



City of Hollywood, Florida

2600 HOLLYWOOD BOULEVARD • P.O. Box 229045 • ZIP 33022-9045

NOTICE OF INTENT TO AWARD

BID No.: RFP-4466-15-JE

OPENED: JULY 16, 2015

ITEM: FEDERAL LOBBYING SERVICES

**AWARD BEING RECOMMENDED TO: THE CORMAC GROUP
WASHINGTON, DC**

DATED AND POSTED: AUGUST 24, 2015

JOEL WASSERMAN, DIRECTOR

PROCUREMENT SERVICES

PROTEST: ANY ACTUAL OR PROSPECTIVE BIDDER WHO IS AGGRIEVED IN CONNECTION WITH THIS PENDING AWARD OF THE CONTRACT OR ANY ELEMENT OF THE PROCESS LEADING TO THE AWARD MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES. THE PROTEST MUST BE FILED WITHIN FIVE (5) BUSINESS DAYS OF THIS POSTING OR ANY RIGHT TO PROTEST IS FORFEITED. THE PROTEST MUST BE IN WRITING, MUST IDENTIFY THE NAME AND ADDRESS OF THE PROTESTER, AND MUST INCLUDE A FACTUAL SUMMARY OF, AND THE BASIS FOR, THE PROTEST. FILING SHALL BE CONSIDERED COMPLETE WHEN THE PROTEST IS RECEIVED BY THE DIVISION OF PROCUREMENT SERVICES

PROTEST DEPOSIT: A DEPOSIT IS REQUIRED FROM THE PROTESTER TO COMPENSATE THE CITY FOR THE EXPENSES OF ADMINISTERING THE PROTEST. IF THE PROTEST IS DECIDED IN THE PROTESTER'S FAVOR, THE ENTIRE DEPOSIT SHALL BE RETURNED TO THE PROTESTER. IF THE PROTEST IS DETERMINED TO BE WITHOUT MERIT, THE DEPOSIT SHALL BE FORFEITED TO THE CITY. THE DEPOSIT SHALL BE IN THE FORM OF CASH, A CASHIER'S CHECK, OR A PAYMENT BOND AND SHALL BE IN THE AMOUNT OF \$250.00 OR 1% OF THE AMOUNT OF THE PENDING AWARD, WHICHEVER IS GREATER, UP TO THE MAXIMUM OF \$1,000.00.

"An Equal Opportunity and Service Provider Agency"

FEDERAL LOBBYING SERVICES

RFP-4466-15-JE

EVALUATION MATRIX

AUGUST 17, 2015

| | |
|--|------------------|
| <u>Proposer:</u> | The Cormac Group |
| <u>Evaluation Committee Members:</u> | |
| Davon Barbour | 93 |
| Chuck Ellis | 94 |
| Matt Lalla | 94 |
| | |
| TOTAL: | 281 |



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Use for bids, RFPs, RLIs, RFQs)

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION
2015 MAY -5 AM 9:16

Date 5/1/15

Department/Office City Manager's Office

Division/Area 1150

Contact Person Lorie Merten-Black

Title Chief Civic Affairs Officer

Phone 954-921-3201

Email lmertens-
black@hollywoodfl.org

1. Product/Service being requested (be specific.) Federal Lobbying Services

2. Detailed description of the products/services function and purpose. The goal of this procurement is to select lobbyists to assist the City in influencing legislative at the Federal level. Given the many legislative issues currently impacting Hollywood, ethical, professional and experienced lobbying is sought to encourage responsive and responsible decision making. Additionally the lobbyist is to serve as an information provider and consultant to the City regarding legislative and related administrative process issues.

Are there alternative products/services capable of performing the required function? n/a

3. Has this product/service previously been formally solicited by the City of Hollywood?

☒ Yes ☐ No ☐ Unsure

If yes, please provide previous solicitation number. RFP-3985-05-JE

4. Has this product/service previously been formally solicited by another government agency?

☐ Yes ☐ No ☒ Unsure

If yes, please provide details and copy if available. _____

5. Total estimated cost of the requested product/service? \$75,000.00

Procurement Service Division use only

Requisition # R
BPO _____
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

(Revised 9/2013)

RFP-4466-15-JE

Has this cost been approved in your budget? ☒ Yes ☐ No

If yes, provide Account Number (s.) 01.1150.00000.512.003149

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 30 Days

7. Is a pre-bid meeting required? ☐ Yes ☒ No

If yes, are you requesting it to be mandatory? ☐ Yes ☐ No

8. Project location? n/a

9. Completion Time: Final completion of this project shall be in n/a calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. none

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? ☐ Yes ☒ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

16. Is this a grant related purchase? ☐ Yes ☒ No

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

If yes, please provide details (umeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☒ No

What is the grant source? _____

What is the grant (dollar) amount? _____

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☐ Yes ☒ No

If yes, please provide details on Department/Office and how. _____

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:

(NOTE: Committee members should not be direct reports.)

Steve Joseph

Chuck Ellis

Davon Barbar

Matt Lalla

Sylvia Glazer

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.

The Cormac Group

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

Procurement Service Division use only

Requisition # R _____

Purchase Order # P _____

Blanket Purchase Oder # _____

BPO _____

(As Applicable)

(As Applicable)

(As Applicable)

(Revised 9/2013)

Contact Person's Signature

Date

Supervisor's Signature

Date

Director's Signature

Date

4-30-15

APPROVAL (Procurement Service Division Use Only)

| | | | |
|--------------|--------------|------|---------|
| Verified By: | <i>JE</i> | Date | 6-22-15 |
| Approved By: | <i>Joe L</i> | Date | 6-22-15 |

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

2015 City of Hollywood Legislative Priorities

Federal Priorities:

- Sober home regulation
- Funding for programs to assist the homeless
- FEMA review of the City's appeal of the de-obligation of \$552,832 in hurricane clean up expenses from Wilma
- Funding for sewer infrastructure
- Federal funding for City priorities

State Priorities:

- Ocean outfall – support for alternative options
- Pension Reform – flexibility in use of chapter funds and preservation of the Naples Letter
- Amending Mark Wandall Traffic Safety Act to increase the share of funds sent back to cities
- Preservation of funds for local mitigation provision of the Seminole Compact
- Sober Home regulation

Local Priorities:

- Funding and permitting of sand-by-pass project and beach renourishment
- Use of Tourist Development Taxes
- Update of the Broward County Land Use and Comprehensive Plan

ISSUES TO MONITOR:

Federal:

- Affordable flood insurance
- Funding for beach renourishment and sand by-pass project
- Submission of an application by Seminole Tribe to absorb city lands into the reservation

State:

- Preservation of the ability to charge a Local Business Tax and maintenance of the current rate for Communications Services Tax
- Funding for beach renourishment and sand by-pass project
- Miller Claims Bill
- Funding for commuter rail on the FEC railway and for the installation of quiet zone improvements
- Authority to install public safety cameras upon Florida Department of Transportation (FDOT) rights of way to provide municipalities the ability to operate a CCTV and LPR program.
- Fully fund the Sadowski Trust to be used for housing related activities
- Extension of the sunset date for Enterprise Zones from 2015 to 2025
- Senior Program Funding
- Funding for water and sewer infrastructure, coastal flooding, transportation, economic development
- Establishment of statewide minimum regulatory standards for properties used for "sober home" purposes and allows for local regulation of such properties
- Elimination of pre-emption and allow cities the authority to ban smoking on municipal property
- Sufficiently fund FRDAP grant to allow award for improvements to Henry Graham Park
- Amendment of Ch. 790 to allow regulation of guns at municipal facilities
- Prohibition on extensions on development permits granted by State law instead of by the local government
- Funding for installation of sewers and abandonment of septic systems
- Clarification that all users of a storm water utility, including government entities, are required to pay storm water charges
- Prevention of exemptions to or repeal of the Development of Regional Impact (DRI) process
- Creation of a Uniform Chart of Accounts (UCOA)
- Adoption of the International Fire Code as a replacement to the Florida Fire Prevention Code
- Impact of increasing insurance costs upon homeowners and homeownership
- Water and wastewater utilities regulation
- Regulations for the use of medical marijuana
- Results of the state study on parking meter revenue from FDOT owned lands

Local :

- Funding for programs to assist the homeless
- Funding of commuter rail (Coastal Link) and the installation of quiet zone improvements and the siting of a station at Hollywood Boulevard
- Continuation of Community Redevelopment Agencies
- Resolution of Resource Recovery Board dispute
- Funding for transit options and transportation related projects