



*PROPOSAL TO PROVIDE FEDERAL LOBBYING SERVICES:*

*CITY OF HOLLYWOOD, FLORIDA  
SOLICITATION # RFP-4612-19-JE*

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Submitted by:

Van Scoyoc Associates  
Harry Glenn  
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June 20, 2019

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June 20, 2019

Ms. Janice English  
Procurement Contracts Officer  
City of Hollywood  
2600 Hollywood Boulevard  
Room 221  
Hollywood, FL 33020

Dear Ms. English:

Thank you for the opportunity to submit the attached response to your Request for Proposals 4612-19-JE to provide Federal Lobbying Services for the City of Hollywood.

We know that the City has had a long relationship with your current Federal Affairs consultants. With this proposal, we offer for your consideration a creative and energetic team, experienced in representing municipal bodies in a wide variety of areas, including those of special interest to the City, that can provide a fresh, new Federal Affairs strategy.

These government affairs professionals joined Van Scoyoc Associates after distinguished careers with Congress and key federal agencies. They would like the opportunity to work with the City of Hollywood, your Mayor, Commissioners, City Manager and staff in developing a focused and tailored Federal affairs strategy that can address the City's needs through legislation, funding opportunities, and other Federal partnerships.

I have asked Harry Glenn, a Vice President at Van Scoyoc Associates for the past five years after spending more than 34 years working with the Florida Congressional delegation, to lead the team, that includes fellow Vice President Steve Palmer, a former Assistant Secretary of Government and Legislative Affairs at the U.S. Department of Transportation who is our firm's transportation lead; Vice President Geoff Bowman, a former Staff Director on the House Committee that oversees beach renourishment, civil works, and water management programs; Vice President Jim Crum, a municipal practice lead with a deep understanding of Broward County issues; and David Haines, a Director of Government Relations in our municipal government practice.

Since founding the firm in 1990, I am proud that Van Scoyoc Associates has grown to be a full-service, 55-member, Washington-based bipartisan lobbying firm. Our success over the past 28 years is due to the principals I have hired with the breadth and depth of their knowledge, contacts, and skills that were developed through their work as former senior staff members with members of Congress, key Committees, and Federal agencies.

Van Scoyoc Associates offers the City unparalleled reach and resources. As one of Washington's leading full-service Federal affairs firms representing municipal and public entities, we work with 45 local government, transit-related, and other public bodies from throughout the nation.

My team is ready to get to work for you by first reviewing your past Federal Affairs programs and your current priorities and working with you to prepare a comprehensive advocacy plan that will seek out Federal legislative and funding opportunities. Our passion at Van Scoyoc Associates is to find creative ways to address your individual needs, not simply to pass along reports about developments in Washington and lists of Federal funding opportunities.

It is our engagement on relevant policy issues with Congress and Federal agencies, relationship development with key Federal officials, and the continuous monitoring of Federal agency grant and programmatic funding opportunities that generate results for the varied governmental bodies we represent. The number of communities that have hired us after working with other firms for many years continues to grow, with two new municipal organizations in Tampa and Cleveland signing contracts in the past month.

We are excited by the opportunity to take on the challenge of serving the residents of Hollywood, a community that to quote the City Manager is "vibrant, resilient, and thriving." Thank you for your review and consideration of our proposal to compete for your business.

Sincerely,



H. Stewart "Stu" Van Scoyoc  
President and CEO  
Van Scoyoc Associates

202-638-1950  
[stuvs@vsadc.com](mailto:stuvs@vsadc.com)

## *Profile of Van Scoyoc Associates*

With a 28-year track record of bipartisan service to a full-range of clients from across the nation, including a variety of public entities throughout the United States, Van Scoyoc Associates Inc. (VSA) is offering the City of Hollywood an energetic and experienced team of professionals with a unique mix of backgrounds who can provide a creative, thoughtful, and professional plan to address your Federal affairs needs.

Our offices are located at the DC Wharf, one of Washington's newest and most vibrant sections of town. Specifically, our address is:

Van Scoyoc Associates  
800 Maine Avenue S.W.  
Suite 800  
Washington, DC 20024

Harry Glenn, a former Chief of Staff for Florida Congressman Bill Young, will serve as the team leader and will be the City's principle point of contact in person and by phone, available 24/7. He will be joined by Vice President Steve Palmer, our firm lead on transportation issues, Vice President Geoff Bowman, a firm lead on civil works and water projects; Vice President Jim Crum, who has long represented Coconut Creek; and David Haines, a Director of Government Relations focused on municipal issues.

VSA offers clients unparalleled resources, which cannot be matched by a smaller firm. It is one of Washington's leading full-service Federal affairs firms that represents municipal and public bodies with 45 local government, transit-related, and other public bodies. Our principals have spent years developing relationships with members of Congress, the Florida Congressional delegation, the Executive Branch, and senior staff members and we interact with them on a regular basis.

Our passion at Van Scoyoc Associates is to find creative ways to address your individual needs, not simply to pass along reports about developments in Washington and lists of Federal funding opportunities. It is evident in our track record of success for the communities we represent and is a major reason that the number of communities that have hired us after working with other firms for many years continues to grow.



**History:** H. Stewart “Stu” Van Scoyoc established VSA in 1990 with “three employees, eight clients, a 5-pound cell phone, and the desire to compete,” he likes to say. With annual client revenues in excess of \$20 million, VSA is the foremost provider of federal representation in Washington that is independent of a larger law firm, public relations company, or other parent corporation.

VSA is a Washington-based, bipartisan, full-service Federal government relations firm that provides comprehensive Legislative and Executive Branch strategic advice, liaison services, and

advocacy. Our clients include many public and private interests, such as city and county governments, water and flood control districts, public transportation agencies, major research universities, defense and aerospace contractors, hospitals, health care and research consortia, economic development authorities, and Fortune 500 companies.

***The firm:*** VSA is comprised of 20 Vice Presidents, many of whom have held senior staff positions on Capitol Hill and in the Executive Branch. The Vice Presidents are supported by more than 25 staff members, nearly all of whom also have held positions in Congressional offices and Federal agencies. Including administrative and support staff, VSA currently has 55 full-time employees. The strengths of our team members, given their experience working with and in many Federal agencies, will give the City an excellent opportunity to respond proactively to the changing climate in Washington and succeed via policy, programmatic, and other opportunities.

***Experience:*** Our representation of public and governmental entities has proven to be one of the greatest strengths of the firm. Our clients have an array of unique needs and concerns, are geographically and politically diverse, and run the spectrum from some of the largest local government bodies to some of the smallest.

Many of our clients have been with the firm for a decade or more; others, including several government entities, have switched to VSA after using other advocacy firms for many years. These clients wanted a fresh approach to their Washington representation, particularly as times have changed and earmarks are no longer available. They have chosen VSA due to our breadth and depth of knowledge and experience, as well as the results we continue to deliver for our clients.

Recently, the City of Gainesville, Florida selected Van Scoyoc Associates as its Federal lobbying firm after a competitive request for proposal process and having used another firm for nearly two decades. In the discussion during the selection process, a member of the Gainesville review team stated, “We were taken back by their [Van Scoyoc Associates’] presentation and knowledge. We didn’t base this on the fact that they had a good interview. They have the statistics and knowledge to back up what we are presenting. It is hard to make change, but we were looking at the best interest for the City and the citizens of the City and we believe we chose the best firm.”

***Integrity and Service:*** While growing into one of the most successful firms in Washington, VSA has never forgotten

## GAINESVILLE, FL

“We were taken back by their [Van Scoyoc Associates’] presentation and knowledge. We didn’t base this on the fact that they had a good interview. They have the statistics and knowledge to back up what we are presenting. It is hard to make change, but we were looking at the best interest for the City and the citizens of the City and we believe we chose the best firm.”

where we started and the original secret to our success, which is why our clients continue to get the personal attention of a small, entrepreneurial company. We always assign specific principals and staff to each client to ensure direct lines of communication and accountability. At the same time, every VSA client is able to rely on the wealth of knowledge, experience, and contacts of the entire firm in order to achieve their goals.

From the start, VSA has carefully kept a bipartisan balance. That commitment makes VSA unusually effective today, when Washington is more polarized than ever. Republicans and Democrats in roughly equal numbers make up the VSA staff.

In today's political atmosphere, a company offering Washington representation must be above reproach. Van Scoyoc Associates represents each of our clients in a dignified and ethical manner. We strictly abide by the provisions the Honest Leadership and Open Government Act (HLOGA) of 2007 and with all other regulations, including prohibitions on gifts, meals, and travel for elected officials and staff. To this end, we have a dedicated compliance staff that ensures the all appropriate lobbying disclosures are complete and filed in a timely manner with the House and Senate. Van Scoyoc Associates registers with the United States Clerk of the House of Representatives (House Identification #32802) and with the Secretary of the United States (Senate Identification #39837).


Because we represent numerous Florida public entities, our principals and staff are well versed in the requirements of the Florida Sunshine Act.

Van Scoyoc Associates (VSA) has not been involved in any litigation within the last five (5) years arising out of performance of services nor does VSA have any pending litigation arising out of performance to report.

## Quality of Similar Work and Applicable Resources

To best understand the services Van Scoyoc Associates (VSA) can provide the City of Hollywood, we wanted to share with you information about how we would approach some of the Federal areas that we know are of greatest interest to the City Commissioners. This section includes examples of achievements in similar areas for our current clients.

VSA has successfully developed and implemented legislative strategies for a full range of projects to include beach construction, rail and transportation, environmental, and community and economic development initiatives. We are committed to using our experience gained from many years of working with the Senate, House, Army Corps of Engineers, U.S. Department of Transportation, and the Economic Development Administration to generate successful outcomes for our clients.



Our past success is the best barometer for our future success we might have in working for you.

**CDBG/HOME and Homelessness:** VSA has the experience needed to help the City with homelessness, family reunification, housing, and economic development programs critical to the welfare of its citizens. On an annual basis, we actively advocate for increased funding in Community Development Block Grants, Emergency Solutions Grants, HOME Investment Partnerships Program, Housing Opportunities for Persons with AIDS, Choice Neighborhoods, and Veterans Affairs Supportive Housing (VASH) vouchers. Our team lobbies to improve permanent supportive housing for vulnerable populations. VSA also has lobbied to fully fund the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Through our efforts on housing, we are working to encourage consolidation and streamlining HUD programs to make municipal efforts to address housing needs more efficient. VSA has successfully lobbied on housing, economic development, and other development programs and is prepared to aggressively work for the City.

Our success stories include our work on behalf of San Diego County where we advocated for increased funding for the County through HUD's Continuum of Care homeless funding by working with HUD to reform the Continuum of Care formula. VSA works regularly with HUD's Assistant Secretary for Community Development and other senior staff and we will use this relationship to help the City address homelessness issues.

VSA also successfully secured \$2 million in TIGER II HUD Planning grant funds for Washington County, Oregon which was used to help develop plans to connect housing, employment, and economic development with transportation improvements.

And VSA aggressively advocated at HUD, the Department of Veterans Affairs, and with congressional delegations on VA and HUD staffing and for additional Veteran Affairs Supportive Housing vouchers. VSA's efforts resulted in faster voucher processing, as well as an additional 40 vouchers given to San Diego County and 25 vouchers to Washington County, Oregon for homeless veteran households.



**Beach construction and water quality:** We know that Hollywood Beach and your water delivery systems are major areas of focus for the community. VSA has extensive experience working closely with the Army Corps of Engineers and has strong working relationships with the House and Senate Committees that oversees both of the areas of concern to include the House and Senate Appropriations Committees, the House Transportation and Infrastructure Committee, the House Natural Resources Committee, the Senate Energy and Natural Resources Committee, and the Senate Environment and Public Works Committee. These experiences and relationships are critical as the City prioritizes funding for the beach and conversion of local septic systems. During their service on Capitol Hill, both Harry Glenn and Geoff Bowman dealt with issues unique to Hollywood Beach and neighboring beach projects to include the sand bypass project and the special sand requirements.

In Fiscal Year 2018 alone, Van Scoyoc Associates was responsible for obtaining more than \$200 million for its clients through Army Corps of Engineers programs. These funds cover a spectrum of activities, including construction initiation and continuation, operation and maintenance, and funds to initiate phases of project studies, like preconstruction, engineering, and design.

On the west coast of Florida, VSA worked with Pinellas County in 2017 to secure more than \$51 million in Army Corps of Engineers Work Plan and emergency funding to rebuild more than 20 miles of the County's beaches. This was the largest beach project of its kind in the state's history. VSA also is working with the County to secure a second 50-year Federal authorization of the first expiring section of the project.

### **Transportation:**

Your solicitation mentions experience with rail projects and with the Federal Railroad Administration. For five years, Steve Palmer was the sole advocate for the Port Authority of New York and New Jersey on rail, aviation, surface transportation, port, and homeland security issues. His advocacy work focused on the modernization and security enhancements of the PATH rail line, as well as the \$1.8 billion harbor deepening project, improvements at LaGuardia, JFK, and Newark airports; upgrading the Holland and Lincoln Tunnels; and the redevelopment of the World Trade Center site.

Under Steve's leadership, VSA also represented the American Association of Railroads for fourteen years, from 2000 to 2014,

## Your priorities become our priorities

- CDBG/HOME funding
- Homelessness
- Water infrastructure
- Resiliency
- Hollywood Beach
- Flood Insurance
- Postal issues
- Rail development

working with the Congress, DOT, FRA, and OMB on a variety of issues, including passage of legislation to funding for rail security programs, support for Amtrak, and a variety other rail initiatives.

More broadly in the transportation arena, during consideration of the FAST Act five years ago, the last major Federal highway and transit legislation, VSA helped protect Federal funding and policy initiatives for public transit initiatives and create new programs and funding opportunities for our clients. This includes the Low and No Emission Vehicle Deployment competitive grant program, for which the Pinellas Suncoast Transit Authority (PSTA) received \$1,000,000 in highly competitive bus replacement grants in 2017 and 2018. VSA also assisted PSTA in securing a \$500,000 Mobility on Demand “Sandbox” grant from FTA for its Direct Connect service, enabling a subsidized first mile and last mile service using Uber and Lyft.

**Emergency Response:** As with all Florida municipalities, there is increasing concern about the Federal response to natural disasters, including hurricanes and other severe weather events. The VSA team has worked with municipal clients throughout the state during and after natural disasters to help cut through Federal red tape to begin post-storm cleanup activities and to ensure that communities are fully reimbursed in a timely manner for the emergency response and cleanup services they provided. The last two Congresses have spent considerable time considering legislation to streamline emergency response and funding procedures and VSA would be sure to keep City staff apprised of new policies and procedures that may impact your reimbursement for past storms and your planning for future storms.

**Flood insurance:** In a related matter, VSA provides continuous, real-time updates to our Florida communities on the status of legislation related to the National Flood Insurance Program (NFIP). The program has endured 12 temporary extensions and current and past comprehensive reform measures have included potential negative impacts on the state’s coastal communities.

Pinellas County, Florida is a VSA client that has a strong interest in the reauthorization of the NFIP. At times we provide County officials daily updates on NFIP developments. As a result, we are closely connected with the key Congressional and Committee Members and staff who are driving developments related to this most complex. But critically important issue for Floridians on the East and West coasts.

**Postal issues:** Harry Glenn represents a national association of business owners who lease facilities to the United States Postal Service. Through his work in this area, he continuously tracks postal reform legislation, which would be a primary vehicle to address the city’s zip code concerns. He also is in regular contact with the key members and staff who serve on the House and Senate committees that oversees the Postal Service.

**Bureau of Indian Affairs:** Steve Palmer represents Sonoma and Santa Rosa Counties in California. Both counties include on their legislative agendas issues related to tribal legislation, policies, and regulations. Although tribal issues vary greatly by region, Steve’s experience in this area would be of help to the City as you review Land-into-Trust applications by the Seminole Tribe.

*Client List*

## VAN SCOYOC ASSOCIATES – CLIENT LIST

AeroVironment  
Alabama State Port Authority  
Alameda-Contra Costa Transit District  
AM General Corporation  
American Association of Homeopathic Pharmacists  
American Herbal Products Association  
American Hotel & Lodging Association  
APTS Action  
Association of Procurement Technical Assistance Centers  
Association of United States Postal Lessors  
Association of University Programs in Occupational Health & Safety  
Austal USA  
Baldwin County Commission  
Broward County, FL  
Capital Concerts  
Chicago Community Trust  
City of Clearwater, FL  
City of Coconut Creek, FL  
City of Culver City, CA  
City of East Point, GA  
City of Elk Grove, CA  
City of Gadsden, AL  
City of Gainesville, FL  
City of Gulf Shores, AL  
City of Irvine, CA  
City of Orange Beach, AL  
City of Palo Alto, CA  
City of Rancho Cucamonga, CA  
City of Rio Rancho  
City of Tempe, AZ  
City of Thousand Oaks, CA  
City of Torrance, CA  
Clarke County Public Transportation  
Clean Water Services  
Cleveland Clinic Foundation  
Coalition of EPSCoR States  
College on Problems of Drug Dependence  
Community Foundation for Greater Washington  
Community Foundation Public Awareness Initiative  
Community Funds  
County of San Diego, CA  
County of Sonoma, CA  
CRH Americas Materials  
Cummins  
Dallas Area Rapid Transit  
Dana-Farber Cancer Institute  
Desert Research Institute  
Digital Systems Group  
Distributed Solutions  
Document Storage Systems  
doTerra International  
Downey Brand  
Eastern Michigan University  
Eastern Municipal Water District  
Eclipse Energy Systems  
El Paso Water Utilities  
EPSCoR Foundation  
Ewing Marion Kauffman Foundation  
Federal Resources Supply Company  
Federation of State Humanities Council  
FedEx Corporation  
Georgia State University Research Foundation  
Global Technical Systems  
Goal Structured Solutions  
Greater Cleveland Regional Transit Authority  
H. Lee Moffitt Cancer Center & Research Institute Hospital  
Heinz Endowments  
International Health, Racquet & Sportsclub Association  
International Partnership for Microbicides  
Iowa State University  
Little Rock Port Authority  
Lockheed Martin Corporation  
MacAndrews & Forbes  
Marine Group Boat Works  
Medical College of Wisconsin  
Medical University Hospital Authority  
Melanoma Research Foundation  
Metal Shark  
Methodist Hospital  
Mobile Airport Authority  
Mobile County Commission  
Napa County, CA  
National Asphalt Pavement Association  
National Association of Councils on Developmental Disabilities  
National Association of Enrolled Agents  
National Institute of Water Resources  
National Marrow Donor Program  
National Space Grant Alliance  
Navient  
Neurofibromatosis Midwest  
Neurofibromatosis Network  
Neurofibromatosis Northeast  
New York University Langone Medical Center  
North American Stainless  
Northwestern Memorial Healthcare  
Ochsner Clinic Foundation  
Padgett Business Services  
Pasco County  
Pinellas County, FL  
Pinellas Suncoast Transit Authority  
Plant Based Food Association  
Port Freeport  
Port of Oakland  
Quantico Tactical  
Rancho Mission Viejo  
Refuge Resource Group  
Regents of the University of New Mexico  
Rongelap Atoll Local Government  
Rotary Foundation of Rotary International  
San Joaquin Area Flood Control Agency  
Santa Clara Valley Transportation Authority  
Savox Communications  
SeaWorld Parks & Entertainment  
Sonoma-Area Rail Transit District  
Southern Company Services  
Spectrum Photonics  
Systecon  
St. Petersburg Downtown Partnership  
State Science & Technology Institute  
Tampa Bay Regional Transit Authority  
Tax Guard  
TEMPTIME Corporation  
Texas A&M University System  
Texas Classroom Teachers Association  
Texas Health Presbyterian Hospital Rockwall  
Texas Neurofibromatosis Foundation  
Total Military Management  
Travelers Company  
Union Pacific Corporation  
University of Alabama Health System  
University of Alabama System  
University of Idaho  
University of North Dakota  
University of Notre Dame  
University of Rhode Island Research Foundation  
University of St. Francis  
University of Toledo  
University of Utah  
University of Wyoming  
Upfield US  
Valencia College  
Washington County, OR  
Washington Monthly  
Wayne County Airport Authority  
West Basin Municipal Water District  
Zeteo Tech

*The Van Scoyoc Associates team that will serve the City of Hollywood*

While our company is large, our core concepts make sure we tailor each government relations campaign to fit the needs and desires of our clients. VSA will provide the City with the manpower and resources of one of Washington's largest and most successful Federal affairs firms while doing so with the human touch of a small entrepreneurial firm. **Harry Glenn** will serve as your main point of contact.

He will partner with Vice Presidents **Steve Palmer**, the firm lead on transportation programs, **Geoff Bowman**, the firm's lead on public works projects, **Jim Crum**, a firm lead in our municipal practice, and **David Haines**, a Director of Government Relations focused on serving municipal clients.

All of our team members have well in excess of the three years of professional experience that is called for in your RFP, and all have a demonstrated strong working knowledge of legislative, administrative, and regulatory processes in federal agencies consistent with the proposed service.

*Biographies and resumes for each of the team members follows:*

*Harry Glenn*  
*Vice President*

Clients come to Harry Glenn for his keen understanding of the appropriations and legislative process. He spent more than three decades working in the House of Representative including 19 years as the Chief of Staff for Florida Congressman Bill Young, the former Chairman of the Appropriations Committee and its Subcommittee on National Defense. From that unique position, Harry worked on projects involving all 12 of the appropriations subcommittees and developed the ability to translate the goals of clients into legislative successes.



Putting that know-how to use as a Vice President at Van Scoyoc Associates for the past five years, Harry is a valued resource to a diverse set of clients – from small companies and local communities to large corporations and national organizations. He covers a wide range of Federal advocacy area to include public entities, national security issues, biomedical research and health care, education, and infrastructure. Both on and off the Hill, Harry has developed a reputation as someone who is able to work in a bipartisan manner to achieve results.

As a journalism major and former press secretary, Harry understands the importance of a good story and helps clients create compelling messages to take their case to Members of Congress and Federal Agency officials.

In 2013, the American Shore & Beach Preservation Association gave Harry its Congressional Staff Member of the Year Award “for his efforts both to promote beach preservation and to facilitate project requests.”

Harry spent his entire Congressional career working for former Congressman Young, until the Congressman’s passing in October 2013. He held a variety of positions including Press Secretary, Associate Staff member to the Committee on Appropriations, and ultimately Chief of Staff. During his time with Mr. Young, Harry successfully managed several large scale projects including the effort to prevent the closure of MacDill Air Force Base; the creation of the life-saving National Marrow Donor Program; the conversion of the former Pinellas Department of Energy facility into a high-technology and industrial complex employing more than 1,600 people; the funding of many complex public works projects including roads, bridges, ports and beaches; and the development of a robust internationally recognized marine science research complex in St. Petersburg that incorporates Federal and state agencies, university faculty, and business and non-profit entities.

Harry was born and raised in Pennsylvania and is a graduate of the Pennsylvania State University with a Bachelor of Arts Degree in Journalism.

HARRY GLENN

800 Maine Avenue SW, Suite 800, Washington, DC 20024, 202-236-1823, [hglenn@vsadc.com](mailto:hglenn@vsadc.com)

**PROFESSIONAL EXPERIENCE**

2014-Present                   **Vice President, Van Scoyoc Associates, Inc.**

A principal in one of the top five Washington, D.C. Federal government affairs firms, with a practice that includes representation of a variety of public entities including the Pinellas County Board of County Commissioners, Pinellas Suncoast Transit Authority, Tampa Bay Regional Transit Authority, St. Petersburg Downtown Partnership, Moffitt Cancer Center, and SeaWorld. Other clients include non-profit research institutions, biomedical research firms, defense contractors, and business associations.

1995-2013                   **Chief of Staff, U.S. Rep. C. W. Bill Young**

Responsible for overseeing all aspects of Congressman Young's District and Washington, D.C. offices, his appropriations work, scheduling, and press relations. This included serving as the liaison between the Congressman's personal office and his committee offices during the times that he served as Chairman of the House Appropriations Committee and the Appropriations Subcommittee on Defense.

1981-1995                   **Associate Staff Member for Appropriations Matters  
and Press Secretary for U.S. Rep. C. W. Bill Young**

Developed the Congressman's appropriations agenda for all of the appropriations committees. This included extensive engagement in the Tampa Bay area with Florida and national interests. Also served as the Congressman's press secretary in dealing with local, state, and Federal media matters.

1980-1981                   **Press Secretary and Research Assistant for U.S. Rep. C. W. Bill Young**

Prepared press statements, releases, speeches, and research material to support the Congressman's legislative and committee work.

1980                           **Sears Congressional Internship for Journalism Students  
assigned to the office of U.S. Rep. C. W. Bill Young**

Selected through a national competition as one of 14 journalism students to serve as an intern on Capitol Hill. The program was focused on students interested in one day reporting on Congress and the Federal government.

**EDUCATION**

Bachelor of Arts in Journalism, The Pennsylvania State University, University Park, Pennsylvania, 1980.

*Steve Palmer*  
*Vice President*

Steve Palmer has been at VSA for 20 years and, as the firm lead on transportation policy, is the federal advocate for a number of transportation agencies. Mr. Palmer advocates before the Congress and federal agencies on legislative initiatives, appropriations, competitive grants, and administrative actions. He helps clients with policy initiatives in multi-year authorization bills, annual appropriations funding, and competitive grant applications. Having clients in all parts of the country, Mr. Palmer has the experience of working with the Members of Congress and key agency officials in both parties.



Prior to coming to VSA, Mr. Palmer was confirmed by the Senate to be DOT Assistant Secretary for Governmental Affairs, the key legislative strategist for the Secretary of Transportation. Working on a bipartisan basis with the Congress over five years, he advocated for the passage of the multi-year surface transportation bill known as TEA-21, the annual appropriations bill, as well as legislation affecting the airport, transit, highway, rail, pipeline, and motor carrier industries. While at DOT, he coordinated all competitive grants, testified before the Congress, and worked extensively with officials at the Office of Management and Budget and the White House. He also met extensively with state and local officials. This broad range of experience has given Mr. Palmer a unique understanding of how Executive Branch departments and Congress work and where decisions are made.

Before going to DOT, Mr. Palmer served ten years in senior staff positions on the Senate Committee on Commerce, Science, and Transportation. That was preceded by a year on the Senate Budget Committee. He came to Washington, D.C. after being selected through a national competition to serve as a Presidential Management Fellow.

Mr. Palmer received his Bachelor of Arts in political science from Kalamazoo College in Michigan. He earned a Master of Public Affairs from the LBJ School of Public Affairs at the University of Texas at Austin.



STEVEN O. PALMER

1201 Maryland Avenue SW, Washington, DC 20024, 202-737-6554, [spalmer@vsadc.com](mailto:spalmer@vsadc.com)

**PROFESSIONAL EXPERIENCE**

1998-Present                   **Vice President, Van Scoyoc Associates, Inc.**

Senior principal in one of the top Washington, DC government relations firms, with a practice that includes representation of local governmental agencies, counties, cities, corporations, trade associations, before Congress and the Executive Branch.

1993-1998                   **Assistant Secretary for Governmental Affairs, U.S. Department of Transportation**

Nominated by President Clinton and confirmed by the United States Senate to serve as the Secretary of Transportation's principal advisor on legislative and intergovernmental affairs. Initiated and maintained an on-going communication program with the Congress, White House, Federal agencies, state and local governments, and stakeholder groups. Supervised and managed the Secretary's Offices of Congressional and Intergovernmental Affairs. Testified before Congress and served as speaker before stakeholder groups.

1983-1993                   **Senior Professional Staff Member, U.S. Senate, Committee on Commerce, Science, and Transportation**

Advised the Chairman and other Senators on aviation, aerospace, transportation, and technology legislative proposals. Supervised staff and drafted/negotiated legislation with Members of Congress, Executive Branch officials, and industry representatives.

1982-1983                   **Budget Analyst, U.S. Senate, Committee on the Budget**

Prepared congressional funding recommendations for Federal transportation and aerospace programs. Performed budgetary and political analysis of legislation and policy proposals.

1980-1982                   **Presidential Management Fellow, U.S. Department of Transportation**

Selected through a national competition for a two-year management development program that involved assignments at DOT, FTA, OMB, and Senate Appropriations Committee.

**EDUCATION**

Master of Public Affairs, LBJ School of Public Affairs, University of Texas at Austin, 1980.

Bachelor of Arts, Kalamazoo College, Kalamazoo, Michigan, 1978.

*Jim Crum*  
*Vice President*

Jim Crum, a Vice President at VSA, built his career around support to public agencies programs and policies. He combines his Executive Branch experience with Congressional strategies to influence program opportunities, regulatory oversight, and Congressional advocacy on behalf of his clients.

He is experienced in working with Florida communities, including Broward County, where he leads the Van Scoyoc team for the City of Coconut Creek.



Mr. Crum worked for 23 years with the Army Corps of Engineers providing program infrastructure support for County and City project sponsors. He served as a Deputy Director of the Project Management Division, overseeing more than 75 federal projects from initial planning to project construction. He has taken this foundation and works with Congressional and agency strategies to align client needs with programs, grants, and Hill strategies to support his clients' projects.

He has also served on the Senate Energy and Water Appropriations Subcommittee and helped develop the fiscal year 2002 Energy and Water Appropriations Bill identifying programs and projects that the federal government could support and Congress could fund.

When President Bush created the Department of Homeland Security after the September 11, 2001 attacks, Mr. Crum was called on to work as Director of Infrastructure Recovery with Secretary Tom Ridge. He helped develop programs and federal policy to address issues involving federal investment and protection of our nation's critical infrastructure facilities in support to State and local agency needs.

Mr. Crum came to Van Scoyoc Associates in May 2007 to continue an expansion of the firm's public infrastructure practice and to contribute his experience with federal agencies and Congressional appropriations. He brings a specific experience in federal program and policy development and has supported numerous local government clients throughout the country creating funding solutions, new policies, and facilitating grant strategies.

Mr. Crum earned a Bachelors degree in Civil Engineering from Loyola Marymount University and his Masters from Stanford University in Water Resources Planning. He is a registered civil engineer in Arizona.

## JAMES CRUM

1201 Maryland Ave SW; Suite 880 Washington DC 20024 202-737-6561, [jcrum@vsadc.com](mailto:jcrum@vsadc.com)

### PROFESSIONAL EXPERIENCE

#### **Vice President; Van Scoyoc Associates**

**(May 07 – present)**

I am serving as a federal consultant for private sector and public-sector clients aligning business goals with federal program opportunities. I provide strategic business advice and interface with key federal program managers with a focus on Corps of Engineers' programs, navigation, water infrastructure, and federal policy. I maintain close working relationships with the U.S. Army Corps of Engineers (including the Institute of Water Resources), Department of Energy, other federal agencies, and Congress regarding issues of infrastructure development and security. I manage business accounts representing individual client interests with strategic financial and program goals. When appropriate, my efforts include a complementary strategy with congressional representatives and committee staff in advocacy efforts towards national water resources and infrastructure policies and specific program issues. My experience has created in-depth experience with Congress from authorization and appropriations perspectives.

#### **Director, Project and Contracting Office – Washington DC**

**(Jan 04 – May 07)**

##### **Department of Army (3-year limited term SES position)**

Served as the Director of Program Management for the Iraq Infrastructure Reconstruction Program in Washington DC. My responsibilities included creating and supervising a program management support team of up to 39 people and providing management support and policy oversight for over 2,000 projects and a \$13B infrastructure program as outlined in the FY04 Supplemental Appropriations Bill for Iraq reconstruction. I collaborated with agency leaders from the Department of Defense, Department of the Army, OMB, State Department, Iraqi Government, and Congressional oversight committees and their staff.

#### **National Hydropower Director**

##### **U.S. Army Corps of Engineers**

**(Jun 02 – Dec 04)**

Provided overall program management and leadership for the Corps of Engineers Hydropower program consisting of 75 hydropower facilities throughout the country providing 25% of the country's hydropower output. I oversaw complex project and policy issues of the program while developing and maintaining a national investment strategy that was based on performance based budgeting for meeting rehabilitation and operational goals for the program. I worked closely with regional agencies including the Power Marketing Agencies to resolve issues regarding potential cost-sharing, operations, maintenance, and future strategic planning and investments.

#### **Director of Critical Infrastructure Recovery**

**(Nov 01 – Jun 02)**

##### **Office of Homeland Security (OHS); Executive Office of the President**

Developed national policy initiatives in shaping a national plan for critical infrastructure security and protection. Established a coordination role between the Corps of Engineers; Dept of Army and OHS regarding critical infrastructure, emergency management, consequence management, and related infrastructure security issues. Worked closely with the White House Office of Science and Technology and the RAND Corporation in performing a federal Programs "Gap Analysis" to evaluate strategic relationships of agency programs, authorities, and capabilities related to a national response system.

#### **U.S. Senate Appropriations Staff**

##### **U.S. Senate; Energy and Water Appropriations**

**(Feb 01 - Nov 01)**

Served an Executive Developmental Assignment for the U.S. Army Corps of Engineers as an Appropriations staffer for Energy and Water Appropriations; US Senate. Provided expertise and support

to the appropriations staff in the area of Corps programs and procedures as well as worked on the Senate committee staff in the development of the fiscal year 2002 Energy and Water Appropriations Bill. My assignment provided an in- depth view of the Corps' nationwide infrastructure program, the federal appropriations process, and issues affecting public projects and programs nationwide.

**Deputy; Programs and Project Management Division**

**U.S. Army Corps of Engineers;**

**Los Angeles District**

**(Mar 84 - Feb 2001)**

During a 17-year career with the Los Angeles District; Corps of Engineers, I worked and developed a foundational knowledge of the “life cycle” of water infrastructure development. That is, I served in the project planning division, design division, operations division, and then finally as a “Life Cycle Program Manager” for project planning, development and construction. When I left the Los Angeles District, I was the Deputy of Programs and Project Management Division and the Chief of the Santa Ana Project Branch for the Los Angeles District. I provided management oversight for the District's program execution including civil, military, navigation (dredging and sand bypassing) and environmental restoration projects. I provided daily organizational leadership and direction for an office of 60 personnel with four independent branches including the District's "Outreach Program". I coordinated with local agencies and their project sponsors to determine project needs and to resolve technical and project issues.

**FORMAL EDUCATION:**

1. BS, 1984; Civil Engineering; Loyola Marymount University, 7101 Loyola Blvd, Los Angeles, CA 90045.
2. MS, 1990; Civil Engineering; Water Resources Planning and Management; Stanford University, Stanford, CA 94305.

**REFERENCES**

Mr. Ed Hecker; former Director of Homeland Security; U.S. Army Corps of Engineers; 410-551-5380  
Mr. Dean Popps; Former Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA ALT); 703-693-6805  
Mr. Steve Dwyer; Chief of Navigation Branch, U.S. Army Corps of Engineers; 213-452-3385

***Geoff Bowman***  
***Vice President***

Geoff Bowman is one of the nation's leading policy professionals on water resources and infrastructure policy. Having spent 15 years as a Professional Staff Member on the House Transportation and Infrastructure Committee, Geoff offers clients an insider's perspective on the policy, players, and politics involved in those issues.



Geoff was most recently the Staff Director of the House Transportation and Infrastructure Committee's Water Resources and Environment Subcommittee, where he shepherded passage of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016. Prior to that, he was instrumental in the passage of WRDA 2007 and WRRDA 2014. Geoff has also worked closely with the many federal agencies under the Committee's jurisdiction, including the Army Corps of Engineers (Corps), the Tennessee Valley Authority, the Saint Lawrence Seaway Development Corporation, the National Oceanic and Atmospheric Administration, the Natural Resources Conservation Service, the International Boundary Water Commission, the Agency for Toxic Substances and Disease Registry, and the Environmental Protection Agency (EPA).

"[Geoff] was instrumental in moving vital legislation, including WRDA 2007, WRRDA 2014, and the WIIN Act in 2016. He is very knowledgeable about the issues and will be missed," said Congressman Bill Shuster, the Chairman of the House Transportation and Infrastructure Committee, upon Geoff's departure from Capitol Hill.

Geoff's nearly two decades of water resources, water quality, natural resources, and infrastructure policy experience make him a valuable commodity to States, communities, and other organizations looking to partner with the federal government. He has expertise in Rivers and Harbors Acts, Flood Control Acts, Water Resources Development Acts, the Clean Water Act, and various other environmental laws and statutes. Geoff is able to guide clients through both the legislative process and the bureaucracy at the Corps, EPA, and other relevant federal agencies. During his service to the Committee, Geoff also worked with staff of the Florida Congressional delegation on a variety of projects, including the Broward County Sand Bypass project and the issue related to the quality of sand required for the beach construction project.

Geoff spent his formative years on Capitol Hill working for Congressman Walter Jones of eastern North Carolina. A graduate of Elon University in Burlington, North Carolina, he lives with his wife, 2 young daughters, and 2 dogs in Annapolis, Maryland.

## GEOFF BOWMAN

800 Maine Avenue SW, Suite 800, Washington, D.C. 20024, 202-737-8165, [gbowman@vsadc.com](mailto:gbowman@vsadc.com)

### PROFESSIONAL EXPERIENCE

#### 2017-Present **Vice President, Van Scoyoc Associates**

Washington consultant and advocate for municipal water districts, public and private seaports and inland ports, flood control districts, and other entities with water resources development challenges. Represent clients before the U.S. Congress and federal agencies. Specialize in issues related to water supply, water quality, navigation improvements, flood damage reduction improvements, environment, water rights, transportation, public works, and energy. Negotiate and write federal legislation and regulations. Work effectively with all level of government, private business, and news media. Organize coalitions of interest groups and individuals seeking to influence public policy.

#### 2003-2017 **Professional Staff (2003-2014) and Staff Director (2014-2017), House of Representatives Committee on Transportation and Infrastructure**

Advised Members of Congress on legislative matters within the jurisdiction of the House Committee on Transportation and Infrastructure. Developed and evaluated policy alternatives for matters within the Committee's jurisdiction through specialized knowledge and expertise. Represented the Committee during legislative and policy negotiations, discussions, and other activities. Directed, managed, and promoted Committee agenda related to issues relevant to the United States Army Corps of Engineers, the Environmental Protection Agency, the Tennessee Valley Authority, the Natural Resources Conservation Service, the National Ocean Service, the International Boundary and Water Commission, and the St. Lawrence Seaway Development Corporation.

#### 2000-2003 **Senior Legislative Assistant, Representative Walter Jones (R-NC)**

Drafted legislation, floor statements, speeches, and constituent correspondence. Developed and evaluated legislation related to natural resources, transportation, energy, commerce, budget, appropriations, agriculture, and trade. Managed constituent and interest group relations in relevant areas. Responsible for all of Congressman Jones's parochial matters on the House Committee on Natural Resources, including forest health, public lands, and fisheries.

#### 1999-2000 **Legislative Director/Senior Legislative Assistant, Representative Rick Hill (R-MT)**

Drafted legislation, floor statements, speeches, and constituent correspondence. Developed and evaluated legislation related to natural resources, transportation, energy, commerce, budget, appropriations, agriculture, and trade. Managed constituent and interest group relations in relevant areas. Responsible for all of Congressman Hill's parochial matters on the House Committee on Natural Resources and House Committee on Small Business.

#### 1995-1999 **Manager, Congressional Relations, The Environmental Industry Associations**

Advocate, and grassroots program manager for national trade association representing waste management, equipment, and technology industries. Monitored legislative and regulatory activities for three trade associations, National Solid Waste Management Association, Hazardous Waste Management Association, and WASTECC.

#### 1993-1995 **Staff Assistant, Senator Conrad Burns (R-MT)**

Wrote letters to constituents regarding legislative issues and other general information. Assisted systems administration and maintenance, user support and troubleshooting, and active mailroom operations.

### EDUCATION

B.A. in Political Science, Elon University, Burlington, NC, 1993.

*David Haines*  
*Director of Government Relations*

As a Director of Government Relations at Van Scoyoc Associates, David Haines focuses on housing, economic development, and public safety issues in support of the firm's broad municipal practice.

Prior to joining VSA, he spent almost five years working in the Senate and House of Representatives. After working almost two years with a Republican Congressman who is a senior Member of the House Ways and Means Committee, Mr. Haines served as Legislative Assistant to former Senator Kay Bailey Hutchison (R-TX). He was the policy adviser on a variety of issues.



During Mr. Haines' six years at VSA, he has worked with municipal clients on policy and funding issues ranging from housing and community development to public safety and immigration. Mr. Haines works extensively with VSA's municipal clients while regularly meeting with senior Trump Administration officials and supporting grant applications. He has worked to secure Congressional support for clients' grant applications submitted to nearly every Federal department and agency.

Mr. Haines is a graduate of Texas A&M University with a B.A. in Communication and a certificate in Security Studies from the National Defense University.

## **DAVID HAINES**

800 Maine Avenue SW, Suite 800, Washington, DC 20024, 202-638-1950, [dhaines@vsadc.com](mailto:dhaines@vsadc.com)

### **PROFESSIONAL EXPERIENCE**

**2013-Present**                      **Director of Government Relations, Van Scoyoc Associates, Inc.**

Advocate for both public and private entities. Provide counseling for a variety of clients on their policy priorities at the Congressional and Executive Branch levels. In this position, he assists in representing cities, counties, transportation agencies, and other organizations on a variety of issues.

**2010-2013**                      **Legislative Assistant, Senator Kay Bailey Hutchison**

Responsible for advising on energy, agriculture, natural resources, and national security issues as well as development of related policy. Helped develop legislation addressing areas such as appropriations, energy resources, environmental protection, economic development, and veteran employment. Worked directly with a number of Federal agencies, including the Department of Energy, Department of Interior, Department of Agriculture, and others.

**2008-2010**                      **Legislative Correspondent, Congressman Kenny Marchant**

Researched policy issues and managed correspondence with constituents. Directed constituent services.

### **EDUCATION**

Bachelor of Arts, Texas A&M University, 2008.

Certificate in Security Studies from National Defense University.



## Examples of Similar Municipal Engagements

Brian Lowack  
Intergovernmental Liaison  
Office of the **Pinellas County** Administrator  
315 Court Street  
Clearwater, FL 33756  
727-464-3485 (office)  
727-480-5228 (cell)  
[blowack@co.pinellas.fl.us](mailto:blowack@co.pinellas.fl.us)

General municipal related services to include work with the Army Corps of Engineers on beach construction programs. This included Federal support for a \$51 million beach construction project – the largest in the State’s history.

Brad Miller  
CEO  
**Pinellas Suncoast Transit Authority**  
3201 Scherer Drive  
St. Petersburg, FL 33716  
727-540-1807 (office)  
727-459-9697 (cell)  
[bmiller@psta.net](mailto:bmiller@psta.net)

Support for developing Federal transit related funding and legislative initiatives. This includes Federal funding totaling \$2,000,000 (two \$1,000,000 grants) for the procurement of electric buses and the award of a \$500,000 grant for first mile/last mile bus service using innovative transit on demand services.

John Thorington  
Vice President of Government Affairs and Board Coordination  
**Port Tampa Bay**  
1101 Channelside Drive  
Tampa, FL 33602  
813-905-5120 (office)  
813-924-1862 (cell)  
[jtt@tampaport.com](mailto:jtt@tampaport.com)

Support for Federal funding and legislation related to Army Corps of Engineers navigation projects. This included \$9,000,000 in Army Corps of Engineers New Start funding for the \$60,000,000 Big Bend Navigational Channel project, that was just completed under budget and ahead of schedule.

Bernadette Hughes  
Assistant to the City Manager  
**City of Coconut Creek**  
4800 West Copans Road  
Coconut Creek, FL 33063  
(954) 956-1520  
[BHughes@coconutcreek.net](mailto:BHughes@coconutcreek.net)

Comprehensive Federal advocacy that includes a broad Congressional strategy, agency program opportunities, federal regulatory monitoring and response, and grant strategies. Through our

efforts we have worked with the Department of Justice public safety programs, advocacy support for CDBG and HOME programs, HUD homeless programs, public infrastructure programs, Current efforts to reauthorize the FEMA's National Flood Insurance Program, and beach nourishment.

Peter Wells  
Assistant City Manager  
**City of Rio Rancho**  
3200 Civic Center Circle  
Rio Rancho, NM 87144  
(505) 896-8727  
[pwells@rrnm.gov](mailto:pwells@rrnm.gov)

Support for the City in developing and funding a Program Agreement with the Army Corps of Engineers for design and construction assistance for a local water project. As a result of deploying this strategy, in 2016 the City received over \$2.1 million in federal reimbursement from the Corps. In 2017 and 2018, the City received additional reimbursement. The Corps funding workplan for next year (2019) was released in November. In the plan, the City received their largest allocation to date: \$2.49 million completing the payoff of the remaining balance owed to the City.

The Mayor of Rio Rancho provided the following note to VSA:

*“For five years the City of Rio Rancho did not make any significant progress obtaining millions of dollars owed to it by the federal government via a project reimbursement agreement. A consensus was reached by City leadership that a consultant with a proven track record, expertise, and know-how when it comes to navigating the federal process was necessary in order to balance the scales in the City’s favor regarding this critical issue. With Van Scoyoc and Associates and Jim Crum working on the City’s behalf, we saw results very quickly that would not have been possible otherwise.”* Mayor of Rio Rancho Gregory D. Hull

Mina Layba  
Legislative Affairs Manager  
**City of Thousand Oaks**  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362  
(505) 896-8727  
[mlayba@toaks.org](mailto:mlayba@toaks.org)

Provide comprehensive Federal representation across seven different Federal agencies. This includes an Army Corps of Engineers flood control study for the Arroyo Conejo Creek project. The Corps has committed to providing \$750,000 for the feasibility study, and up to \$10 million if a federal project is identified.

David Kiff  
City Manager  
**City of Newport Beach**  
100 Civic Center Drive  
Newport Beach, CA 92660  
949-644-3309

[dkiff@newportbeachca.gov](mailto:dkiff@newportbeachca.gov)

The Lower Newport Harbor had been the collection point of contaminated sediments and significant shoaling from the Newport watershed since its original construction in the 1930s. Full maintenance dredging of the Harbor had not been accomplished since 2003. Through the development of a federal “Memorandum of Agreement” (MOA), VSA worked with the City, their Congressional delegation, and the Corps of Engineers Headquarters office to provide advocacy and awareness for processing and approval of the MOA. The MOA was the first of its kind in terms of cooperative agreements involving a dredging project for a lower priority harbor. Approval of the MOA was obtained in early 2012 and allowed release of federal funding in the amount of \$4 million while awarding a dredging contract which is expected to clean up of the Lower Newport Harbor main channel restoring environmental value to the area and boating safety.

## Summary of Fee Statement

Van Scoyoc Associates structures its relationships with clients in a way that ensures complete and open communication. We charge a flat fee for services on a monthly retainer basis. We do not charge by the hour, so that communication remain open, unhindered, and our clients know exactly what our services are going to cost. We base our retainer rates on the number of principals and staff devoted to a client and the expected scope of work.

For this proposal, VSA proposes full and complete Federal Lobbying Services for a monthly retainer of \$6,000, an annual rate of \$72,000, and a total of \$216,000 lump sum not-to-exceed maximum amount for the base three-year (3) contract. We would propose the same terms for the two (2) additional one (1) year periods the City can renew, subject to VSA's acceptance, satisfactory performance, and determination that renewal will be in the best interest of the City.

Monthly retainers are the best way to ensure that there is open and regular communication between the client and our staff. Under this type of arrangement, there will never be time when you or our staff will ask whether it is cost-effective to call us to discuss a pending issue or to have us attend a meeting on your behalf.

Our proposal is for comprehensive Federal Lobbying Services, so we do not anticipate that there would be any work for the City that would fall outside that scope and that would require a separate billing agreement.

Typically, reimbursement for travel, per diem expenses, photocopying, telephone lines, or other incidental expenses will require prior approval from the City and would not exceed \$5,000 per year.

## **Project Time Schedule**

In the preceding pages, we have provided you with information about the skill, the expertise, and the many years of experience of our team that will serve you. We also have provided recent examples of how that experience and know how has delivered results for the communities we represent. In this section, we lay out a schedule for how we would approach our work with the City to generate the same successful outcomes as we have for our other clients. The key component to each of these engagements, is our overriding commitment to develop and execute on a plan that is specific to meet your goals. It is a plan that will evolve over time as your needs and circumstances change. It also is a plan that will only be successful with consistent and open communication between us and you.

Even though the new contract for services will be awarded more than halfway through the first session of Congress, there still are opportunities for the City to capitalize on the remaining legislative schedule for the year and potential grant opportunities. We have included here a 12-month schedule that will take you through the end of the first session of Congress and into the second session, that will begin next January.

### ***First quarter under contract (early summer)***

Upon receiving a Notice to Proceed by the City, we would schedule a time to bring our team to Hollywood to meet with your staff to better understand the City's priorities and goals. We want to understand what you have done in the past with Congress and Federal agencies and what went right and what went wrong. We want to know who your leading advocates are and who do we need to recruit to support your efforts. Only by understanding your past efforts can we help you develop your future strategy. Through our work with Broward County and on other Florida issues, we have strong working relationships with your two principal members of Congress – Debbie Wasserman Schultz and Frederica Wilson – and your two Senators – Marco Rubio and Rick Scott.

During those first 90 days, we will create a matrix to map your legislative priorities with a timeline for action on each. This would include scheduling meetings with your Congressional delegation to discuss your priorities, scheduling meetings with key Federal agencies to discuss your goals and possible programs available to achieve those goals, legislative deadlines for key funding and authorization bills, and a list of pending and expected Notices of Funding Opportunities.

### ***Second quarter under contract (early fall)***

As Congress advances funding bills to the October 1<sup>st</sup> beginning of the new fiscal year, VSA will update you on opportunities that may be available to the City in Fiscal Year 2020. This will include a report on funding levels for programs of interest to the City and a list of potential new programs that Congress may create to support City initiatives. In the past two Congresses alone, the House and Senate established important new programs to combat the national opioid crisis and to enhance the resiliency of communities, particularly in coastal areas such as Hollywood. The reauthorization of the National Flood Insurance Program will be a major issue this summer and into the fall, when the program expires on September 30.

We also would begin work with City staff to draft the outlines of a 2020 Federal agenda so that it can be ready for action with the convening of the Second Session of Congress in January. This

gets you on track with the Federal budget cycle to maximize your opportunities. In most cases, we have this document available for approval by our municipal clients before the end of the calendar year.

### ***Third quarter under contract (beginning of 2020)***

With the Commission's approval of your revised list of Federal priorities, VSA would begin a round of meetings with the Florida Congressional delegation and key staff members to let them know of your areas of focus for the year. We would analyze the President's budget request for Fiscal Year 2021, which is released in early February, for areas of focus that might help the City and for budget reductions, that might negatively impact City programs. We would prepare a report for the Commissioners about the impact of the budget on City operations and with the City's approval, share that information with the Congressional delegation.

At the same time, if Congress has not yet resolved all Fiscal Year 2020 funding issues, we will update the Commissioners on the final funding levels for key programs and what those funding levels mean for potential grant opportunities.

The release of the President's budget request initiates the Congressional budget and appropriations process and it will be important to convey to the Congressional delegation the City's position on funding recommendations for various programs. This can be through in-person meetings with members and staff, letters from the City to members of the House and Senate, and testimony before key Congressional committees. Later in this section we describe our comprehensive support with all of these options including scheduling meetings, drafting briefing materials, letters, and testimony.

### ***Fourth quarter under contract (spring 2020)***

Congress begins drafting its Fiscal Year 2021 appropriations bills in late March and early April and VSA will engage in behalf of the City in every aspect of that process to make sure that the City's priorities are front and center. This is especially important with five members of the Florida House delegation, including South Florida Congresswomen Debbie Wasserman Schultz and Lois Frankel, serving on the House Appropriations Committee, and Senator Marco Rubio serving on the Senate Appropriations Committee. This is a busy time of year in the House and Senate with work underway on 12 individual appropriations bills.

VSA will actively engage in the process and report back to the City with updates about developments that will impact your priority areas.

At the same time, Federal agencies will prepare to release Notices of Funding Opportunities for a full range of programs that are of interest to the City. VSA will prepare a projected schedule of those funding opportunities and provide the City with intelligence on special areas of focus for each of those competitive programs. This will give the City an advantage in not only planning your work schedule for the preparation of these grant applications, but also enhancing the City's chances of success by ensuring that the proposals are focused on the current areas of focus for the awarding agencies.

## **Our overall approach in representing the City of Hollywood**

Throughout the year, we will actively and aggressively represent the City's interests before Congress and Federal agencies. We will update the City on key developments in Congress and within the Administration and provide an analysis on how these developments may positively or negatively impact the City.

We do that by:

***Maintaining a significant presence in Washington D.C. so that your interests are best presented to Congress and Federal agencies on a timely and regular basis.*** VSA is proposing a team that will provide complete and full Federal advocacy and representation for you and, as mentioned before, we are prepared and equipped to step off immediately. Upon selection as your Federal advocates, VSA will undertake a complete assessment of your goals and help with the development of a comprehensive Federal legislative agenda. VSA will constantly search for new ways to secure federal funding and beneficial policy and regulatory outcomes for you.

- ***Legislative Advocacy.*** Our unique strength in working on a constant basis with the Florida Congressional delegation, Senate and House leadership, and senior committee staff members will provide you with strong bipartisan access and a team that will proactively advocate in the Congress on your behalf.
- ***Regulatory/Funding Advocacy.*** A VSA strength is our understanding of the Executive Branch and our ability to access Federal agencies and OMB. We have regular communication with senior Administration policymakers and regulators and will bring help you understand how and when to best position yourself on policy, budgetary, and regulatory initiatives.

VSA is committed to relentlessly working to create new strategic opportunities for the City. VSA has extensive experience working to help develop new opportunities, through innovative approaches. We will work with the transportation authorizing committees in the House and Senate to try and create and expand funding opportunities with Federal agencies and departments.

***Provide in-person updates to the Board and staff.*** VSA's team commits to maintaining a visible presence with the City. We also are prepared to organize regular calls with City staff to ensure a seamless, coordinated Federal strategy

In addition, VSA will accommodate the needs of the City Commissioners and staff when traveling to Washington, D.C. We will schedule meetings, including meetings with the Florida Congressional delegation and relevant Federal agency officials. We will only schedule meetings we believe will create, enhance, or strengthen key relationships for you and that advance your priorities. To prepare for these meetings, VSA will provide detailed itineraries for the Commissioners and staff, accompanied by briefing materials that are uniquely tailored to your Federal advocacy plan.

***Provide timely information on major federal actions and events including written monthly reports and regular communication with your staff.*** Communication is critical to the success of any relationship. We anticipate that we will spend a significant percentage of time communicating with your team to provide updates and respond to questions, while communicating your agenda to key Federal officials. VSA will not send broadcast emails or forward third-party documents without explaining how they impact you and if and recommending if and how you should respond.

On a timely basis, we will provide an analysis of pertinent legislation, committee reports, Federal agency regulations, and any intelligence we gather that is relevant to your Federal agenda, including up to the minute information on all legislative and budgetary issues of concern to the City. We recognize and define short- and long-term trends in funding opportunities before they become apparent and will work with your team to connect your priorities with those Federal opportunities.

VSA will prepare and submit regular monthly reports on relevant activities, meetings, and communications, as well as copies of bills, amendments, hearing summaries, and committee reports concerning Federal activities that affect your advocacy strategy. VSA also will send your Commissioners and staff a weekly summary of activities in Washington, D.C., highlighting legislation and amendments debated, the announcement of new Federal regulations, and the release of new discretionary grant opportunities.

***Our commitment to you:*** VSA will serve as the link between the City and Congress and the Federal agencies. The team will ensure that members of your Congressional delegation, as well as key committee members and Federal agency staff, are apprised of your goals and priorities. Quite simply, VSA will not only be your “eyes and ears” in Washington, but also your voice by providing timely information on legislative and budgetary issues.

***Written Materials:*** A most important step in any new engagement is the defining of your federal goals and our first written materials would be a comprehensive agenda to provide a roadmap to achieving those goals and measure VSA’s success.

In developing and executing this plan, communication will be a key to success. The team members you have met through this proposal take great pride in communicating with clients in a variety of ways to include face-to-face meetings, regularly scheduled calls and regular written material including research memos, analysis pieces, an annual report of accomplishments and other communication as needed.

These reports go far beyond simply reporting the news of the day. They include information about how developing federal policy could impact the City. In some cases, those policies could create opportunities for you and in other cases they could present problems. Often VSA will recommend that the you respond to these policies by outlining your support or concerns to legislators or agency leadership.

***Federal Grant Opportunities:*** A moratorium on earmarked Congressional spending has been in place since 2010. That has given Federal agencies much wider latitude to award discretionary and grant funding on a competitive basis. VSA is well-positioned to help you navigate the Federal grant-making process all the way from the development of agency policies, priorities, and budgets that determine how federal funds will be spent to the movement of Congressional legislative and funding initiatives that may present important new opportunities to compete.



VSA is successful in helping public entities secure Federal funding because of the firm's experience in working with agencies to help with the development of competitive and compelling grant applications. It is through working with Congressional committee staff and Federal agency leadership that VSA can glean intelligence in advance of public announcements; understand key areas of focus for each competition; develop targeted relationships with Federal decisionmakers and program managers in support of client efforts; and provide an experienced, outside critique and close reading of grant applications to make them as complete as possible. The firm also monitors Federal legislation and agency initiatives to identify new notices of funding availability that will be coming forward to allow clients to develop programs and projects consistent with federal objectives. Additionally, as clients submit grant applications, VSA can help gather letters of support from local members of Congress. If applications are not successful, VSA can set up invaluable debriefing sessions with agencies to help grant writers understand how they can submit a more competitive applications in the future.

VSA is different from many other Washington advocacy firms as staff will not simply forward your staff grant notices from the Federal Register or agency websites. What VSA will do is work with your staff to understand your goals and grant-writing capabilities and provide relevant grant announcements along with an analysis of the opportunities and how they align with your goals. Additionally, VSA will work with the City to refine your applications to ensure that they address program criteria and any underlying goals of the relevant Federal agency.

***Additional Responsibilities:*** VSA will assist the City by drafting letters to Federal leaders, responses to Federal legislation and regulations on items of concern and generating Congressional letters of support for applications for Federal funding. Not only is the drafting assistance important, but so is the timing of the letters so that you are aware of key deadlines to ensure that the letters have the maximum impact. VSA will keep track of deadlines and work to keep the City on schedule so your staff has plenty of time to review the draft materials.

VSA also will work with your staff to schedule Washington visits. This will include scheduling meetings with key members of Congress and Federal agency leadership. The goal is to schedule impactful meetings that raise your visibility and advance your Federal agenda. Understanding travel opportunities to Washington may be limited, VSA will continuously meet with Federal policymakers to keep your agenda on track.

In addition to Washington meetings, VSA will work to schedule timely meetings by members of the Congressional delegation and Federal agencies within the City and identify other opportunities when your leadership can interact with Federal leadership.

***Monthly Reports:*** VSA will prepare and submit regular monthly reports on relevant activities, meetings, and communications, as well as copies of bills, amendments, hearing summaries, and committee reports concerning Federal activities that affect your advocacy strategy. VSA also will send a weekly summary of activities in Washington, highlighting legislation and amendments debated, the announcement of new federal regulations, and the release of new discretionary grant opportunities.

***Legislative Tracking:*** VSA will work with you to identify key legislative and regulatory issues and track those issues through a spreadsheet that will be available on line and updated on a regular basis. We tailor these tracking documents to your individual needs and will work with you to ensure that they provide all the information you need.



***Conclusion:*** The VSA team outlined in this proposal is uniquely qualified to provide the full range of federal lobbying services that are being sought by the City of Hollywood. This experienced and professional Washington-based team can provide the City with comprehensive, thoughtful, and creative Federal lobbying services that will meet and exceed your expectations. VSA has worked for local government agencies for decades, advocating for Federal funding, passing legislation, and modifying regulations and agency policies to address local government concerns and the specific unique needs of our clients. This team also can help bring a fresh look to Hollywood's Federal agenda and its grant writing program to improve the chances of success in securing Federal funding in this increasingly competitive environment.

The VSA team stands by to provide any additional information or references that you may require. Thank you for your consideration of this proposal.

Issue Date

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

**ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): Van Scoyoc Associates, Inc. Federal Tax Identification Number: 52-1710923

If Corporation - Date Incorporated/Organized: January 2, 1991

State Incorporated/Organized: District of Columbia

Company Operating Address: 800 Maine Avenue, SW, Suite 800

City Washington State DC Zip Code 20024

Remittance Address (if different from ordering address): Same as above.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Contact Person: Harry Glenn Email Address: hglenm@vsadc.com

Phone Number (include area code): (202) 638-1950 Fax Number (include area code): (202) 638-7714

Company's Internet Web Address: www.vsadc.com

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

  
Bidder/Proposer's Authorized Representative's Signature: \_\_\_\_\_ Date: June 17, 2019

Type or Print Name: H. Stewart Van Scoyoc

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FROM THE AWARD PROCESS.

Issue Date

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

**HOLD HARMLESS AND INDEMNITY CLAUSE**

Van Scoyoc Associates, Inc. - Harry Glenn VSA's Authorized Representative  
(Company Name and Authorized Representative's Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

  
SIGNATURE

H. Stewart Van Scoyoc  
PRINTED NAME

Van Scoyoc Associates, Inc.  
COMPANY OF NAME

June 17, 2019  
DATE

**Failure to sign or changes to this page shall render your bid non-responsive.**

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### NONCOLLUSION AFFIDAVIT

STATE OF: District of Columbia

COUNTY OF: \_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He/she is President of Van Scoyoc Associates, Inc., the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)  President  
Title

**Failure to sign or changes to this page shall render your bid non-responsive.**

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA  
STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to City of Hollywood  
by H. Stewart Van Scoyoc, President for Van Scoyoc Associates, Inc.  
(Print individual's name and title) (Print name of entity submitting sworn statement)  
whose business address is 800 Maine Avenue, SW, Suite 800, Washington, DC 20024  
and if applicable its Federal Employer Identification Number (FEIN) is 52-1710923 If the entity has no FEIN,  
include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Issue Date \_\_\_\_\_

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Signature]  
(Signature)

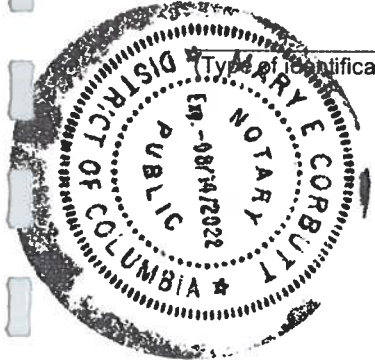
Sworn to and subscribed before me this 17 day of June, 2019.

Personally known H. Stewart Van Sycor

Or produced identification \_\_\_\_\_ Notary Public-State of District of Columbia: SS  
Subscribed and Sworn to before me  
this 17 day of June, 2019

(Type of identification) \_\_\_\_\_ my commission expires \_\_\_\_\_

Mary E. Corbutt  
(Printed, typed name of Notary Public, D.C.)  
My commission expires August 14, 2022



Failure to sign or changes to this page shall render your bid non-responsive.

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Van Scoyoc Associates, Inc.  
800 Maine Avenue, SW, Suite 800  
Washington, DC 20024

Application Number and/or Project Name:

Federal Lobbying Services - Solicitation # RFP-4612-19-JE

Applicant IRS/Vendor Number: 52-1710923

Type/Print Name and Title of Authorized Representative:

H. Stewart Van Scoyoc

Signature:  Date: June 17, 2019

**Failure to sign or changes to this page shall render your bid non-responsive.**



Issue Date \_\_\_\_\_

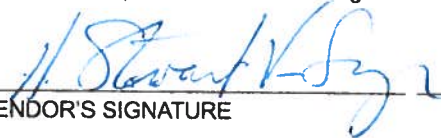
City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
VENDOR'S SIGNATURE

H. Stewart Van Scoyoc

\_\_\_\_\_  
PRINTED NAME

Van Scoyoc Associates, Inc.

\_\_\_\_\_  
NAME OF COMPANY

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby." The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."


The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

  
SIGNATURE

H. Stewart Van Scoyoc  
PRINTED NAME

Van Scoyoc Associates, Inc.  
NAME OF COMPANY

President  
TITLE

**Failure to sign this page shall render your bid non-responsive.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Karen Everhart	
Independent Insurance Center		<b>PHONE (A/C, No, Ext):</b> (703) 777-7774	<b>FAX (A/C, No):</b> (707) 777-7156
19465 Deerfield Ave.		<b>E-MAIL ADDRESS:</b> keverhart@iicfiremark.com	
Suite 210		<b>INSURER(S) AFFORDING COVERAGE</b>	
Lansdowne VA 20176		<b>INSURER A :</b> Travelers Ins Co	
<b>INSURED</b>		<b>INSURER B :</b>	
Van Scoyoc Associates, Inc.		<b>INSURER C :</b>	
800 Maine Avenue SW		<b>INSURER D :</b>	
Washington DC 20024		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 18-19 VSA All Lines                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			6308B399167	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA8B399167	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			CUP3J393468	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB8B399167	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  SAMPLE CERTIFICATE ONLY THIS CERTIFICATE IS FOR YOUR SPECIFIC CERTIFIC ISSUED  PLEASE CONTACT YOUR	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Independent Insurance Center 19465 Deerfield Ave. Suite 210 Lansdowne VA 20176	<b>CONTACT NAME:</b> Karen Everhart <b>PHONE (A/C No, Ext):</b> (703) 777-7774 <b>E-MAIL ADDRESS:</b> keverhart@iicfiremark.com	<b>FAX (A/C No):</b> (707) 777-7156
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Van Scoyoc Associates, Inc. 800 Maine Avenue SW Washington DC 20024	<b>INSURER A:</b> RPS - Chubb Insurance Group	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 18-19 VSA E&O      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E. L. EACH ACCIDENT \$ E. L. DISEASE - EA EMPLOYEE \$ E. L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions			68026778	07/01/2018	07/01/2019	\$50,000 ded Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> SAMPLE CERTIFICATE ONLY THIS CERTIFICATES IS FOR YOUR SPECIFIC CERTIFIC ISSUED PLEASE CONTACT YOUR	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Van Scoyoc Associates, Inc.

Firm giving Reference: Pinellas County Government

Address: 315 Court St. Clearwater, FL 33756

Phone: 727-464-5758

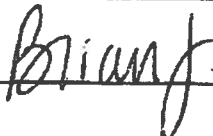
Fax: 727-464-4384

Email: blowack@pinellascounty.org

1. Q: What was the dollar value of the contract?  
A: \$380,000 (not to exceed)
2. Q: Have there been any change orders, and if so, how many?  
A: No
3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
4. Q: Was the project manager easy to get in contact with?  
A: Yes
5. Q: Would you use them again?  
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: N/A

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Brian Lowack Title: Intergovernmental Liaison

Signature:  Date: 6/18/19

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Van Scoyoc Associates, Inc.

Firm giving Reference: Pasco County BOCC

Address: 8731 Citizens Drive New Port Richey, FL 34654

Phone: 727-847-2411

Fax: \_\_\_\_\_

Email: rlair@pascocountyfl.net

1. Q: What was the dollar value of the contract?  
A: \$60,000
2. Q: Have there been any change orders, and if so, how many?  
A: No
3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
4. Q: Was the project manager easy to get in contact with?  
A: Yes
5. Q: Would you use them again?  
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: No

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Ralph Laird Title: Intergovernmental Affairs Officer

Signature: [Signature] Date: 6/18/19

Issue Date \_\_\_\_\_

City of Hollywood, Florida  
Solicitation #RFP-4612-19-JE

### REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Van Scoyoc Associates, Inc.

Firm giving Reference: Tampa Port Authority d/b/a Port Tampa Bay

Address: 1101 Channelside Dr. Tampa, FL 33602

Phone: 813-905-5120

Fax: 813-405-5050

Email: jtt@tampaport.com

1. Q: What was the dollar value of the contract?  
A: \$ 90,000 per year
2. Q: Have there been any change orders, and if so, how many?  
A: No change orders.
3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
4. Q: Was the project manager easy to get in contact with?  
A: Yes
5. Q: Would you use them again?  
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?  
A: \_\_\_\_\_

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: John Thorington Title: V. P. of Government Affairs

Signature: John Thorington Date: 6/17/19