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MEMORANDUM

March 17, 2017

TO: **Greg Pease, Chairman**
Professional Services Evaluation Committee (PSEC)

FROM: **Allison Korman Shelton, Director Intergovernmental Affairs** A Korman Shelton
Marlene Russell, Director of Organizational Effectiveness M Russell

RE: **P-17-17 – Federal Government Relations Consultant**

The Mayor's Office has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Federal Government Relations Consultant, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Ballard Partners, Inc. that incorporates the attached Scope of Services as identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be from May 1, 2017 through September 30, 2017, with three (3) additional one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of $75,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal.

Attachment(s) Exhibit A – Scope of Services
Exhibit B – Fee Schedule

Cc: Alex Baker, PSEC Specialist

P-17-17 – Federal Government Relations Consultant

Exhibit A

Scope of Services

Scope of Services

Ballard Partners, Inc., will, in accordance with the highest legal, ethical and professional standards, provide at the direction of designated City officials, federal lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Identify, review, and analyze any and all federal legislative bills, resolutions, journals, votes, fiscal notes, and all relevant discourse pertaining to the federal government in a timely manner to assist the City in determining its policy positions;
- Provide, upon request, timely written reports of federal legislative matters for current or incoming fiscal year and the progress of work to the Mayor or his designated representatives;
- Assist in the formulation of a Federal funding and policy agenda, working with the Mayor or designated representative;
- Represent the City's interests in the Federal budget process;
- Testify and lobby on behalf of the City as necessary;
- On issues where State and Federal policy overlap, coordinate and collaborate with the City's contracted State Lobbyist as necessary;
- Provide advice, recommendations, support services including, but not limited to, correspondence, briefing papers, talking points, written summaries to the City to develop and implement a timely and technologically-efficient process to forecast, screen assign, review, analyze, and respond to federal legislative matters and federal grant funding opportunities;
- Represent and advocate, as designated, the City's position on federal matters to elected members of Congress, the President and Executive branch officials, Congressional Staff, elected City officials, other lobbyists, community groups, and any other designated persons;
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors in each house for matters designated by the City, establish and maintain successful working relationships with the Congressional legislative leadership, employees and officials at federal agencies administering programs and grant funding opportunities, interested organizations, community groups and other legislators and staff to achieve passage or defeat of legislation as directed by the City;

- Ballard Partners, Inc., shall be required to provide the following services to the City as part of a negotiated flat lump sum monthly fee (to include all direct expenses). The services may include acquiring sponsors and supporters for City legislative, financial or administrative initiatives in the following areas:
  - Economic Development and Enterprise Zones Legislation o

    Community Redevelopment Legislation, including CRA's o

    Transportation Initiatives and Funding
  - Protection of City Revenue Sources
  - Water and Wastewater Initiatives
  - Stormwater Management Initiatives
  - Telecommunications and E-Commerce
  - Property Tax Legislation
  - Environmental Sustainability
  - Growth Management and Land Use
  - Parks, Recreation and River Initiatives
  - Public Safety and Law Enforcement
  - Discretionary Grants
  - Port Dredging and Expansion
  - Energy Savings Initiatives
  - Infrastructure Repair or Development
  - Community Health and Wellness
  - City Facility Expansion or Improvement Projects

The consultant will be expected to demonstrate the knowledge of the federal branches of the government and demonstrate the ability to work with the federal government in order to achieve the City's federal legislative agenda. In addition, the consultant will be expected to be familiar with the wide range of projects and activities of the City and to advise the City of pending legislation or regulations that might materially impact those projects and activities.

The consultant should have a proven ability to build coalitions with the Congressional legislative leadership and others federal agencies in furtherance of the City's goals.

The consultant will be expected to be familiar with and able to seek funding assistance for high priority projects identified in the City's agenda.

To the extent the consultant anticipates the utilization of sub-consultants to perform any of the scopes of work contemplated hereunder, including, but not limited to

those listed above, the consultant is expected to identify in detail each such sub-consultant, as well as the scope(s) of work anticipated to be performed by the same.

The consultant shall attend any meetings requested to share progress on the City's legislative agenda.

In performance of these duties described herein, the Consultant will produce monthly status reports due on the first of each month the contract is in effect. The Consultant will also complete at least once a month calls to the City or face to face meetings at dates and times that are mutually agreeable to discuss strategy and status of activities.

P-17-17 – Federal Government Relations Consultant

Exhibit B

Fee Schedule

Contract Amount, Not-to-Exceed	$75,000.00

Authorized Task #1

May 1, 2017 – September 30, 2017: Consultant is authorized a total of $75,000.00, consisting of $15,000.00 per month for Consultant to provide federal lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.