

**Town of Lake Park**  
**Legal Notice**

NOTICE IS HEREBY GIVEN that Town of Lake Park, Florida (Town) is accepting sealed proposals for:

**INDIVIDUALS OR FIRMS FOR LOBBYIST SERVICES**  
**Requests for Proposals (RFP) No. 102-2017**

Complete RFP details and Information may be found on the Town website under the "Town Clerk, Bids/RFP" tab at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) or by e-mailing [bturner@lakeparkflorida.gov](mailto:bturner@lakeparkflorida.gov).

In order to be considered for an award of contract Proposers shall submit **five (5) completed sealed proposals**, clearly marked "Lobbyist Consultant Services" forwarded or delivered to the Town Clerk's Office, Town of Lake Park, 535 Park Avenue no later than **11:00 a.m. on Tuesday, January 17, 2017.**

**Response Format**

**One (1) original and four (4) copies** of the complete Proposal must be submitted to:

Vivian Mendez, CMC  
Town Clerk  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403-2603

- **RFP NO.: 102-2017– LOBBYIST SERVICES**
- **Name of Proposer; and**
- **RFP Opening Date**

**Responses received after that date and time will not be accepted and shall be returned unopened.**

**Proposals received at any other location than the aforementioned or after the Proposal submission date and time shall be deemed non-responsive.**

RFP's will be opened and read aloud in the Town of Lake Park Town Commission Chamber at 11:00 a.m. on Tuesday, January 17, 2017. An Evaluation Committee will meet in the Town of Lake Park Commission Chamber at 2:00 p.m. on Tuesday, January 24, 2017. It is anticipated that a recommendation will be made at a Town Commission meeting during the month of February 2017.

The Town reserves the right to reject any and all submittals.

**Vivian Mendez, Town Clerk, CMC**  
**Town of Lake Park, Florida**  
**Published on: December 21, 2016, Palm Beach Post**

**Request for Qualifications  
Lobbyist Services for the  
Town of Lake Park**

**General Information**

Town of Lake Park (the “Town”) is seeking qualifications from interested individuals/firms to provide lobbyist services for matters brought before the Town of Lake Park, Town Commission and the various Town Departments working under the Town Manager. Such services shall include but not limited to attending Town of Lake Park, Town Commission Meetings/Hearings, meetings between The Town Manager and Administrative Personnel, as well as meetings with individual Town Commissioners.

**Background/Purpose and Town Agenda Priorities**

The Town has acknowledged the benefit a consultant/lobbyist would bring to the Town given its needed initiatives. First and foremost, the Town of Lake Park desires to identify funding opportunities for drainage deficiencies on Lakeshore Drive. Our initiatives are varied and require a firm or individual lobbyist who can effectively identify key funding sources for a myriad of initiatives ranging from infrastructure, drainage, economic development, restoration of open space, bike and walking trails. The Town of Lake Park is seeking a lobbying firm or individual consultant/lobbyist with a proven track record for successfully accessing legislative influence that will result in favorable decisions on the Town’s list of agenda priorities at the Local, State and Federal levels. Currently the Town is engaged in developing a Master Drainage Plan for which funding will need to be secured. The Federal Highway Mixed Use Corridor initiative is also a priority for the Town. The Town will look to market the municipality to Investors/Developers along the Federal Highway Corridor and economic development recognition and support at all levels will be important. The Town desires to attract millennials to live, work and recreate in the Town and desires to create a destination for all those seeking mixed-use environments as their home. The municipality has almost 30 percent of its population living at or below the poverty rate, making the refurbishment of the existing housing stock increasingly important and the need for funding to support such initiatives a priority. The consultant/lobbyist shall work closely with the Town Grants Writer who will prepare and submit the proposals, grant applications and other documentation needed to secure funding based on the agenda priorities listed above.

**Scope of Services**

The individual lobbyist or firm must exercise their best efforts with respect to providing lawful lobbying services which the Town requires to advance the above agenda priorities. The individual lobbyist or firm shall seek to identify and secure favorable consideration of the Town's priorities on the Town’s behalf. Such individual lobbyist or lobbying firm will be responsible for making recommendations to Town Commission Members and Administrative Staff regarding strategies for effectively lobbying State and Federal officials and for making appearances before the State, Federal and Local decision making boards to further the Town’s agenda priorities. In addition the individual lobbyist or firm shall also work with the Town Manager to schedule and meet with applicable State, County and Federal personnel to further the Town’s agenda priorities. The individual lobbyist or firm shall provide the Town Commission with written reports

as requested in a presentation format detailing activities and services being provided on behalf of and for the benefit of the Town and their outcomes.

### **Required Elements of RFQ and Submittal Requirements**

A signed original and five (5) copies of the proposal must be submitted in a sealed envelope no later than 11:00 a.m. on Tuesday, January 17, 2017 to the Town Clerk's office, Town of Lake Park, 535 Park Avenue, Lake Park, Florida 33403. Proposals received after the date and time indicated shall not be accepted and shall be returned unopened to the Offeror.

RFQ submittals shall contain the following information:

- 1) A letter of transmittal signed by the individual authorized to bind the Offeror.
- 2) A table of contents listing the material by section and page number.
- 3) A list of current South Florida clients/references for which similar projects were completed by the Offeror.
- 4) General information about the Offeror (i.e., company background, location of offices, years in business, organizational chart, etc.),
- 5) Statement of qualifications and experience of professionals to be utilized on this project by the Offeror
- 6) Provide proof of insurance including general liability, professional liability, automobile insurance as well as worker's compensation coverage for employees
- 7) Sworn Statement on Public Entity Crimes.

It shall be the Offeror's sole responsibility to thoroughly comply with the RFQ specifications as set forth herein. Failure of the Offeror to thoroughly examine this document shall in no way relieve any Offeror of obligations as set forth in this RFQ. Failure by the Offeror to meet any of the submission requirements shall result in the rejection of its proposal.

It shall be the Offeror's sole responsibility to ensure that its proposal reaches the specified place for submittal of such proposals, as outlined above. The Town shall bear no responsibility for any failure of the U.S. Postal service, other Courier Service or Town employee to successfully deliver a proposal to the designated delivery location.

The Town may in its sole discretion reject any and all proposals and/or re-advertise for such proposals using the same or different specifications and terms and conditions.

**Warranties** – The Offeror, in the submission of its proposal in response to this RFQ, warrants to the Town that it shall comply with all applicable Federal, State and local laws, regulations and orders in providing the services under the proposed documents.

In the event that the successful Offeror does not execute a contract within a time frame acceptable to the Town, the Town may give notice of intent to negotiate with the next most qualified Offeror or to solicit new proposals and may proceed to act accordingly.

## **Qualifications**

Proposing firms responding to the RFQ shall demonstrate their ability to secure funding by providing evidence of experience and expertise specific to the project. Municipal, County and State examples are highly desirable.

The Town reserves the right to conduct an independent investigation of the Proposer's firm by contacting listed references, independent parties or accessing public information.

## **INSURANCE REQUIREMENTS**

Offeror must maintain the following insurance coverages in the amounts specified below during the term of the contract and any extensions thereof:

1). Workers' compensation insurance for all employees of the contractor for statutory limits in compliance with applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the contractor and all subcontractors. Employers liability limits shall be not less than \$1,000,000.00 each accident; \$1,000,000.00 disease-policy limit; and \$1,000,000.00 disease-each employee.

2). Comprehensive general liability of \$1,000,000.00, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement \$2,000,000.00 aggregate.

3). Business auto liability of \$1,000,000.00 per occurrence or combined single limit for bodily injury and property damage liability. This insurance shall be an "any-auto" policy including hired and non-owned auto liability coverage. The town shall be included as an additional named insured under the general liability and automobile liability policies and a waiver of subrogation against the town shall be included in all workers' compensation policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the term of the contract, and any extensions thereof. A current certificate of insurance issued not more than 30 calendar days prior to the submission of the bid documents demonstrating the required coverages shall be submitted with the offeror's bid documents. There shall be a 30 day notification to the town in the event of cancellation or modification of any stipulated insurance policy. It shall be the responsibility of the contractor to ensure that all subcontractors are adequately insured or covered under their policies.

All certificates of insurance shall be subject to the town's verification and approval as part of the town's evaluation of the bid or proposal. The town may require the contractor to provide a complete certified copy of the insurance policy(ies). If the contractor includes the installation of machinery and/or equipment into an existing structure, the comprehensive general liability policy must include an endorsement covering same, including installation and transit.

The required insurance coverages shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: B+ to A+.

All required insurance shall preclude any underwriter's rights of recovery or subrogation against the town with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance.

Violation of the terms of such insurance requirements shall constitute a material breach of the contract by the contractor and the town, at its sole discretion, may cancel the contract and all rights, title and interest of the contractor shall thereupon cease and terminate.

**Comparative Evaluation Criteria**

Criteria:

- 1. Offeror's experience and years of experience (30%)
- 2. Similar consultant services experience/examples (30%)
- 3. Quality and Applicability of references (20%)
- 4. South Florida Clients (Palm Beach County) (20%)

**Comparative Evaluation Criteria**

- 1. Offeror's experience and years of experience (30%)
- 2. Similar consultant services experience/examples (30%)
- 3. Quality and Applicability of references (20%)
- 4. South Florida Clients (Palm Beach County) (20%)

Name of Firm or Individual:

\_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_