

**REQUEST FOR PROPOSAL**  
**for**  
**FEDERAL GOVERNMENT AFFAIRS CONSULTANT**

**INTRODUCTION**

The Wasatch Front Regional Council (WFRC) is soliciting Requests for Proposals (RFP) from qualified consultants to represent the Wasatch Front Regional Council's interests before Utah's Congressional delegation.

As a Metropolitan Planning Organization (MPO), WFRC is responsible for coordinating the long-range transportation planning and short-range project programming for the Salt Lake City-West Valley City and Ogden-Layton Urbanized Areas. The WFRC consists of local governments and community leaders from Box Elder, Davis, Morgan, Salt Lake, Tooele, and Weber Counties. WFRC collaborates with member cities and counties, the Utah Department of Transportation (UDOT), the Utah Transit Authority (UTA), the other MPOs in the state, and other interested public, private, and community parties to include affiliated national organizations to plan for the region's future growth and transportation needs.

**General Requirements of Proposals**

All proposals should include the following elements:

1. A statement of qualifications of the proposing individual or firm, including: 1) the experience of the individual/firm in transportation and related efforts; 2) a description of the experience and technical competence of specific staff member(s) to be assigned to the effort; 3) a description of how the firm will share their advice, knowledge, and guidance on transportation and related policy; 4) an explanation of their knowledge and familiarity with Utah's Congressional delegation and Utah's transportation priorities; and 5) a description of their experience with other relevant clients in the transportation industry and how the firm will coordinate with industry stakeholders.
2. A description of how work would be accomplished for duties described in Appendix A.
3. A cost estimate including total annual cost and methodology for determining that cost. As WFRC reserves the right at its discretion to enter into a final contract for fewer tasks as described in this RFP, the scope and costs of the awarded contract may be negotiated with the selected contractor after award based upon the provided hourly rates and costs per task.
4. The term of this proposal is for one year, however the contract as negotiated, may be longer.

Proposals must meet the following requirements:

1. Proposals should be no longer than 10 pages, not including cover letter, resumes, and attachments.
2. A duly authorized official of the proposer must sign proposals. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or legal entity, which shall not be a subsidiary, or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal individual/team.
3. In connection with this proposal, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but is not limited to, the following: employment, upgrading,

demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training including apprenticeship.

Proposals must be submitted via email to [nhacker@wfrdc.org](mailto:nhacker@wfrdc.org) by Noon (MST) on February 6, 2020 with a possible brief in-person meeting in Washington DC February 8-11.

WFRC reserves the right to accept or reject proposals including the right to reject all proposals and re-solicit, if deemed necessary. Selection of an individual or firm is also dependent on the negotiation of a mutually acceptable contract with the selected proposing individual/firm.

### **Selection Process**

The Selection Committee will review proposals received in response to this request. The Selection Committee will be comprised of WFRC member(s) and staff. Following the review of proposals, the Committee may invite a short list of individuals/firms (no more than 3) to an in-person interview in Washington DC to answer questions concerning their proposal. Subsequent to approval, the selected individual or firm will be notified and contract negotiations will begin.

### **Selection Criteria**

The Selection Committee will use criteria including those listed below to select an individual/firm:

- 1. Scope:** The scope and level of effort proposed.
- 2. Experience & Effectiveness:** Proven effectiveness and past experience in working with members of Utah's Congressional delegation and staff, and other public and private entities on transportation-related policy and funding.
- 3. Skills & Ability:** Ability to work well with WFRC members, staff, and stakeholders.

The following is the consultant selection schedule:

Advertisement of the RFP:	January 29, 2020
Proposals due:	Noon MST February 6, 2020
Selection committee to review proposals:	* February 6 -11, 2020
Possible interviews with up to 3 consultants:	* February 10-12, 2020
Selection of consultant and execution of contract:	* February 13-20, 2020
* schedule is subject to change	

### **Protest Procedures**

Protests will be accepted only from prospective individuals/firms who would be directly and materially affected by the award, or failure to award a contract. Any protests shall be submitted via email to Ned Hacker at [nhacker@wfrdc.org](mailto:nhacker@wfrdc.org) and must include:

- The name, address and telephone number of the protesting firm/individual
- Signature of the principal officer of the firm/signature of the individual
- A detailed statement as to the nature of the protest

Protests will be accepted no later than Noon MST, February 15, 2020. Thereafter, protests will be returned to the protestors without action. The Selection Committee will review all protests to determine their merit and will forward a recommended response to the appropriate reviewing body. No contract will be awarded under this RFP until a decision on the protest is reached. Should award of the contract be delayed because of a protest all respondents to this RFP will be notified.

## **APPENDIX A**

### **SCOPE OF WORK for FEDERAL GOVERNMENT AFFAIRS CONSULTANT**

At a minimum, the individual/firm will accomplish the following:

- At the direction of WFRC, represent WFRC with Utah's Congressional delegation, staff, and other interested parties.
- Support WFRC's federal legislative objectives.
- Assist WFRC in identifying legislative issues and actively monitoring legislation and policy that has the potential to impact the agency and its constituent local governments and transportation partners.
- Provide information to WFRC.
- Provide legislative consulting services related to regional transportation policy, projects, programs, and priorities.
- Provide information and strategic advice on transportation-related issues.
- Facilitate WFRC engagement and coordination with Congress and other relevant Utah and national stakeholders and entities.