



## Texas State Lobbyist and Government Relations 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  
TEXAS STATE LOBBYIST/ GOVERNMENT RELATIONS 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 Texas State Lobbyist/ Government Relations Consultant to advise and assist Brooks in maintaining relations with the Texas State Legislative Delegation, Texas State Governmental Agencies and Officials to promote and protect the interest of Brooks. Special emphasis shall be placed on liaison with the San Antonio area Texas House and Texas Senate Delegation (hereinafter referred to as the “Delegation”), as well as with Members and staff of key legislative committees. Additionally, the Consultant can 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, Texas Association of School Boards, Texas Education Agency, San Antonio Economic Development Foundation, etc.).

**II. VENDOR CONTACT INFORMATION**

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

**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 State Officials, State Agencies and the Texas Legislature; (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's elected leadership, and the Bexar County Legislative Delegation.
3. The consultant should have a working relationship with Brooks' local and federal consultants to help develop and maintain a cohesive government relations program.

**C. Texas State Program:**

1. The consultant shall:
  - a. Advise and assist Brooks in maintaining relations with the Texas State Government, Texas State Agencies and State Elected Officials to promote and protect the interest of Brooks. Special emphasis shall be placed on liaison with the San Antonio area Texas House and Texas Senate Delegation (hereinafter referred to as the "Delegation"), as well as the Governor's office and with Members and staff of key legislative committees. Additionally, the Consultant can 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 entities (i.e. CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, Texas Association of School Boards, Texas Education Agency, San Antonio Economic Development Foundation, etc.).
  - b. Be responsible for providing continuous communications with the Delegation, State Officials, and key legislators advising of Brooks' activities, and in turn advising Brooks of interests and needs of the legislators and others. Such activities shall include the solicitation of legislators' support for policy positions as submitted by Brooks to the Legislature and State Officials.
  - c. Monitor the Texas Legislature during regular session, special sessions and interim sessions through subscribed services, personal presence, and other information sources with regard to all bills or other legislative activity that would or could affect, Defense Base Authorities, public-private entities, and particularly Brooks' initiatives.
  - d. Maintain and furnish, when appropriate or requested, copies of legislation of interest as it is introduced, assembling and furnishing such background information as proponents, opponents, attitude of key officials/legislators, and position of related entities.
  - e. Assist or consult with designated Brooks' representatives in the development and communication of Brooks' position on specific legislation to members of the City Council, Bexar County, Legislature and other parties as mutually agreed.
  - f. Provide current status information on all legislation of interest to appropriate Brooks' personnel.

- g. Maintain regular communication with designated Brooks' personnel, keeping them aware of action on key legislation and involving them in the Legislative process to the extent that Brooks determines appropriate.
  - h. Maintain on behalf of Brooks a working relationship with key members of the Legislature, the Executive Branch and the staffs thereof with particular emphasis on House and Senate leadership, key Committee Chairs and members and Bexar County, surrounding municipalities, and other public entities (i.e. CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, Texas Association of School Boards, Texas Education Agency, San Antonio Economic Development Foundation, etc.).
  - i. Schedule and coordinate meetings between members of the Legislature (Delegation and/or key legislative members) and Brooks Leadership on legislation with potential impact on Brooks.
  - j. Maintain active liaison with other appropriate interested entities to include but not be limited to: City of San Antonio, Bexar County, State Economic Development Office, CPS Energy, San Antonio Water System, Port San Antonio, San Antonio River Authority, VIA Metropolitan Transit, Texas Department of Transportation, Texas Association of School Boards, Texas Education Agency, San Antonio Economic Development Foundation, etc.) and any other entities or associations determined to be appropriate.
  - k. Obtain sponsors and make every effort to pass and have signed into law, bill or bills which represent Brooks' state legislative program.
  - l. Actively oppose any proposed legislation which would have a detrimental effect on Brooks, making every effort to modify or defeat such legislation.
  - m. Assist in the development of testimony for Brooks' representatives to present to Legislative Committees.
  - n. Attend committee hearings as necessary.
  - o. Develop a draft Legislative agenda and strategy at least 6 months prior to the start of the legislative session, as well as assist in the development of, or comment on, Legislative drafts and/or bill language as required or requested by Brooks.
  - p. As needed, assist in communicating key issues to area elected officials which may or may not be related to the State Legislative Program, but nonetheless important to Brooks' overall mission.
2. Responsibilities shall include, but not be limited to:
- a. Quarterly Consultant Meetings: The Principal 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 local consulting teams;
  - b. Informational Materials: The consultant shall assist Brooks with the development and production of informational and briefing materials to be distributed to the Delegation,

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 Bexar County delegation and other public or private entities, and other public entities as identified on legislative 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 will be asked to present an annual update to the Brooks Board of Directors and/or staff to provide updates or progress reports as necessary;
  - d. State Agencies: The consultant shall coordinate briefings in which Brooks and the consultant will brief the State Agencies and Government Officials, select Committee Members and other members on activities and projects of Brooks, and advise Brooks on the timing, content, and attendance 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 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;
  - e. State Budgets: The consultant shall monitor and report the actions of the State 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 State, 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 when funding opportunities arise;
  - f. State Funding Opportunities: The consultant will seek State 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.
3. Liaison with Appropriate State Agencies: The Consultant will advise and assist Brooks in maintaining relationships with the appropriate State Agencies. Specific activities of the consultant will include:
- a. Grant Activities: The consultant will maintain liaison with the appropriate State 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 State 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 State 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.

**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/ 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.

- (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
Fees	10 Points
Describe relationship with elected State officials.	10 Points
Describe relationship with Career Officials in relevant State Agencies.	10 Points
Describe relationship with Leadership in the Texas Governor’s office.	10 Points
Describe relationship with San Antonio Area Public and Private Leadership.	10 Points
List recipients of State funding (grants and loans) attributable to your efforts over the last three years.	10 Points
Describe your (and your team’s) 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 the 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 3-8; 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 #06032020-005  
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