



REQUEST FOR QUALIFICATIONS FOR FEDERAL LEGISLATIVE CONSULTANT/LOBBYIST

SUBMITTAL DUE DATE: **NOVEMBER 24, 2021**
4:00pm Prevailing Central Time

SUBMITTAL LOCATION: **www.greatriversgreenway.org/jobs**
Register online to receive upload link and other instructions. Submit
qualifications in .PDF format only.

PROJECT SUMMARY

Great Rivers Greenway (“GRG”) requests submissions from qualified consultants interested in providing bi-partisan Federal government relations and lobbying services to GRG in an effort to maintain awareness of and maximize access to Federal programs and funding. Examples of services GRG is interested in may include the following:

- Creating a Detailed Federal Action Plan Specific to GRG Funding Needs
- Developing a Compelling Narrative
- Strengthening and Expanding Federal Relationships
- Undertaking Aggressive Proactive Advocacy
- Developing Profile Raising Activities
- Providing Strategies for Procuring Grants and Funding
 - Address Selection Criteria
 - Coordinate meetings with federal agencies
 - Work with the Congressional Delegation to Increase Support

ANTICIPATED PROCUREMENT SCHEDULE

November 5, 2021: GRG Issues Request for Qualifications
November 14, 2021: RFQ Questions due to GRG by 4:00pm Central
November 24, 2021: Qualification Submittals Due to GRG’s Web Site
4:00pm Central
November 29/30 Interviews with selected firms (if needed)
December 2021: GRG Board authorizes Consultant Contract

BACKGROUND

GRG is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Formed under RsMO 67.100 as the Metropolitan Parks and Recreation District of St. Louis, d/b/a as Great Rivers Greenway. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work,



and play. Through this effort, GRG works to provide active transportation alternatives, seek infrastructure reuse, preserve nature, improve health and increase equitable economic vitality of the St. Louis Region. More information can be found at <http://greatriversgreenway.org>.

The Brickline Greenway is one of 16 greenways and is a public private partnership focused on reknitting the core of St. Louis neighborhoods and institutions together. The Brickline Greenway is focused on providing equitable economic opportunities and is an action strategy of Greater St. Louis Inc's STL 2030 Jobs Plan. It is a \$245 million project that will require federal funding to match \$170 million in local match. More information can be found at <https://greatriversgreenway.org/brickline/>

Great Rivers Greenway is operated by a 30-member staff and governed by a 12-member Board of Directors. Staff members work within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation. The Great Rivers Greenway Foundation is a separate 501c3 organization supporting private funding of greenway projects and is housed within the GRG offices.

Great Rivers Greenway is committed to Diversity, Equity and Inclusion. Our DEI Plan can be found here at <http://bit.ly/GRGDEI>.

QUALIFICATIONS

The selected consultant may be an individual, firm or team that best demonstrates the ability to assist Great Rivers Greenway in addressing legislative, regulatory and political strategies that seek to enhance GRG's visibility among federal policy makers and leverage federal dollars related to GRG's mission.

Qualified consultants must demonstrate capacity, experience and success with assignments of this type. All consultants will be evaluated on the criteria listed under "Selection Process" section below.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Please upload your submission as a single .PDF file to the GRG web site (link will be provided to you). Submission file should include:

Submission should be no more than 15 pages and must include the following:

- A. Letter of interest that clearly summarizes:
 - Qualifications of the consultant, firm or team
 - Primary contact
 - Understanding of the assignment
- B. Overview of consultant firm and individuals assigned to this effort, including brief resumes (2 page resume per staff member).
- C. Description of consultant's experience with local governments and similar agencies associated with parks, trails, open space and/or infrastructure reuse.
- D. Profile of three relevant assignments (including reference's contact information) for three similar agencies including examples of successful outcomes.



- E. Description of consultant's approach and scope of services
- F. Statement of proposed compensation structure and hourly rates including anticipated reimbursable expenses.
- G. Description of the firm's ownership structure, including percentage ownership by women and minorities and DBE/WBE/MBE certification
- H. Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof with Great Rivers Greenway staff and/or Board of Directors.

It is the sole responsibility of the consultant to ensure the PDF statement of qualifications is received in proper time. **No printed, faxed or verbal submittals will be accepted.**

SELECTION PROCESS

All consultants will be evaluated on the following criteria:

- Demonstrated experience in providing federal government relations and lobbying services to similar agencies.
- Proposed approach/scope of services
- Capacity and expertise of staff assigned to project
- Added value to the project based on unique staff experience, previous work, additional skills, approach or other factors
- Compensation
- M/WBE status

Upon submission of qualifications, GRG may select one consultant from the submittals to begin contract negotiations or may elect to conduct interviews with several firms and then selecting a consultant.

Upon selection of consultant, GRG will negotiate a scope of services and other terms and conditions of an agreement with the selected firm. If such negotiations are not successful, GRG reserves the right to begin negotiations with other respondents. Respondents whose proposals are not accepted will be notified as soon as practical.

QUESTIONS RELATED TO THIS RFQ:

Questions related to this request should be directed to the GRG website (link will be provided) no later than 4:00pm prevailing Central Time on November 14, 2021.

GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation or national origin.



While not a requirement, Minority and Women Business Enterprise goals of 25/5% have been established by GRG, i.e. 25% of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% of the total contract amount to be awarded to Women Business Enterprise (WBE).

Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County (GRG), and secondarily within the state of Missouri.

Selected consultant must provide affidavit of compliance with E-Verify and must provide a Certificate of Insurance with the Metropolitan Park District listed as additional insured in the following amounts:

Commercial General Liability: \$2 million per occurrence with aggregate of \$3 million

Worker's Compensation: \$1 million

Prospective consultants shall assure GRG that they will comply with 2010 ADA Standards prohibiting discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals and/or consultant team participants when, in the District's opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which may be deemed necessary.

This Request for Qualifications does not obligate GRG to pay any costs incurred by any respondent with their submission.