



# Rhode Island Airport Corporation

May 30, 2014

**REQUEST FOR PROPOSALS  
FEDERAL LOBBYIST SERVICES  
CONTRACT NO. 24078**

**APPROVED:**

Peter A. Frazier  
General Counsel

**APPROVED:**

Jeffrey P. Goulart  
Purchasing Agent

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC), a public corporation, governmental agency and public instrumentality, has been established pursuant to the provisions of Title 42, Chapter 64, of the Rhode Island General Laws. RIAC is empowered, pursuant to its Articles of Incorporation and Rhode Island law, to undertake the planning, development, management, acquisition, ownership, operation, repair, construction, reconstruction, rehabilitation, renovation, improvement, maintenance, development, sale, lease, or other disposition of any airport facility.

RIAC operates the state's six airports – T. F. Green International Airport and five general aviation airports. Airports are heavily regulated industries with oversight from the Federal Aviation Administration and the Transportation Security Administration. Additionally, RIAC requires significant federal grants and appropriations for capital improvements.

The anticipated scope of services include: (a) collaboration with RIAC to prepare and implement an annual funding and advocacy plan; (b) advocate for and obtain funding for airport projects; (c) advocate RIAC's policy position to key Congressional members and federal agencies; and (d) analyze draft legislative language that impacts RIAC. The period for these services shall be for a one-year period with two (2) additional one-year extensions at RIAC's discretion.

The purpose of this request for proposal is to select the best firm to provide these important services.

## **REQUEST FOR PROPOSALS (RFP) REQUIREMENTS**

RIAC requires respondents to keep the proposal to a maximum of ten (10) single-sided pages, excluding an Executive Summary (which should not exceed 2 single-sided pages), resumes (one page, single-sided), and exhibits. Please note that the minimum font size shall be 12-point.

Proposing firm shall submit one (1) electronic (flash drive) and two (2) printed copies of the proposal to:

Office of Procurement  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886-1533

**Attn: Federal Lobbyist/Contract No. 24078**

The proposal must be submitted no later than **4:00 p.m., Friday, June 13, 2014**, Eastern Time. Late submissions will **not** be accepted. Questions concerning this RFP should be directed only to the following email address: [procurement@pvdairport.com](mailto:procurement@pvdairport.com). All questions are to be submitted no later than **4:00 p.m., Friday, June 6, 2014**. RIAC shall respond to all applicable questions via Addendum no later than

**Tuesday June 10, 2014.** The Addendum will be posted on the RIAC website ([www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement)).

RIAC accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RIAC prior to being hired. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to interview some, all, or none of the firms responding to this RFP based solely on its judgment as to the firm's proposals and capabilities. RIAC reserves the right to request and consider additional information from submitters and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least 90 days after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a Professional Services Agreement (PSA).

Respondents are advised that all submissions (including those not selected) may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any proprietary information included in the proposal that the respondent desires not to be disclosed should be clearly identified as such and segregated from the rest of the proposal.

## **SUBMITTAL CRITERIA**

### **A. GENERAL FIRM INFORMATION**

Provide a brief description of your firm, including but not limited to the following:

1. Location(s).
  - a. identify principal address;
  - b. identify number of offices you have; and
  - c. identify the primary office that will service RIAC.
2. Number of lobbyists.
3. Name, address, phone number, fax number and email address of the firm's contact person.
4. Identify any material litigation, administrative proceedings or investigations which i) currently names your firm as a party, ii) have been threatened

against your firm; or iii) have been settled within the past two years and involved your firm as a party.

5. Identify current workload; available staff; resources, capacity and flexibility to meet schedules, including any unexpected work; and ability to perform on short notice and under time constraints.

## **B. EXPERIENCE AND RESOURCES**

1. Identify which employees would be involved in providing lobbying services to RIAC. Provide appropriate background information on each and identify what their responsibilities would be in serving RIAC.
2. Provide three (3) professional references from your corporate or governmental agency clients including names, addresses and telephone numbers.
3. Describe previous work that demonstrates experience in securing federal funding/appropriations for state or municipal projects.
4. Describe previous work in shaping federal legislation.
5. Describe any constraints or parameters tied to your representation capabilities in Washington, D.C., if any.
6. Describe your firm's Rhode Island and local lobbying practices.
7. Describe the nature and extent of your experience in representing governmental and quasi-governmental agencies.
8. Describe your approach to providing the scope of services identified above in the introduction.

## **C. COSTS**

1. Describe your proposed fee structure including: the hourly rates (if applicable) for the employees to be assigned to RIAC activities and the costs of various reimbursables and expenses. Blended rates will be considered. Please be as specific as possible. (N.B. – Pursuant to RIAC Procurement Rule 8.7.1.2, any legal counsel retained by RIAC must certify that his or her **“rate of compensation does not exceed the rate of compensation charged by counsel to his or her preferred public or private clients.”**)

## **EVALUATION CRITERIA**

Proposals will be evaluated by a Selection Committee, which will be seeking to distinguish which proposer has, through the appropriate combination of several criteria, the abilities to best perform the required services to the satisfaction of RIAC. While some criteria may be ranked higher than others in the selection process, the proposal that achieves the highest overall ranking will be considered top-ranked by the Selection Committee. The proposals will be evaluated using the following criteria:

- Relevant experience Successful respondent will have: (a) been working in the legislative advocacy arena for a minimum of 10 years, (b) have an office in Washington, D.C., (c) have an office in Rhode Island, and (d) a track record of experience demonstrative of success in the current federal environment. In your submission, please emphasize how your experience is relevant to RIAC.
- Qualifications Professional background and qualifications of firm members.
- Organization Current workload; available staff; resources, capacity and flexibility to meet schedules, including any unexpected work; and ability to perform on short notice and under time constraints.
- Approach Understanding of the nature and extent of services required.
- Costs Projected costs and proposed fee structure for services performed.

By this RFP, RIAC has not committed itself to employ counsel for any or all of the above-described matters, nor does the suggested scope of services or term of agreement require that counsel should be employed for any of those purposes. RIAC reserves the right to make those decisions after receipt of responses. RIAC's decision on these matters is final.

### **INSURANCE REQUIREMENTS**

RIAC shall approve the insurance limits of the successful proposer prior to entry of any agreement.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The firm must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including Affirmative Action and the Disadvantaged Business Enterprise programs.

### **ADDITIONAL REQUIREMENTS**

#### **Campaign Finance Compliance**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

#### **Major State Decision-Maker**

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L. § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.