

**City of Glendale
Glendale Water & Power
141 N. Glendale Ave, Level 4, Glendale, CA 91206**

**REQUEST FOR PROPOSALS (RFP) FOR
STATE LEGISLATIVE ADVOCACY SERVICES**

The City of Glendale and Glendale *Water & Power* are inviting written Proposals from qualified and experienced individuals or firms (consultants) who have a minimum of 5 years of direct experience providing state representation on issues and objectives common to municipal utilities similar in size and governance to the City of Glendale and GWP— to provide the services described in this Request for Proposal (RFP).

The City requires well-managed and financially sound firms with demonstrated experience, technical ability, and qualified and trained personnel to fulfill the requirements and minimum performance standards outlined in the RFP. **All individuals or firms who are interested in providing State Legislative Advocacy Services are encouraged to submit a Proposal.**

Primary duties will include the following: 1. follow issues of particular interest to GWP and the City; keep appropriate City staff informed of key developments and factors that could affect legislation, 2. serve as a reliable and consistent conduit of information—to and from the legislature and state agencies; monitor and provide regular reports, both orally and in writing, on current state legislation, the state budget process, or any legislative events that may directly or indirectly impact the City; 3. have established relationships with key legislators and staff; 4. accurately and persuasively represent the perspective, needs, and concerns of the City and GWP; 5. advocate with State Legislators, Senate and Assembly committees, and state agencies, boards, and commissions on issues that directly or indirectly impact GWP's ability to efficiently and cost-effectively conduct its business in support of the City's goals, priorities, and projects; 6. monitor, analyze, and advise the City of legislation that may directly impact the City by safeguarding local control, resources, and services; 7. aid and assist in establishing relations between the City/GWP (both elected officials and staff) and Legislators and legislative staff including Chairs of key committees, Committee staff and other decision/policy makers; 8. meet regularly with GWP staff, GWP Commission, and City Council to assist in the development of the City's list of goals, priorities, and specific projects; 9. identify which goals, priorities, and projects could be addressed at the state level and assist in developing written material to provide to congressional staff; 10. advise on trends and issues that affect local government (e.g., budget impacts, new programs, and objectives by Governor); 11. attend meetings as necessary; 12. promote the GWP's interests by securing funding opportunities through legislation so that the GWP may complete projects and implement programs that support the community, its resources, and its residents.

Obtaining the RFP; Questions about the RFP:

To obtain a copy of the RFP, please visit www.glendalewaterandpower.com or, if you have any questions about the RFP, please feel free to contact:

Lana Haddad, Legislative Analyst
GWP Administration
141 N. Glendale Ave, Level 4
Glendale, CA 91206

Telephone: 818-548-2107
Email: lhaddad@ci.glendale.ca.us

Submitting a Proposal:

Beginning on May 12, 2010 the City will accept Proposals. A Proposer must submit ***one (1) original and four (4) copies and one (1) compact disc containing a PDF file*** of its entire Proposal to the address listed above. Each Proposal must be submitted on the City's Proposal Forms, which are attached to the RFP.

Deadline for Submitting a Proposal:

The City must receive a Proposal ***no later than 5:00 p.m., on June 7, 2010.*** Oral, telephonic, facsimile, telegraphic, or electronically transmitted Proposals are invalid and the City will not accept or consider them.

The City will not accept a late Proposal. The City will return, unopened, any Proposal received after ***the exact time*** listed above.

Selection Process:

A Selection Committee, appointed by the City, will evaluate Proposals using the selection process, criteria, and scoring system on pages 13 to 15 of the RFP. The Selection Committee will: (1) evaluate the Proposals; (2) conduct reference checks as necessary; and (3) invite the top three Proposers for an oral interview and presentation.

After the Selection Committee reaches a consensus as to the top three responsible Proposers whom they believe can provide the best service to the City, the Committee will deliver its written recommendation to the City Manager.

The City Manager will submit a recommendation to the City Council for deliberation and a decision on awarding the State Legislative Advocacy Services contract.

When it best serves the city's interests, the City may reject all Proposals; waive any informality or technical defects in a Proposal; amend, cancel, or reissue the RFP; or extend the deadline for accepting Proposals.

The City encourages all individuals or firms who are interested in providing State Legislative Advocacy Services to submit a Proposal.

Very truly yours,

Lana J. Haddad
Glendale *Water & Power*, Legislative Analyst