



Solicitation for Lobbying Services

The City of Dillingham, Alaska, is soliciting proposals to select a qualified firm or individual to provide lobbying services (hereafter “Consultant”) at the state and federal level for the City of Dillingham (hereafter “City”) for the purpose of influencing legislative or administrative actions as directed or requested by the City. The selected firm or individual will enter into a term contract for a period of one year with an option for an additional extension based upon a satisfactory review by the Mayor and City Council of services provided. This solicitation can also be found on the City’s website at www.dillinghamak.us under the “Bids and RFPs” tab.

Inquiries and proposals should be directed to:

City Manager
(907) 842-5148
manager@dillinghamak.us

A copy of the proposal should be delivered to the office of the City Manager no later than 4 p.m., on January 24, 2022, at the email address noted above.

About Dillingham

The City of Dillingham is a First Class City and has a Council/Manager form of government. The City is located approximately 350 miles south west of Anchorage, set against a backdrop of Wood River Mountains. The City is home to about 2,300 residents, and covers an area of about 36 square miles. The community is largely Yupik Eskimo and the hub of the surrounding Bristol Bay region, as well as being the gateway to Wood Tikchik State Park, the largest State Park in the nation. Many people look to, and rely on, Dillingham for freight, transportation, health, and visitor services.

Dillingham monitors legislative, administrative, and regulatory actions of the state and federal governments, especially those that could impact the community. The City has historically submitted annual requests for funding assistance to the Governor and Legislature for key infrastructure projects and actively promotes those projects. The City wants to be at the front of the line when state or federal funding opportunities become

available. The City desires the services of a professional lobbyist to represent Dillingham's interests at the state and federal level and to provide professional advice to the Mayor, City Council, and City Manager regarding legislative matters.

Scope of Work

The Consultant will communicate directly or through consultant's agents with any appropriate public official for the purpose of influencing legislative or administrative action as directed or requested by the City, and in the best interests of the City.

In this regard, the Consultant shall:

- A. Receive guidelines for lobbying efforts from the City Council through the City Manager and work within such guidelines to promote, advocate, support, modify, oppose, or delay any appropriate legislative or administrative action. Modifications to these guidelines may be made from time to time by the City.
- B. Communicate with the Mayor and/or City Council for the purpose of acquiring necessary available information, statistics, studies, and analyses to use as back-up and support material in support of Consultant's lobbying activities.
- C. Plan to spend significant time in Juneau during the legislative session.
- D. Plan one trip each year to accompany a City delegation to Washington D.C.

The Consultant will be called upon to arrange meetings and/or conferences, provide information and/or research, and provide such other services as required or convenient to enhance communication between the City and all branches of the state and federal governments.

The Consultant shall provide reports and professional advice to the City regarding Consultant's lobbying efforts on behalf of the City. In this regard, the Consultant shall:

- A. Maintain regular contact with the City through the Mayor and Manager on the status of pending legislation or capital projects and regularly promote the City's interests with appropriate legislators, agencies, and staff throughout the year.
- B. Provide written monthly reports to the City, and such reports shall include, but shall not be limited to, contacts and progress made on behalf of the City, changes in the status of capital projects, legislation, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Dillingham to meet with the Mayor, Council, and City staff at least once each year.

- D. Exercise best professional judgment in all matters relating to work for the City of Dillingham and immediately report any position or action taken which involves an area of uncertainty or controversy.

Required Proposal Content

Proposals must include:

- Cover Letter
- Experience
- Proposed Fee
- Minimum of three (3) professional references
- Ability to provide applicable insurance coverage

Submittal Requirements and Information

To be considered, all proposals must be delivered to the email address below, on or before the deadline.

Deadline – All proposals must be received no later than 4:00 p.m. on January 24, 2022.

Delivery instructions – email to:

City Manager
manager@dillinghamak.us

Faxed or mailed proposals will not be accepted.

Email proposals must be sent to: manager@dillinghamak.us

Proposals will be recorded as received based on the date and time stamp on the email when it is received by the City.

No exceptions will be made concerning the deadline.

Please put in the subject line of the email, to identify the project: “Proposal: Lobbying Services.”

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the solicitation document, and to give particular attention to the qualifications of the solicitor.

The City reserves the right to revise or clarify the solicitation, respond to questions, and/or extend or shorten the due date of the solicitation.

The City retains the right to cancel the solicitation process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become City property and will not be returned.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals.

This solicitation does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

The City Council may select an individual or firm for contract approval by City Council at their February 4, 2022 meeting.

The City may award a contract, subject to negotiation of a satisfactory agreement based on a contract form provided by the City, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.