

TOWN OF WILLIAMSPORT (MD)



REQUEST FOR PROPOSAL 2022-12

CONSULTING SERVICES

POINT OF CONTACT

Donnie Stotelmyer, Town Manager
2 North Conocochoage Street
Williamsport, MD 21795
(301) 223-7711
townmanager@williamsportmd.org

Request for Proposals 2022-12 Consulting Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing contractual consulting services to advocate on the Town's behalf with federal and state elected officials, departments, and organizations for the purpose of enhancing initiatives in the best interest of the Town. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's Elected Officials will participate in the process of selecting the appropriate firm.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

Point of Contact: Donnie Stotelmyer, Town Manager, can be reached at 301-223-7711 or townmanager@williamsportmd.org with any questions.

REQUEST FOR PROPOSALS
2022-12: Consulting Services

I. PROJECT OVERVIEW

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing contractual consulting services to advocate on the Town's behalf with federal and state elected officials, departments, and organizations for the purpose of enhancing initiatives in the best interest of the Town.

The intention of this Request for Proposals is to begin services on December 1, 2022, and continue through the remainder of the fiscal year. Submissions will include a one-year extension if both parties are enjoying a constructive relationship. The Town of Williamsport requires a well-managed, financially sound Consultant with demonstrated skills and technical ability. The firm should have a Maryland Licensed and practicing state bar attorney with preference provided to a firm with a former state lawmaker with appropriations and regulatory experience, high levels of customer service, responsiveness, and satisfaction, to fulfill the requirements outlined in this Request for Proposals. The primary focus of the Consultant is to assist the Town of Williamsport with improving its efforts to influence legislation, capture revenues available to local government and assist the Town of Williamsport in identifying, applying for and receiving competitive grants, earmarks, and other discretionary funding available to meet municipal objectives. The Town of Williamsport also seeks to be apprised of proposed legislative action that could be perceived as a threat to its municipal services or authority. Legislative threats would be promptly reported to the Town of Williamsport with a recommendation for action.

The Town of Williamsport is a small municipality in Washington County, Maryland. The Town enjoys a population of nearly 2,200 residents in an area of 1.04 square miles. Municipal services provided to residents includes general public works, planning and community development, purchases water flowing through Town-owned infrastructure, contracted wastewater treatment flowing through Town-owned water infrastructure, contracted electric being provided through a Town-owned power grid, a gymnasium, a public pool, several community parks including field sports, a local museum, a successful Main Street America Program, code enforcement, economic development, contracted grants administration, environmental sustainability, MS-4 compliance, contracted trash and recycling collection, historic properties/district, and more. The Town continues to grow because of its desirable location and high-quality municipal services, but the Town is susceptible to many changes in the state and federal regulations. The Town of Williamsport also has portions experiencing the effects of aging public infrastructure, placing a high demand on the Town's limited resources.

II. CALENDAR OF EVENTS

Any submissions received after the receipt date and time will not be accepted.

Pre-Bid Meeting: Monday, October 5, 2022, at 10:00 PM in the Planning & Zoning Board Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting, may request a copy of any and all written addendums based on discussion at the Pre-Bid meeting and submitted written questions and are encouraged to schedule a time to meet with Town staff and complete an on-site visit.

Sealed Bids: Due by Friday, November 4, 2022, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, L. Beard Miller Memorial Pool Rehabilitation Project, 2 North Conococheague Street, Williamsport, MD 21795. The Town reserves the right to reject any and all bids.

Bid Opening: All submitted bids will be opened at the November 7, 2022, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud required documents of each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and make a formal decision at the November 14, 2022, meeting of the Mayor & Town Council. The Mayor & Town Council reserve the right to decide to approve a proposal at any Special Session scheduled between the November and December meetings. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

III. SCOPE OF WORK

The successful consultant will report directly to the Mayor, daily or weekly contact with the Town Manager, and provide updates to Town Council as requested. It is anticipated that specific tasks and responsibilities will be more specifically defined by the scope of services agreement between the Town and the Consultant, however, the Consultant should have the direct experience necessary to provide services that include, but are not limited to, the following tasks:

A. Monitoring – Consultant shall serve as a reliable and consistent conduit of information to and from the State Legislature monitoring and providing regular reports, both orally and in writing, on current legislation, the state budget process, or any legislative events impacting the Town. The Consultant will work closely with the Mayor, Town Council, and Town Manager to assist in developing the Town’s legislative priorities and identifying current needs. Frequent contact should be made with Members of State Legislature and their staff, as well as state agency staff on matters concerning the development of future legislation and regulations impacting the Town. All contact shall keep policy makers aware of the potential effect of specific legislation and regulations relative to the Town’s interests.

B. Bill Tracking – Consultant shall obtain and monitor all bills, legislative action, etc. with copies of all bills and amendments that are determined to have an impact on the legislative and regulatory interests of the agency forwarded to the Town.

C. Legislative Advocacy – The Town’s position on key legislative action shall be effectively communicated to state legislators and their staff, and to state agencies and other interest groups (as appropriate). This may be accomplished through personal discussions with delegation members, agency representatives, meeting with state agencies and other interest groups represented at the State level, testifying at appropriate policy and fiscal committees and agency hearings, orchestrating statements of legislators, prepare and send letters notifying the appropriate officials and agencies of the Town of Williamsport’s position and drafting announcements.

D. Coordination of Legislative/Regulatory Efforts - Consultant shall work with the Town to coordinate a defined legislative/regulatory program, which includes the development of legislative/regulatory positions and platforms and drafting proposed legislation when appropriate. The Consultant shall coordinate the Town’s perspective with other associates as appropriate. Consultant will design and implement the defined strategy, in consultation with the Town that raises the consciousness and awareness of issues relating to the Town of Williamsport with State lawmakers

E. Enhance Intergovernmental Relationships - Design and implement a strategy, in consultation with the Town to broaden and improve direct communication with state-level entities; assist in the development of relationships with key legislators, regulatory agencies, and state agencies, consistent with policy objectives; and develop strong connections with other agencies and state membership organizations to support mutual goals as identified.

F. Establish an Active Presence - Consultant shall actively establish a strong identity and presence in Annapolis on behalf of the Town of Williamsport. This effort shall be reinforced by involvement in the political and regulatory actions on behalf of the Town. Additionally, on-site visits to the Town shall be made upon reasonable notice and request to Consultant along with a presentation to the Mayor and Town Council regarding state issues as requested.

G. State Budget Issues - Focus efforts of supporting the Town of Williamsport’s appropriation requests and legislative objectives during the final phases of state legislative action on spending and authorization legislation, including coordinating additional meetings with relevant members of the state legislature, or staff, in support of the Town’s objectives.

IV. SUBMISSION INSTRUCTIONS

A. Proposer must describe in detail how the requirements of this RFP will be met and may provide additional related information with the proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Scope of Work, and should be presented in the same order. Please explain your qualifications for performing the scope of work.

B. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions and for responding to the RFP requirements. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend

the complexity and risk of this RFP, may be rejected. Tentative schedule should be included by phase and tasks to be completed.

C. Proposer shall list deliverables and quantify how performance of deliverables shall be measured.

D. List of personnel, including resumes, who will perform services and activities.

E. Proposed fee structure for lobbying services. This cost information is viewed to be preliminary. Town intends to further refine cost estimate with successful applicant once detailed scope of service is developed.

F. Three references with name, address, and phone number of clients for which the company has provided similar services.

G. Name, address, telephone, and e-mail address of the lead individual to contact for further information.

PROPOSAL

PROPOSAL SUBMISSION FORM

Proposal of _____ hereinafter called "CONSULTANT", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request for Proposals distributed by the Town of Williamsport, the CONSULTANT hereby proposes to perform all WORK for contractual, consulting services pertained in the Request for Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONSULTANT certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONSULTANT or with any competitor.

The BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONSULTANT further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONSULTANT agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONSULTANT hereby states that he has available adequate equipment and finances to prosecute the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The CONTRACTOR agrees to do everything required to perform all work necessary for, or incidental to, and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____), lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2022-12: Consulting Services as prepared by the Town of Williamsport.

Respectfully submitted by:

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Contractor Printed Name		Date	
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E-Mail Address		Title	
<hr/>		<hr/>	
Street Address	City	State	Zip
<hr/>		<hr/>	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Original signature required in each document)
declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

The Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the Town, in its sole discretion, determines to be in the best interest of the Town.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.

REFERENCES

Reference Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip

Project Name

Reference Printed Name	Phone Number		
E-Mail Address	Title		
Street Address	City	State	Zip

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