



**REQUEST FOR QUALIFICATIONS – (RFQ 20-05)**  
**LOBBYING AND INTERGOVERNMENTAL CONSULTANT SERVICES**

**PROPOSALS DUE:** No later than **October 28, 2020, 2:00 PM EST** in **hard copy**. Electronic submissions via e-mail or fax will **NOT** be accepted.

Questions should be directed in writing to John B. Gates, Jr, via e-mail at:

[john.gates@dunwoodyga.gov](mailto:john.gates@dunwoodyga.gov)

All questions must be submitted by **October 14, 2020**

**Submit Proposals to:**

**City of Dunwoody  
Office of Purchasing, Finance Department  
4800 Ashford Dunwoody Rd. NE  
Dunwoody, Georgia 30338**

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# PROPOSAL LETTER

**FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION  
MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Lobbying and Intergovernmental Consultant Services Request for Qualifications (“RFQ”) for the City of Dunwoody (“City”) for which prices have been set. The price(s) offered herein shall apply for the period of time stated in the RFQ.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City Manager of Dunwoody, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that we have read the City’s specifications shown or referenced in the RFQ and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFQ. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City

## PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.

<b>Authorized Signature of Proposer</b>	
<b>Print or Type Proposer’s Name</b>	
<b>Print or Type Name of Company</b>	
<b>Date</b>	

## SCHEDULE OF EVENTS

Event	Date
RFQ Issue Date	September 28, 2020
Deadline for Receipt of Written Questions	October 14, 2020
RFQ Response Due Date and Time	October 28, 2020 2PM

## **BACKGROUND AND PURPOSE OF REQUEST FOR QUALIFICATIONS**

Dunwoody, Georgia, is known as an urban center for dining and premier shopping near Atlanta, anchored by Perimeter Mall. The area was officially recognized as the **city** of Dunwoody in December 2008, when Dunwoody was officially incorporated following a community-led movement.

Dunwoody has a Council-Manager form of government. Members and one Mayor who make up the Council as a whole. Each member of the council represents one of three districts in Dunwoody. Posts 1 2 and 3 are positions that are voted upon by citizen from within the district the Council Member will represent. Posts 4, 5, and 6 are elected by the city-at-large, with each Council Member being elected to represent a given district. Elections are held on a 4-year cycle and are staggered with one half of the Council coming up for vote at a given cycle. The Mayor is elected-at-large.

By this Request for Qualifications (“RFQ”), the City of Dunwoody (“City”) is seeking proposals from experienced individuals or firms, partnerships, joint ventures, teams, or co-proposers (“Proposer”) to provide lobbying and intergovernmental consultant services that protect and promote the City’s interests before the Georgia General Assembly and other State of Georgia governmental bodies. The City desires to enter into a professional services contract with a qualified Proposer who can demonstrate competency and experience in providing lobbying services for municipal governments.

For general information about the City of, the Mayor and City Council, and other city departments, please visit the City’s website at <http://www.dunwoodyga.gov>

## SECTION I: RFQ INSTRUCTIONS

### 1.1 Single Point of Contact

From the date this Request for Qualifications (“RFQ”) is issued until a Proposer is selected, Proposers are not allowed to communicate with any staff (other than designee below) or elected officials of the City of Dunwoody (“City”) regarding this solicitation. Any unauthorized contact may disqualify the Proposer from further consideration. Contact information for the single point of contact is as follows:

Single Point of Contact:	John B. Gates, Jr
Address:	4800 Ashford Dunwoody Rd. NE Dunwoody, GA 30338
Telephone:	678-382-6750  <i>In efforts to eliminate the spread of COVID-19 staff divide their time between on-site and working remotely, therefore please do not call. Use email for the quickest communication.</i>
E-Mail Address:	<a href="mailto:john.gates@dunwoodyga.gov">john.gates@dunwoodyga.gov</a>

### 1.2 Required Review

**1.2.1. Review RFQ:** Proposers should carefully review this RFQ in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Single Point of Contact, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error that may be discovered upon examination of this RFQ.

**1.2.2. Addenda:** The City may revise this RFQ by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.dunwoodyga.gov>. Addenda will become part of the proposal documents and subsequent contract. Proposers must sign and return any addendum with their RFQ response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City may postpone an opening in order to notify vendors and to give Proposers sufficient time to respond to the addendum.

**1.2.3 Form of Questions:** Proposers with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the Single Point of Contact referenced above on or before October 14, 2020. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

**1.2.4. City’s Answers:** The City will provide an official written answer to all questions received within the period stipulated under Section 1.2.3. The City’s response will be by formal

written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the City. Any formal written addendum will be posted on the City's website alongside the posting of the RFQ at <http://www.dunwoodyga.gov> by the close of business on the date listed. **Proposers must sign and return any addendum with their RFQ response.**

### **1.3 Pre-proposal Conference**

There is no pre-proposal conference scheduled for this RFQ.

### **1.4 Submitting a Sealed Proposal**

**1.4.1 Organization of Proposal:** Each proposal shall be prepared simply and economically, providing straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFQ. Fancy bindings, colored displays, and promotional material are not required. Emphasis in each proposal shall be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that Proposers follow the format and instructions contained herein.

Proposers must organize their proposals in the following format with tabs separating each section:

- i. **Proposal Letter** – Proposer's authorized representative(s) shall complete and sign the Proposal Letter on page 3 of this RFQ and return it with the proposal.
- ii. **Scope of Work** – Proposer shall respond comprehensively and clearly to the requirements of Section 3 and 4 and shall include all documents, information, exceptions, clarifications, etc., as requested therein. Number the responses so they are keyed to the paragraph of the RFQ that the response addresses. If the Proposer cross-references supplemental materials as enclosures or appendices or annexes to the proposal, be sure that this information is numbered in the supplemental materials showing exactly what paragraph in the RFQ the supplemental material is addressing.
- iii. **Appendix**

**1.4.2 Failure to Comply with Instructions:** Proposers failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

**1.4.3 Multiple Proposals:** Proposers may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document. Multiple proposals must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single proposal response.

**1.4.4 Copies Required and Deadline for Receipt of Sealed Proposals:** All proposals must be received in sealed opaque packaging. Proposers must submit the following number of copies to the address set forth on the Cover Page:

**A. Proposal:**

- i. One (1) unbound hard copy (3-ring binder OK) marked "Original" with signatures; and
- ii. One (1) electronic copy. The electronic copy shall be submitted by USB flash drive in PDF format (OCR) and organized in the same manner as the original submission with each Chapter or Section of the original having a corresponding Electronic File.

**B.** Proposals must be received sealed and at City Hall--the Office of the Purchasing Manager prior to 2:00 PM (EST), on October 28, 2020. Facsimile or e-mail responses to requests for proposals are NOT accepted.

**1.4.5 Late Submissions, Withdrawal, and Corrections**

**A. Late Proposal:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Proposer's sole risk to assure delivery to City Hall--the Office of the Purchasing Manager by the designated time. Late proposals will not be opened and may be returned to the Proposer at the expense of the Proposer or destroyed if requested.

**B. Proposal Withdrawal:** A Proposer requesting to withdraw its proposal prior to the RFQ due date and time may submit a letter to the Single Point of Contact requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.

**C. Proposal Correction:** If an obvious clerical error is discovered after the proposal has been opened; the Proposer may submit a letter to the Single Point of Contact within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Proposer must present clear and convincing evidence that an unintentional error was made. The Single Point of Contact will review the correction request and a judgment will be made. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

**1.5 Cost of Preparing a Proposal**

**1.5.1 City Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the Proposer. The City is not liable for any expense incurred by the Proposer in the preparation and presentation of its proposal.



**1.5.2 All Timely Submitted Materials Become City's Property:** All materials submitted in response to this RFQ become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and Proposer resulting from this RFQ process.

## **SECTION 2: RFQ RECEIPT AND EVALUATION PROCESS**

### ***2.1 Authority***

This RFQ is issued under the authority of the City of Dunwoody.

### ***2.2 Receipt of Proposals and Public Inspection***

**2.2.1 Public Information:** During the opening of sealed proposals, only the name of each Proposer shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after the contract award. All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City; (3) any company financial information requested by the City to determine vendor responsibility, unless prior written consent has been given by the Proposer; and (4) other constitutional protections.

**2.2.2 Single Point of Contact's Review of Proposals:** Upon opening the sealed proposals received in response to this RFQ, the Single Point of Contact in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing the following conditions have been met: • Confidential information is clearly marked and separated from rest of proposal; • Sealed Fee Proposal does not contain confidential material in cost/price section; • An affidavit from a Proposer's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets. Information separated out under this process will be available for review only by the Single Point of Contact, the Evaluation Committee members, and limited other designees. Proposers must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

### ***2.3 Classification and Evaluation of Proposals***

**2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive:** All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFQ; or the proposal is not within the plans and specifications described and required in the RFQ. Proposals found nonresponsive may not be considered further.

**2.3.2 Determination of Responsibility:** The Single Point of Contact will determine whether a Proposer has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would

result in a determination of non-responsibility. If a Proposer is found nonresponsible, the determination must be in writing and made a part of the procurement file.

**2.3.3 Evaluation of Proposals:** An Evaluation Committee designated by the City Manager will evaluate the remaining proposals and recommend the highest-scored Proposer or, if necessary, to seek discussion/negotiation or a “best and final offer” in order to determine the highest-scored Proposer. Responsive proposals will be evaluated based on stated evaluation criteria specified in Section 5. In scoring against stated criteria, the Evaluation Committee may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFQ responses in terms of differing price, quality, and contractual factors. These scorings will be used to determine the most advantageous offering. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the City in making an intelligent award decision based on the City’s requirements and the best value proposal (offer) received.

**2.3.4 Completeness of Proposals:** Selection and award will be based on the Proposer’s proposal and other items outlined in this RFQ. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Proposers outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Proposer being disqualified from further consideration.

**2.3.5 Opportunity for Discussion/Negotiation and/or Interview:** After receipt of all proposals and prior to the determination of the award, the City may initiate discussions with one or more Proposers should clarification or negotiation be necessary. Proposers may also be required to make an oral presentation to clarify their RFQ responses or to further define their offer. In either case, Proposers should be prepared to send qualified personnel to the City of Dunwoody or through a Zoom Video Conference to discuss technical and contractual aspects of their proposals. Interviews, if conducted, shall be at the Proposer’s expense.

**2.3.6 Best and Final Offer:** The “best and final offer” is an option available to the City under the RFQ process which permits the City of Dunwoody to request a “best and final offer” from one or more Proposers if additional information is required to make a final decision. The decision to seek “best and final offer” is at the sole discretion of the City. Proposers may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes.

**2.3.7 Committee Recommendation for Award:** The Evaluation Committee will provide a written recommendation for award to the Single Point of Contact that contains the scoring and related supporting documentation for its decision. The Single Point of Contact will review the recommendation to ensure its compliance with the RFQ process and criteria before submitting with the Evaluation Committee’s recommendation to the City Manager.

**2.3.8 Negotiation:** Upon direction of the City Manager, the designated City Official may begin negotiations with the responsive and responsible Proposer whose proposal achieves the highest scoring and is, therefore, the most advantageous to the City. If negotiation is unsuccessful or the highest-scored Proposer fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest-scored Proposer.

**2.3.9 Contract Award:** Award, if any, will be made to the highest-scored Proposer who provides all required documents and successfully completes the negotiation process.

## ***2.4 City of Dunwoody Rights Reserved***

While the City has every intention to make an award as a result of this RFQ, issuance of the RFQ in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the City's website. If the RFQ is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened.
- Reject any or all proposals received in response to this RFQ.
- Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion.
- Enter into further discussions with one or more Proposers.
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any proposal.
- Not award a contract if it is in the best interest of the City of Dunwoody; or
- Terminate any contract if the City determines adequate funds are not available.

## **SECTION 3. SCOPE OF WORK**

### ***3.1 Scope of Work***

The selected Lobbyist will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of the City Manager, lobbying services to the City of Dunwoody. The Lobbyist shall assist the City in preparing its annual legislative priorities and plan; advise, counsel, and represent the City in legislative matters; further the City's legislative priorities and may be called upon to pursue funding for municipal projects at the county, state and federal levels of government.

The selected Lobbyist shall be contracted with on an as needed/as required basis based on this Statement of Work and shall bill and be paid an all-inclusive flat rate by initiative or on an hourly rate in accordance with an agreed upon Pricing Sheet.

Professional services to be provided by the Lobbyist will include, but not limited to analysis, advice, advocacy, facilitation and monitoring as outlines in the following statement of work:

### **3.1.1 Analysis, Advice and Advocacy**

- Identify, review, and analyze any and all relevant state legislative bills, resolutions, ballot issues, ballot questions, journals, votes, fiscal notes, and all relevant discourse pertaining to the Legislative Sessions of the General Assembly of the State of Georgia in a timely manner to assist the City in determining its policy positions. This work effort includes detecting introduction of pertinent legislation and regulations that may affect the City of Dunwoody.
- Regularly communicate with key legislative committee chairs, members, and staff to inform them of Dunwoody's interests and learn about potential legislative developments before they occur.
- Track progress of pertinent legislation that has been introduced. The primary state subject areas include: (1) State financial and budget issues that have a potential impact on City of Dunwoody government operations and finances, (2) planning, zoning and land use issues, (3) State-local taxation issues that could affect the City financially, (4) general government, and (5) City public official responsibilities, powers and duties.
- Communicate on a regular basis with the City concerning the status, prospects, movement, opposition, support, etc., of pertinent legislation or proposed regulations. Upon request of the City Manager, coordinate and participate in scheduled conference calls or meetings with officials from the City Manager's Office, Mayor and Council, City departments or the City Attorney to provide updates on contacts and advocacy efforts made on behalf of the City. The successful Lobbyist will be available for such consultation on a regular basis as requested, and in accordance with the ebb and flow of legislative work over the course of the General Sessions.
- Provide advice and recommendations and assist with the development of support materials including, but not limited to, correspondence, briefing papers, talking points, written summaries and materials necessary to develop and implement timely and efficient processes to forecast, screen, review, analyze and respond to legislative matters.
- Represent and advocate, as designated, the City's position on legislative matters to elected members of the Georgia General Assembly, policymakers, legislative support staff, other lobbyists, the Governor and staff, other municipal leaders, Georgia Municipal Association (GMA), Carl Vinson Institute of Government (CVIOG), community groups or any other

designated entity engaging in efforts that may impact the operations or success of the City of Dunwoody.

- Identify and assist the City in pursuing state and federal programs offering discretionary grant funds.

### **3.1.2 Facilitation**

- As needed, the successful Lobbyist, on behalf of the City, shall arrange meetings and meet with Georgia state executive officials, legislative officials, and other parties to convey, advocate for, and engage in lobbying for the interests of the City.
- When appropriate to advance the City's interests, the Lobbyist shall coordinate the attendance of elected officers, appointed officers, or employees of the City at the meetings at the County and/or State level. Organize and schedule visits and testimony by the City Manager and staff, the Mayor and Council, or City Attorney when in the best interest of Dunwoody.
- Recommend development of appropriate coalitions and participation in joint association with other cities on common interests and of benefit to the City of Dunwoody. Attend key regional meetings of cities as needed.

### **3.1.3 Monitoring**

- The successful Lobbyist will monitor the status of any pertinent rollover bills and any key studies being conducted by executive officials, legislative officials, or other state employees concerning any proposed action that may impact the City of Dunwoody.
- The Lobbyist shall monitor the progress of the state budget to determine the potential and final fiscal impacts of the state budget on the City.
- The Lobbyist shall monitor gubernatorial vetoes and special sessions of the General Assembly to determine their impact on the City.

## **SECTION 4: PROPOSER QUALIFICATION/SERVICES**

### ***4.1 City's Right to Investigate***

The City may make such investigations as deemed necessary to determine the ability of the Proposer to perform the services specified.

### ***4.2 Proposal Format and Required Content***

Proposals shall include the following components:

- 1) Proposer Qualifications and Expertise
- 2) Engagement Approach/Proposer Resources
- 3) Proposed rate of compensation in a separate sealed envelope marked "Fee Proposal"
- 4) Appendices Requirements and directions for preparation of each section are outlined as follows:

#### **4.2.1 Proposer Qualification & Expertise**

The City requires that the successful Lobbyist must have demonstrated skills to effectively advocate on behalf of the City and have, as well as a commitment to maintain a reputation that will advance the recognition of the City Dunwoody as a fiscally responsible contemporary city that serves the interest of its residents.

Further, the Proposer have at least five years of recent experience in providing legislative and intergovernmental services or other related experience before legislative and executive branches of government within the state of Georgia.

- The Lobbyist shall comply with all applicable Georgia Statutes regarding Lobbyist registration, reporting and related activities including but not limited to obtaining any and all required licenses, permits, certificates of registration, or other approvals necessary or required by law or necessary to provide the Services.
- The successful Lobbyist must have the staff support and administrative resources to comply with all applicable laws, rules, regulations, ordinances, and policies of the State of Georgia and any rules of the Georgia General Assembly.
- The Lobbyist shall submit an annual report of accomplishments to the City Manager for use in determining the cost effectiveness of lobbying efforts.

##### **4.2.1. A Provide the following specific information:**

- Describe the nature and scope of the Proposer's experience in providing the Services described in Section 3 (Scope of Work).
- Provide registration, certificates and other information related to adherence with Georgia Lobbyist Requirements.
- Name and business address of the entity(s) or individual(s) that will be the party to the proposed contract and the Proposer's business telephone number, and e-mail address.
- Number of years that Proposer has served as a lobbyist (please include former firm names and year established, if applicable).
- Type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any.

- Disclose whether the proposing entity(s), or any shareholder, member, partner, or officer or employee thereof, is presently a party to any pending litigation or has received notice of any threatened litigation or claim; provided, however, that Proposer need not disclose minor traffic matters.
- Proposals shall be signed by a person with actual authority to bind the Proposer. If it is made by a partnership, it shall be signed with the partnership name and by a general partner and the full name and address of the general partner shall be given. If it is made by a joint venture or limited liability company, it shall be signed with the full name and address of each member thereof.
- Explanation of any exceptions to this RFQ requested by the Proposer. If exceptions are requested, cite the activity involved, the exception taken, and alternate language. If no exceptions are requested, please state so.
- While it is understood that the Proposer may represent other entities, provide a copy of Proposer's current client list and a discussion of current or former clients represented by the Proposer whose interests may either coincide or conflict with the interests of the City. All proposers are advised that the City intends that any and all legislative agenda, priorities, actions, and needs of the City shall take precedence over any other obligations (contractual or otherwise, direct or indirect) of the Proposer. The City expects that the successful Proposer shall refrain from undertaking any representation of other parties concerning any legislative matter whose interests are adverse to the interests of the City. The City reserves the right to determine in its sole discretion the existence of a conflict of interest or a potential conflict of interest.

**4.2.1. B** Complete in the following outline format a summary of Proposer's expertise. The same reference may be listed for more than one area of expertise, if applicable.

The format that must be used is shown below:

<b>Area of Expertise</b>	<b>Description</b> <i>Provide a brief summary of the work performed and final outcome)</i>	<b>Reference</b> <i>(Include name of entity, contact person's name, address, phone number and email)</i>
Land Use and Zoning		
Home Rule Authority		
Transportation/Transit Initiatives		
State Budget/Appropriations		
City Charters		
Public Safety		
Environmental Initiatives		
Annexation		
Economic Development/Work Force		
Election Laws		
Introduction of Legislation		

**The City reserves the right to contact Proposer's references, including references not provided by the Proposer.**

#### 4.2.2 Resources

**Describe the resources you will bring to this project. Include:** A description of strategic relationships with other organizations (e.g., Georgia Municipal Association, Carl Vinson Institute of Government, etc.); a description of specific relationships with state elected officials demonstrating bipartisanship; and, other special, relevant resources.

#### 4.2.3 Fee Proposal

The Proposer shall provide a proposed rate of compensation, marked as “Fee Proposal”, detailing a comprehensive fee schedule that designates the total flat rate of compensation for a twelve-month term that includes compensation for any and all reasonable out-of-pocket costs and expenses, including but not limited to copying, messenger services, telephone and cell phone charges, postage, food, parking, and mileage expenses. If the City determines it to be advantageous, it may extend the term of the contract for up to four (4) one-year periods. It is expressly understood and agreed that the obligation of the City to make payments to the successful Proposer shall only extend to monies appropriated annually by the Mayor and Council and encumbered for the purposes of this Agreement.

### SECTION 5: EVALUATIONS

All proposals received and meeting the proposal requirements will be evaluated and scored using the following criteria

<b>Criteria</b>	<b>Points</b>
Experience, expertise and knowledge of legislative process	<b>20</b>
Experience representing cities and/or counties in Georgia	<b>10</b>
References indicating ability to work effectively with legislators from both political parties	<b>20</b>
Familiarity with Dekalb County legislative delegation	<b>10</b>
Familiarity with the City of Dunwoody	<b>20</b>
Record of no legal/regulatory violations; ability to represent Dunwoody on a broad range of issues without significant conflicts of interest	<b>10</b>
Fee Proposal	<b>10</b>



**RFQ 20-05 ADDENDUM 1**  
**ADDITION TO SCOPE OF WORK and PROPOSER QUALIFICATIONS & EXPERTISE**

**Date: 10-19-2020**

The City hereby adds to the following sections of RFQ20-05:

**3.1. Scope of Work**

- The Lobbyist shall provide analysis, advice and consultation on transportation and transit matters to support the City's work with the Georgia Department of Transportation (GDOT), any other state agency or state created body, and to regional partnerships or collaborations to which the City of Dunwoody is a member or may be impacted by such organization's policy positions.

**4.2.1 Proposer Qualifications & Expertise**

- The City highly desires that the successful proposer have operative experience with the Georgia Department of Transportation (GDOT) and/or other recent relevant experience with a Georgia regional transportation agency (s).

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

Acknowledgement is hereby made of Addendum No: \_\_\_\_\_ Dated \_\_\_\_\_

Proposer's Signature: \_\_\_\_\_

Proposer's Name and Title: \_\_\_\_\_

## RFQ 20-05 ADDENDUM 2 QUESTIONS AND ANSWERS

Date: 10-19-2020

**Question:** Section 1.4.1 regarding organization.

*Is an appendix required? If so, what type of document is to be placed in the appendix? Is this where recognition of an addendum would go?*

**City Answer:** Refer to Section 1.2.2 Addenda of RFQ20-05 which directs that a copy of each of all City of Dunwoody issued addendums shall be signed by the proposer to acknowledge receipt of the City addendums and placed in the Appendix Section of the Proposer's Proposal.

**Question:** Section 1.4.4 regarding submission of the proposal.

*Should the "fee proposal" be included as part of the electronic copy submitted on a USB flash drive, or submitted only on paper?*

**City Answer:** The fee proposal shall be submitted on a separate USB flash drive.

**Question:** *Will the City accept our Standard Terms of Engagement? We can provide in advance or with our submission. Will the City provide advance consent?*

**City Answer:** No the City has its own standard terms which will be presented during the Negotiation Phase of this RFQ process.

### ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Acknowledgement is hereby made of Addendum No: \_\_\_\_\_ Dated \_\_\_\_\_

Proposer's Signature: \_\_\_\_\_

Proposer's Name and Title: \_\_\_\_\_