



REQUEST FOR STATEMENT OF QUALIFICATIONS

Sealed Request for Statements of Qualification addressed to City Secretary, City of Edinburg, will be received by **Monday, February 22, 2021** no later than 5:00 p.m. at Edinburg City Hall at 415 W. University Drive, P.O. Box 1079, Edinburg, Texas 78541 for:

Legislative Advocacy Services

Statements of Qualification received past the deadline won't be considered. City of Edinburg Staff will evaluate the Statements of Qualifications (SOQ) of the firms based on technical ability, experience, and ability to perform the work.

Per City of Edinburg purchasing policies, RFQ for professional services costs will be negotiated.

Envelopes must be clearly marked.

RFQ NO. 2021-003 LEGISLATIVE ADVOCACY SERVICES

I. Purpose

The City of Edinburg, Texas is seeking qualifications from experienced firms for professional services for legislative advocacy services.

II. Services Required

The Scope of Work is a general guide to the work the City expects to be performed. It is not a complete listing of all services that may be required or desired.

1. Advise the City regarding its legislative agenda. Develop appropriate strategies in consultation with City Staff. Assist in drafting materials and correspondence to support advocacy for the City's legislative agenda.
2. Proactively identify and analyze potential impacts of Federal and State budget proposals and pending legislation and advocate accordingly. Assess legislative bills to identify those that should be brought to the City's attention.
3. Present and advocate for the City of Edinburg's legislative agenda to Federal and State stakeholders.
4. Participate in weekly conference calls with the City Manager to review week's activity and plan for the upcoming week.
5. Create a monthly summary regarding advocacy activities and participate in meetings as called via teleconference.

6. Travel to Austin, Texas, as needed with a minimum of one visit a week during the legislation session. Attend events coordinated by the City Manager for the Edinburg City Council.

III. Proposal Requirements

Each proposal must address, but may not be limited to, the following elements:

1. Firm name, including the addresses of all firm offices in which work will be performed.
2. Names, position, phone and fax numbers of contact person(s).
3. Names of principals in the firm; years firm has been in business.
4. Number of staff that will be working for the City of Edinburg.
5. Provide a minimum of at least 3 client references with the names, addresses and phone numbers where similar services were provided.
6. Listing of all pending litigation against or involving the firm or its agents or employees with respect to any work performed.
7. Amount of professional liability insurance coverage carried by your firm.
8. Name and phone number of person to contact at the banking institution where your firm does business.

IV. Evaluation Process

After the deadline for receipt of SOQ's, the City of Edinburg will review the firms qualifications utilizing the evaluation criteria noted below. The absence or required information may render the proposal non-responsive and may be cause for rejection.

VI. Evaluation Criteria

The following criteria will generally be used to evaluate the firm's statement of qualifications:

1. **Specific Project Experience:** Experience and past performance of the firm.
2. **Individual Project Experience:** Background of the key members of the advocacy team and their specific participation.
3. **Approach:** The firm's approach in providing legislative advocacy services.
4. **References:** Strength of References from public agencies or previous clients.

VII. Response Deadline

Responses to the RFQ must be addressed to City Secretary, City of Edinburg, and received at City Hall, at 415 W. University Drive, P.O. Box 1079, Edinburg, Texas 78541 by **Monday, February 22, 2021** no later than 5:00 p.m. for consideration.

Three (3) complete sets of the response no larger than 30 bound pages must be submitted no later than this date and time. Response to the SOQ is to be placed in a sealed envelope indicating that its contents are in response to the Request for Statement of Qualifications for "**Legislative Advocacy Services for the City of Edinburg, Texas**".