provide the qualifications and licenses for the services to be provided.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	Wednesday, June 3, 2020
*All Questions	10:00 am, Wednesday, June 15, 2020
Post Questions	4:00 pm, Wednesday, June 22, 2020
Proposals Due	10:00 am, Wednesday, July 1, 2020

*All inquiries shall be submitted in writing to Lucynda Massey at by email to lucynda@livebrooks.com.

VII. PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit the following:

1. RFP must be typewritten or computer generated. Handwritten RFP's will not be accepted. Proposals, without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 30 pages (8 1/2 x 11). Font should be legible, no less than 12pt, and all paragraphs single spaced.
 - Brooks requests that only relevant information to the type of project be included.
 - Vast amounts of marketing material are discouraged and will count toward the 30 page maximum.
 - The Attachments do not count toward the 30 page limit.
2. Each RESPONDENT must submit:
 - Two (2) bound hard copy of the proposal (including attachments). Brooks requests that appendices not be manipulated with software. The original set of documents must be signed by a person with the authority to bind the Respondent to a legal document; and
 - One (1) USB drive containing the proposal (**without attachments**) which specifically address the criteria as referenced on page 3-7; limited to 30 pages (**Do not include copies of the Attachments on the USB drive. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt**).
3. RFP must be submitted in a sealed envelope prior to 10:00 am on July 1, 2020 (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**), marked on the outside as follows:

Brooks Proposal #06032020-004
Attn: Lucynda Massey
Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235

- 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, 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.
- All Proposals and any related documents received in response to this Request for Proposal shall become the property of Brooks without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. Brooks shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VIII. ADDITIONAL INFORMATION (ATTACHMENTS)

In addition to responding to the criteria, the Respondent must provide the following attachments with the proposal:

1. Attachment I – W9
2. Attachment II - Insurance Requirements
3. Attachment III - Indemnification Requirements
4. Attachment IV - Certificate of Interested Parties

IX. 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. Debarment and Suspension Certification
3. Confidentiality Statement
4. Ethics Ordinance Required Disclosure
5. Certificate of Interested Parties