

**PORT OF CHELAN COUNTY  
REQUEST FOR PROPOSALS  
FEDERAL LOBBYIST**

**I. Purpose of Request**

The Port of Chelan County, Washington (the “Port”) is requesting proposals to provide government relations and legislative representation services that promote the Port’s interests before the federal government. The Port of Chelan County desires to enter into a professional services contract with a qualified individual or firm who can demonstrate competency and experience in providing federal government relations services.

**II. Time Schedule**

The Port will abide by the following timetable:

Issue RFP	October 13, 2017
Deadline for Submittal of Proposals by 2:00 p.m. PDT	October 20, 2017
Interview Finalists	October 26-November 3, 2017
Notify Firm Chosen by 2:00 p.m. PST	November 6, 2017
Commission Confirmation	November 7, 2017
Work to Commence on or About	December 1, 2017

**III. Instructions to Proposers**

All proposals should be sent to:

Port of Chelan County  
Attn: Executive Director  
238 Olds Station Road, Suite A  
Wenatchee, WA 98801  
or  
[pat@portofchelancounty.com](mailto:pat@portofchelancounty.com)

**IV. Scope of Services**

In carrying out these services, the firm will assist the Port of Chelan County with representation, information gathering, information dissemination, strategic advice, and support services. The firm will provide a flexible level of support, depending on the depth or scope of the Port’s legislative and regulatory priorities at any given time. The services focus on:

- A. Identifying partnership opportunities with federal agencies in funding and implementing plans that are consistent with the Port’s mission and plans;
- B. Identifying, tracking, and responding to legislation that impacts the Port and the plans listed; and
- C. Assisting in securing various federal and related state funding.

**V. Qualifications**

The selected government relations firm should, at a minimum, possess:

- A. A minimum of three years of professional government relations experience;
- B. A strong working knowledge of legislative, administrative, and regulatory processes at the federal level;
- C. A clear understanding of Washington State and the North Central Washington region, the economic development mission of the Port, and a knowledge of the funding needs and policy issues important to the Port;
- D. A history of successful government relations experience at the federal level;
- E. A clear strategy for representing the Port with key federal legislators as well as members of the federal executive branch;
- F. The ability to liaison with members of Congress and federal agencies;
- G. Resources to attend committee meetings, administrative hearings and workshops; monitor legislative and administrative developments; and report back to Port;
- H. Experience in identifying and securing various sources of federal funding;
- I. Experience in coordinating communications and meetings with legislators and federal agencies, and the federal executive branch;
- J. Experience in working with legislative committees.

**VI. Statement of Work Responsibilities**

**A. General Requirements**

The general scope of work consists of the firm performing the following services:

- 1. Provide a broad range of government relations and lobbying services on behalf of the Port before the legislative and executive branches of federal government;
- 2. Represent the Port's interests in the federal process as well as identify, solicit, and lobby on capital, transportation and other discretionary grants;
- 3. Review and analyze on a continuing basis all existing and proposed federal policies, programs, and legislation; identifying issues that may impact the Port; and provide prompt notification of issues to the Port;

**B. Communications**

- 1. Throughout the year, and on a real time basis, inform the Port of developments coming out of the federal legislative and executive branches that have potential impact;
- 2. Be available in a timely manner in person, by telephone or email to provide consultation and advice;
- 3. In response to the Port's direction, respond quickly to rapidly changing developments in the federal government with impact on policy and legislative matters;
- 4. Represent the Port at federal committee hearings, or other meetings that may pertain;
- 5. Participate as necessary either in-person or by telephone in meetings with the Port related to the development and implementation of goals;
- 6. Work with the Port to prepare written communications that convey positions on federal, legislative, policy, and intergovernmental issues that apply;
- 7. Provide legislative and policy research on legislative proposals and executive agency regulations/issues/initiatives pertaining to Port goals.

**C. Intergovernmental Relations**

The firm will be responsible for the following relationship building activities:

1. Represent the Port's interests in Washington, D.C. by interacting with key members and staff of the legislative and executive branches;
2. Facilitate regular meetings between the Port and appropriate legislators and agencies to strengthen relationships;
3. Coach Port representatives, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance goals.

## **VII. Compensation**

A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of applicable sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

B. Payment by the Port for the services will only be made after the services have been performed and an itemized billing statement is submitted and approved by the appropriate Port representative. Payment shall be made on a monthly basis, within thirty (30) days after receipt of such billing statement.

C. The Port's budget for this contract is approximately \$3,333 per month, not to exceed \$40,000 per 12-month period.