



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Buyer: Christine Finney

Solicitation No. P12-0071F Page 1 of 1

Description: Consultant Services for Lobbying
Cat 2 - Federal

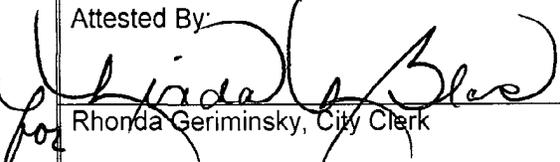
Amendment No. Two (2) Date: 3/25/14

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 6/30/14. **LAST YEAR OF CONTRACT**

New Contract Term: 7/1/14 to 6/30/15

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	4/23/14	Nick Weber Vice President	FaegreBD Consulting
Signature	Date	Typed Name and Title	Company Name
1050 K Street NW, Ste. 400		Washington	DC 20001-4448
Address		City	State Zip Code

Attested By:

Rhonda Geriminsky, City Clerk

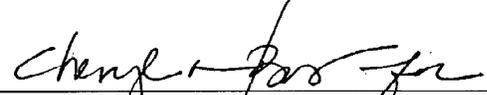

Director: John Schell, Intergovernmental Affairs Director


Requestor: Tammy Shreeve, Council Office, Grant Program Manager

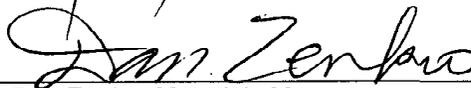


CC Number

ACON32012B
Contract Number


Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed
May 7, 2014, at Peoria, Arizona


Dan Zenko, Materials Manager

City Seal
Copyright 2003 City of Peoria, Arizona

Official File



CONTRACT AMENDMENT

**Materials Management
Procurement**
 9875 N. 85th Ave., 2nd Fl.
 Peoria, AZ 85345
 Telephone: (623) 773-7115
 Fax: (623) 773-7118
 Buyer: Christine Finney

Solicitation No. P12-0071F Page 1 of 1
 Description: Consultant Services for Lobbying
 Cat 2 - Federal
 Amendment No. One (1) Date: May 2, 2013

In accordance with the Contract Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 6/30/13.

Contract Term: 7/1/13 to 6/30/14

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

	May 22, 2013	Nick Weber Vice President	FaegreBD Consulting
Signature	Date	Typed Name and Title	Company Name
1050 K Street NW, Ste. 400	Washington	DC	20001-4448
Address	City	State	Zip Code

Attested By:
 Rhonda Geriminsky, City Clerk

Director John Schnell, Intergovernmental Affairs Director

Requestor: Tammy Shreeve, Council Office, Grant Program Manager

CC Number

ACON32012A
 Contract Number

Approved as to Form:
 Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed
 June 6 2013, at Peoria, Arizona

Dan Zenko, Materials Management Supervisor



City Seal
 Copyright 2003 City of Peoria, Arizona

Official File

City of Peoria, Arizona Notice of Request for Proposal

Request for Proposal No: **P12-0071 F (CAT2 - PED)** Proposal Due Date: **May 1, 2012**
 Materials and/or Services: **Consultant Services for Lobbying – Request for Qualifications (Year Three Additions)** Proposal Time: **5:00 P.M. AZ Time**
 Contact: **Christine Finney**
 Phone: **(623) 773-7115**
 Mailing Address: **City of Peoria, Materials Management
 9875 N. 85th Avenue, 2nd Floor, Peoria, AZ 85345**

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the **entire** Request for Proposal Package.

OFFER

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact:

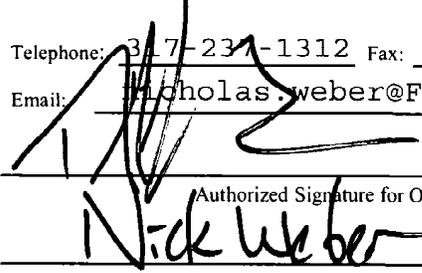
Name: Nicholas Weber

Telephone: 317-237-1312 Fax: 317-237-1000

Email: Nicholas.weber@FaegreBD.com

FaegreBD Consulting

Company Name



Authorized Signature for Offer

1050 K Street NW, Suite 400

Address

Printed Name

Washington, D.C. 20001-4448

Vice President

City State Zip Code

Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1.) Request for Proposal issued by the City; 2.) Your offer in Response to the City's Request for Proposal; 3.) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

Attested by: Wanda Nelson
 Wanda Nelson, City Clerk

City of Peoria, Arizona. Effective Date: 6/29/12

Approved as to form:
change form for
 Stephen M. Kemp, City Attorney



CC: _____

Contract Number: ACON 32012

Contract Awarded Date June 28, 2012

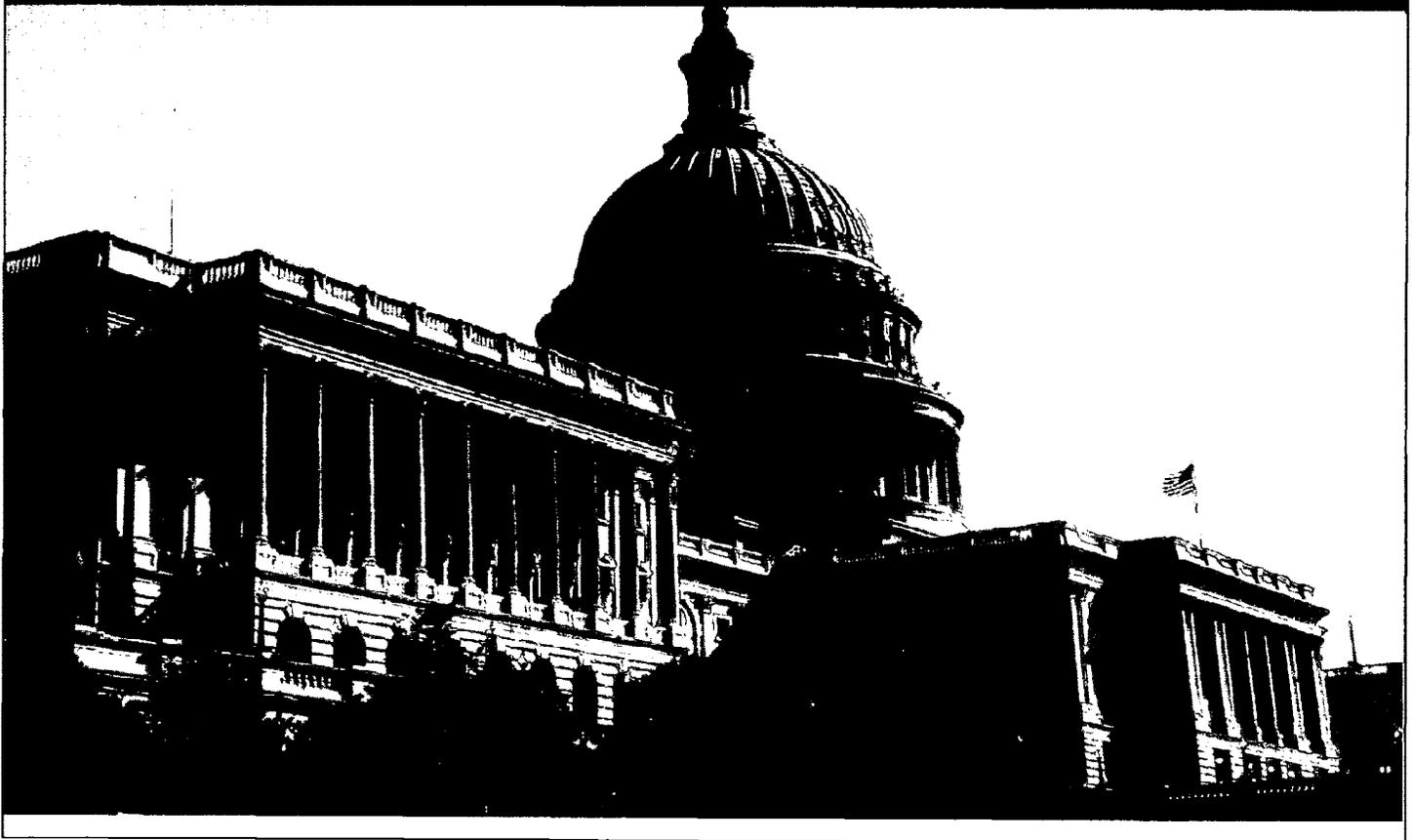
Official File: _____

Dan Zenko
 Dan Zenko, Materials Management Supervisor

SCANNED

RESPONSE TO REQUEST FOR PROPOSAL TO The City of Peoria for Federal Legislative Consultant

April 27, 2012



FAEGRE **BD**
Consulting

A CON 32012

Ms. Christine Finney
Buyer, City of Peoria
9875 N. 85th Avenue, 2nd Floor
Peoria, AZ 85345

April 27, 2012

Dear Ms. Finney:

On behalf of FaegreBD Consulting, I am pleased to submit our proposal for federal legislative consulting services to the City of Peoria, Arizona.

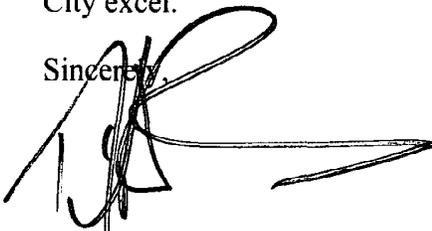
At the inception of our Consulting practice more than 25 years ago, service to local governments was the cornerstone of our work. As we have grown through the years, our firm has expanded, new consulting areas have emerged, and our footprint has increased, yet the mission that started a quarter century ago to serve local officials in Washington, D.C., has never wavered. That growth, however, has enabled us to bring to bear new services and skills in a variety of areas that communities find beneficial—whether focused on military base realignment and mission-readiness issues, or developing strategies to facilitate economic growth stimulated by orthopedic device manufacturers.

At the center of our work is a simple fact: we understand local government. We understand the public pressures of public service, the complex budget decisions, the always-making-someone-unhappy infrastructure planning process, the competing spending priorities, and the never-ending economic development needs. Within FaegreBD Consulting, we have a team dedicated to serving local governments. On that team are members who have both worked with local government, for local government, and even served as Mayor. We understand the challenges you face and have the technical experience you need.

FaegreBD Consulting understands the federal landscape and can offer targeted, relevant assistance based on the City's goals that can result in federal opportunities. More than that however, because of our deep experience in local government, our consultants have worked with communities in ways closely resembling a "policy shop." This type of resource would allow Peoria, already an important voice among communities in the West Valley, to bring innovative ideas to the forefront for consideration and possible implementation.

Again, thank you for the opportunity to present this proposal. We hope as issues are identified where federal assistance is needed, we can work as an integrated part of your team to help the City excel.

Sincerely,



Nick Weber, Vice President
FaegreBD Consulting

A. METHOD OF APPROACH

FaegreBD Consulting was built around the prospect of helping local governments understand and navigate Washington, D.C. While our firm has grown into a sizable advocacy organization in the Nation's Capital, that historical center remains a central component of our collective DNA.

It has been our experience that communities regardless of political make-up or local exceptionalness often struggle with similar issues. Local leaders walk a continually perilous line between having enough funds to accomplish the community's priorities while ensuring the community's cost of living is low and attractive to both residents and businesses. Individuals and businesses have a choice where they locate, and the decisions they make are often based on the totality of opportunity versus the cost associated with a particular community. If that equation becomes unbalanced, a city can lose its most precious resource, its people.

For years, Washington, D.C., was a reliable partner with local government and could be counted on to provide funds for targeted projects. With an overall change in Congressional philosophy concerning budget matters, communities must deal with new realities around funding opportunities, namely that there is less money available, and the money that is available is often tied to a targeted federal grant program. Federal funds do still flow out of Washington, D.C.; they just take different forms, and require different skills to access. This is expertise we have honed over a quarter century serving local governments.

Our goal is to understand not just what Peoria is looking for from the federal government, but to understand as thoroughly as possible the City's assets and challenges, as well as the elected leadership's vision for the future of the community.

We understand that Peoria may choose to engage federal affairs firms on a project basis, rather than using an ongoing, retainer structure. We are familiar with those arrangements and can assist the City in that manner. We will undertake every effort when engaged, even for limited scope issues, to understand the full impact of how the issue at hand interacts with Peoria's priorities, policies, goals and vision. Even under limited service arrangements, we will strive to see a unified community with a mosaic of issues interconnected to one another, rather than simply a collection of disparate issues. One way FaegreBD Consulting makes sure this philosophy is practiced with each local government client is to ensure that team members with issue area expertise are working hand in glove with colleagues with a deep understanding of local government.

The majority of Peoria's work will be conducted from FaegreBD Consulting's Washington, D.C. office.

B. FIRM'S SIMILAR EXPERIENCE/PROJECTS

FaegreBD Consulting is a nationally recognized, bi-partisan advisory and advocacy firm based in Washington, D.C., that provides strategic advice and implementation assistance with the federal government. Founded in 1985, and serving local governments since its inception, the firm's professionals serve the federal legislative, regulatory and business development needs of local governments, colleges and universities, corporations, and nonprofit organizations. A division of the international law firm of Faegre Baker Daniels, LLP, FaegreBD Consulting employs over 40 professionals with extensive legislative and regulatory experience.

When the firm was founded, less than 40 communities retained Washington-based federal affairs consultants. Today, hundreds of communities work with federal affairs firms. As one of the most experienced firms providing assistance to local governments, FaegreBD Consulting has worked through multiple periods of policy and political change. The firm began working with communities during a time when earmarks were rare, adapted to the era of significant earmark spending and was fully prepared for the earmark ban that was recently enacted. Today, the firm ranks among the most experienced and largest of the federal affairs firms serving local government.

The firm, like many in the field, has an active practice in the funding of local initiatives. However, with deep substantive knowledge of local government and experience across the nation, FaegreBD Consulting's work for communities is not limited to efforts to fund local projects. The firm is often working as a strategic counselor on large, complex initiatives.

The firm services include:

- discretionary grant search and applications
- grants management consulting
- statutory amendments
- federal agency dispute resolution
- regulatory affairs
- project management

FaegreBD Consulting has assisted communities with the full range of issues with which local government is confronted. Some issues have included:

- housing
- economic development
- brownfield remediation
- sewer and water quality
- community development
- public safety
- aviation
- trail and recreation development

- transit planning and funding
- air quality
- flood control
- workforce development
- road and bridge funding
- refugee relocation
- energy conservation
- Base Realignment and Closure
- federal installation attraction
- urban farming

Politics are clearly a part of Washington, D.C., and we adjust client teams and bring on new colleagues as politics and issues change. We are intentional in how we create our client teams and because we are a large and diverse firm, we have the ability to match clients, and even individual meetings with the colleague who has substantive or political credentials.

Experience Working with/Knowledge of the Arizona Delegation

Our professionals have both working and personal relationships with a variety of members of the Arizona delegation and their staffs. Even with these connections, our experience has shown that as representatives of local government, access to members of Congress and their staffs is achievable for you no matter which firm represents Peoria. A firm can demonstrate its value, however, by ensuring you know exactly what you are seeking, what is achievable, and how it can be done. Some firms see their work as done when the door opens to a Member or an agency office. We see it as the midpoint in a longer process toward achieving your goals.

Representative Local Government and Biosciences Clients

<p>City of Indianapolis, IN <i>Michael Huber</i> <i>Deputy Mayor</i> <i>200 E. Washington St. 2501</i> <i>Indianapolis, IN</i> <i>(317) 327-3601</i></p>	<p>In Indianapolis, FaegreBD worked both in Washington, D.C., and in Indiana with leaders of the Department of Labor's Job Corps program to facilitate an agreement with the City that will allow Job Corps trainees to participate in public works projects. This unique arrangement allows Job Corps crews to work with general contractors on infrastructure projects, earning real world experience and adding key training to the traditional program. In turn, the City receives reduced labor costs on the projects while assisting in a significant workforce development effort for youth learning a vocational trade.</p>
<p>BioCrossroads, Indianapolis, IN <i>David Johnson</i> <i>President</i> <i>300 N. Meridian Street</i> <i>Suite 950</i></p>	<p>FaegreBD Consulting provides strategic counsel to BioCrossroads on an array of health and science policy matters, as well as other economic development issues, that impact its initiatives. This work spans a wide range of federal legislative and agency program matters focusing on</p>

<p><i>Indianapolis, IN 46204 (317) 238-2450</i></p>	<p>those which provide funding or other developmental advantages to the new health and life science entities supported by BioCrossroads. Key areas of emphasis recently have included health information technology and exchange, patient databases, research facilities, clinical and translational science infrastructure, and advanced manufacturing capacity.</p>
<p>Blanchard River Flood Reduction Project Coalition <i>Anthony P. Iriti Former Mayor of Findlay Ohio, Former President of Northwest Ohio Flood Mitigation Partnership, Economic Development Director for Findlay•Hancock County Economic Development (419) 422-3313 airiti@findlayhancockalliance.com</i></p>	<p>The Blanchard River is a source of increasingly frequent and severe flooding in Findlay and Hancock County, Ohio. FaegreBD Consulting has helped the community develop a strategy for engaging Congress and the U.S. Army Corps of Engineers to secure funding and authorization necessary to advance the project Federal funding to date has been in excess of \$2.5 million.</p>

C. STAFF'S ASSIGNMENTS AND EXPERIENCE

Peoria will be served by a dedicated team of professionals and supported with the resources of the entire firm. Nick Weber will lead the Peoria team. Rob Ehrich, Jonathan Dilley and Beena Patel will also assist the City on relevant matters. Nick, Rob, Jonathan and Beena each have a great deal of experience working with local governments and understand the challenges and opportunities they face.

In addition, the team will call upon other professionals within the firm as needed. With more than 40 consultants and lawyers in FaegreBD Consulting, spanning sectors from Health & Life Sciences to Energy & Environment, the team has the experience needed to serve Peoria. Specifically, assisting the team with specific challenges that may present themselves will be: **Debra Lappin** in the area of biosciences development and policy, particularly issues before the National Institutes of Health; **Vince Ventimiglia** in the area of regulatory affairs, specifically those impacted by the Department of Health and Human Services; former Mayor **Jonathan Weinzapfel** in the area of public policy and finance; **David Gogol** in the area of community development and housing, particularly at the Department of Housing and Urban Development; **Andrew Wheeler** in the area of renewable and alternative energy, including issues before the Department of Energy; and **Ted Bristol** in the area of transportation at the Department of Transportation, and water issues at the Army Corps of Engineers.



QUESTIONNAIRE

Solicitation Number: **P12-0071**

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise? Yes _____, No X .

If yes, please provide details and documentation of the certification.



Robert J. Ehrich
Vice President

+1 202 312 7457
rob.ehrich@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

Wittenberg University
B.A. in Political Science (1998)



Jonathan O. Dilley
Vice President

+1 202 312 7004
jonathan.dilley@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

Wabash College
B.A., magna cum laude (2003)

Rob Ehrich brings more than eight years of Capitol Hill experience to FaegreBD Consulting's public sector practice team. In this capacity, he provides strategic counsel and guidance to a number of the firm's clients in the local government, economic development, transportation, and health and life sciences areas. Rob also assists an increasing number of clients with complex policy issues before the Department of Defense and relevant Congressional Committees.

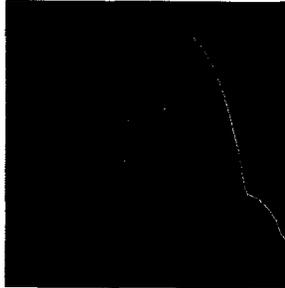
Prior to joining FaegreBD Consulting, Rob served as Legislative Assistant to Sen. Evan Bayh (D-IN), where he had responsibility for all federal appropriations. He also advised the Senator and staff on matters related to economic development, national defense, homeland security, and transportation. Rob was the designated staff member to the Senate Armed Services Committee, advising the Senator and staff on matters before the Committee, including the 2005 Base Realignment and Closure (BRAC). In that capacity, he managed all defense-related appropriations and authorization requests and projects, and interfaced with officials from the Pentagon, as well as companies from the defense industry.

Additionally, Rob's parents currently reside in the Phoenix area and he therefore has a strong connection to the region.

Jonathan Dilley is a federal relations professional with FaegreBD Consulting's public sector team. He represents clients' interests at the local, state and federal levels, bringing national attention and resources to local governments and economic development agencies

For nearly a decade, Jonathan has worked with local governments to identify priority objectives and translates their goals into actionable federal strategies, developing messages that resonate with key decision-makers on Capitol Hill and federal agencies. Through the development of comprehensive federal strategies, he advances legislative, programmatic and regulatory initiatives, securing critical funding and policy support from myriad governmental agencies.

Prior to joining FaegreBD Consulting, Jonathan served as Legislative Assistant to U.S. Congressman Dan Burton of



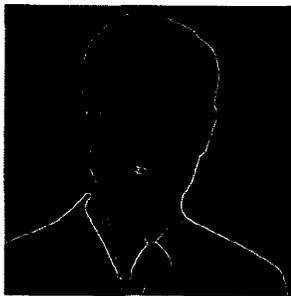
Beena Patel

Assistant Vice President
+1 202 312 7407
beena.patel@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

University of Southern California
Master of Public Policy (2008)
California State University
B.A. 2002)

ADDITIONAL EXPERTISE



Vince Ventimiglia, JD

Principal
+1 202 312 7463
vince.ventimiglia@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

Georgetown University Law Center
J.D., cum laude (1990)
Yale University

Indiana, former Chairman of the House Government Reform Committee.

Beena Patel assists clients' advocacy efforts before Congress and other federal agencies by developing and supporting their legislative, regulatory and funding strategies. She regularly monitors legislation to identify opportunities and challenges for her clients as well as conducts extensive research to prepare them with supporting memorandums and briefing papers that support their policy mission.

Prior to joining FaegreBD Consulting, Beena graduated from the University of Southern California with a Masters in Public Policy. Concurrently, she worked as a governmental affairs consultant for Waste Management, Inc. (WM) in Los Angeles, CA. At WM, Beena worked closely with cities and counties in California on a range of municipal solid waste issues. She also advised the LA Market Area team on local government contracts and proposals, sustainability initiatives, and facilitated in community outreach/development, public awareness and branding campaigns.

Vince Ventimiglia joined FaegreBD Consulting from the U.S. Department of Health and Human Services (HHS), where he was Assistant Secretary for Legislation. In this role he served as the Department's liaison to Congress and as the Secretary's chief advisor on all legislative matters. This included policy development and implementation, and legislative staff of the Department's science, research, regulatory, and public-sector insurance agencies.

Vince brings more than ten years of service in two key Congressional committees. During his time as Health Policy Director for the U.S. Senate Committee on Health, Education, Labor, Pensions, he led the Chairman's health policy team in developing and enacting health care policy priorities addressing medical technology and FDA regulation, health insurance and the uninsured, bio-defense preparedness, liability and intellectual property, bioethics and public health systems.

B.A., magna cum laude (1984)



Debra Lappin, JD
Principal
+1 202 312 7496

debra.lappin@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

University of Denver College of Law
J.D. (1977)

University of Denver
B.A., magna cum laude (1972)



Vince also served as Policy Director for the U.S. Senate Committee on the Budget.

Debra Lappin is recognized across government, academic and nonprofit sectors as a leading strategist in public health and science policy. She consults on innovative public-private partnerships, global consortia and other strategic alliances among academic research institutions, voluntary health agencies, government and industry. Calling upon her experiences as former national chair of the Arthritis Foundation, Debra is a recognized national spokesperson on public engagement in the nation's public health and scientific enterprise.

Drawing upon her understanding of health agency trends, law, ethics and practical business challenges, Debra advises on the development of a broad range of emerging, complex tools to enable translation, such as disease registries, large integrated databases, bio-specimen repositories and cross-institution affiliations, to share data.

Debra serves or has served as an advisor to the leading agencies in public health, including the Centers for Disease Control and Prevention and the National Institutes of Health. She has participated on a number of committees at the National Academy of Sciences, including the Committee on the Organizational Structure of the NIH which led to a number of directions incorporated in the 2006 NIH Reform Act.

Debra is President of the Council for American Medical Innovation, a member of the Board of Research!America and an adjunct professor at the University of Colorado Health Sciences Center.

David Gogol's career includes work with the National League of Cities, as budget director of New Haven, CT and as staff director of the Senate Subcommittee of Housing and Urban Affairs. In his work in the Senate, David:

- Served as lead Senate staff in the writing of the current Community Development Block Grant program;

David U. Gogol

Vice Chair

+1 202 312 7402

david.gogol@FaegreBD.com

1050 K Street NW, Suite 400

Washington, D.C. 20001-4448

- Served as the author of current Federal Transit Administration authorizing statute;
- Served as lead Senate staff in the restructuring of the Section 8 housing program;
- Authored the New York City Guarantee Act of 1978

Education

Wittenberg University

B.A. (1973)

David has significant experience in housing, redevelopment and transportation issues as they impact local government.

David was the founder of FaegreBD Consulting and has worked with local government for almost 40 years.



Jonathan D. Weinzapfel

Counsel

+1 812 598 1198

jonathan.weinzapfel@FaegreBD.com

300 N. Meridian Street, Suite 2700

Indianapolis, Indiana 46204-1750

Jonathan Weinzapfel counsels businesses, nonprofits and government clients on the development of public-private partnerships that spur economic development and neighborhood revitalization. He provides tax analysis, helps obtain government approval, and identifies appropriate government incentives during the planning and execution of economic development initiatives.

From 2004 to 2011, Jonathan served two terms as mayor of Evansville, Indiana. During his tenure as mayor, his administration spearheaded many economic development and neighborhood revitalization programs. His initiatives included:

- Forming economic development agreements leading to job creation, including a \$22 million AT&T Indiana call center, a \$30 million corporate headquarters for American General Finance, a \$20 million Berry Plastics investment and a \$3.5 million investment from GBT USA
- Construction of the Ford Center, a \$127.5 million multipurpose arena downtown
- Investing more than \$60 million in a new storm sewer system on the southeast side of Evansville to address flooding problems

Education

Indiana University McKinney School

of Law, Indianapolis

J.D. (2000)

Georgetown University

M.A. in Liberal Studies (1993)

Indiana University, Bloomington

B.A. in Chemistry and Business

Administration (1988)

In the private sector, he has worked as a municipal law and business litigation attorney and in various positions with Old National Bank and Eli Lilly and Company.



Theodore W. Bristol

Principal
+1 202 312 7403
ted.bristol@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

George Washington University
B.A. (1979)
Colby College
(1976)



Andrew R. Wheeler

Principal
+1 202 312 7424
andrew.wheeler@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

George Mason University
M.B.A. (1998)
Washington University School of Law
J.D. (1990)
Case Western Reserve University
B.A. (1987)

Ted Bristol enjoys a broad-based practice focused on the needs of local governments, the concerns of transportation organizations and the issues around water and floodplains.

Ted has a long history of working as a staff member in Congress. Most recently, Ted served as legislative director to Congressman Norm Dicks (D-WA) where he exercised his expertise in coordinating appropriations requests for transportation, trade, community development, and commerce.

Ted also served for five years on the staff of former U.S. Representative Don Bonker (D-WA), as legislative assistant and ultimately legislative director. In this capacity, he was responsible for the Congressman's legislative agenda and work on forestry issues.

Andrew came to FaegreBD Consulting from the Senate Committee on Environment and Public Works where he served as Majority Staff Director, Minority Staff Director and Chief Counsel. In those roles, he worked on every major piece of environmental and energy related legislation over the last decade, including greenhouse gas emissions legislation, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the Clear Skies Act and the Clean Air Interstate Rule.

Andrew also has widespread knowledge of and experience with the Environmental Protection Agency and the Departments of Energy, Transportation and Interior, where he has affected meaningful changes in energy and environmental regulations.

Prior to his work at the full Senate EPW Committee, Andrew served in a similar capacity for the Subcommittee on Clean Air, Climate Change, Wetlands and Nuclear Safety, under the Subcommittee Chairmanships of both Senators James Inhofe and George Voinovich, shaping key nuclear safety, clean energy technologies and clean water standards. He started his career at the Environmental Protection Agency working

on toxic chemical, pollution prevention, and right-to-know issues.

REPRESENTATIVE PROJECTS

At FaegreBD Consulting, we employ a team structure that aligns professionals best-suited to execute the tasks at hand. The following is a brief collection of representative projects we have completed.

- *Harford County, MD*: FaegreBD Consulting helped Harford County secure \$500,000 to build a new pipeline from the wastewater treatment plant to the county's new waste-to-energy facility in order to supply additional water for the production of steam.
- *Maryland Technology Development Corporation (TEDCO)*: FaegreBD Consulting has helped TEDCO secure several million dollars to fund technology transfer seed fund awards to small businesses in partnership with Department of Defense facilities in Maryland.
- *The Great Rivers Greenway (GRG) District*: The GRG is developing a 600-mile interconnected web of greenways, bike lanes, and bike and pedestrian trails throughout the City of St. Louis, St. Louis County, and St. Charles County. FaegreBD secured funding to advance an urban neighborhood trail connecting local residents with a center of employment on the Mississippi River. FaegreBD also worked on the GRG's behalf to secure Congressional support for the Active Communities Transportation Act.
- *Newark, NJ*: The City of Newark has undertaken an aggressive plan to reduce crime and revitalize the city. The federal plan developed and executed by FaegreBD Consulting included the development of parks, prisoner reentry programs and revitalization of neighborhoods to create investment in neighborhoods and attract new homeowners. Among the funding successes was \$670,000 secured through HUD for an economic development initiative.
- *City of Indianapolis*: FaegreBD Consulting has helped the City of Indianapolis secure over \$60 million in federal funds for the reclamation of a waterfront from three sources, the U.S. Army Corps of Engineers, Federal Transit Administration, and the Economic Development Administration. The funding has stimulated over \$600 million in investment by the public and private sectors and enjoys over 750,000 visitors annually. To date, more than 1,000 units of housing have been developed in and around the reclaimed waterway and over 700,000 square feet of commercial space have been developed. The redevelopment of the waterfront was a key factor in the relocation of the NCAA headquarters



to Indianapolis in 1999. That relocation has generated over \$63 million per year in economic impact to the community.

In a BRAC closure action, a substantial Naval engineering facility in Indianapolis was to be closed. Faegre BD Consulting was the federal affairs consultant in the successful effort to maintain the operation as a private entity. Ultimately the facility was taken by Raytheon and continues to operate under contract to the Defense Department. This conversion avoided a facility closure which would have resulted in a loss of 2,500 jobs. This one-of-a-kind transfer required complex agreements regarding environmental issues, pension issues, the transfer of land, etc. FaegreBD Consulting was involved in each of these negotiations.

- *University of Kansas:* Since 2007, FaegreBD Consulting has been working with the University of Kansas (KU) on several initiatives to strategically position the University before federal departments and agencies. From 2007 to 2008, FaegreBD provided extensive consulting services to KU in the design and execution of its application for an NIH Clinical and Translational Science Award. Currently, FaegreBD is providing consulting services to maximize federal funding opportunities with federal agencies (i.e., National Institutes of Health Chemical Genomics Center, Therapeutics for Rare & Neglected Diseases (TRND) program, National Cancer Institute (NCI), etc.) and optimize external collaborations that will have a positive effect on the institution's quest for NCI Cancer Center designation. Recently, KU, with the support of FaegreBD, spearheaded an effort to bring together like-minded organizations for a Town Hall event in Kansas City, entitled "The New Role of Academia in Drug Development." The event was sponsored by KU, Friends of Cancer Research (FOCR), Kauffman Foundation, and the Council for American Medical Innovation (CAMI), and the Kansas Bioscience Authority.
- *The Learning Collaborative:* FaegreBD fostered the development of The Learning Collaborative (TLC). This Public-Private-Partnership focuses on accelerating the movement of therapies for rare blood cancers through clinical proof-of-concept studies with the goal of commercializing promising treatments. FaegreBD drafted and executed a multiparty Memorandum of Understanding that guides TLC operations and secured a historic Cooperative Research and Development Agreement (CRADA) that formalized the work of the TLC. FaegreBD now coordinates and manages the work of The Learning Collaborative, which currently involves participation by the University of Kansas, the National Institutes of Health Chemical Genomics Center, and The Leukemia and Lymphoma Society.
- *Celanese Corporation:* FaegreBD Consulting worked closely with Celanese – a Fortune 300 company – to provide government and public affairs services designed to complement our client's ground-breaking fuel technology, helping the company understand the barriers to and opportunities with the marketplace.
- *South Bend, IN:* FaegreBD Consulting partnered with the City of South Bend to develop a comprehensive strategy that resulted in \$3 million to redevelop a blighted industrial

site, the Studebaker Auto/Oliver Plow Works. In addition, FaegreBD Consulting worked with Congress and the Department of Housing and Urban Development (HUD) to overcome several regulatory obstacles to allow the City to successfully secure a \$12 million Section 108 Loan Guarantee. These successes have put the City in a position to achieve its goal of converting this Brownfield site into a thriving industrial park that will be the catalyst for economic revitalization in the community.

- *Northeast Ohio Technology Coalition (NorTech)*: FaegreBD Consulting helped NorTech secure a \$250,000 EDA Strategic Planning grant, as well as a \$500,000 Innovative Economies grant through the Small Business Administration.
- *Austen BioInnovation Institute in Akron (ABIA)*: FaegreBD Consulting works with ABIA on two specific streams of work that relate to community wellness and biomaterials innovation. Our team has aided in the ABIA's creation of an Accountable Care Community model that looks at a collaborative, integrated, multi-institutional approach that emphasizes shared responsibility for the health of the community, including health promotion and disease prevention, access to services and care, and healthcare delivery.

On the biomaterials front, FaegreBD has lead ABIA's work to put the domestic stamp on Value-driven Engineering (VdE) in medical device innovation. This work started with the creation of a Safe Haven Summit for national thought leaders from industry, academia, government agencies and non-profits to explore how VdE principles could help advance U.S. competitiveness in global biomedical device design. The output of this Summit was a nationally renowned white paper on the topic that laid out numerous recommendations for adoption of VdE across the U.S. medical device landscape. Our team continues to find ways to promote the adoption of VdE in the U.S. through public-private partnerships, legislative and regulatory vehicles, and other existing channels.

- *South Bend Public Transportation Corporation (TRANSPO)*: FaegreBD Consulting helped TRANSPO secure federal funding to construct a new \$25 million LEED-certified Platinum bus operations facility, the first LEED Platinum transit facility in the country. Additionally, in the last 60 days, we have assisted TRANSPO with three federal grant applications requesting more than \$9 million.



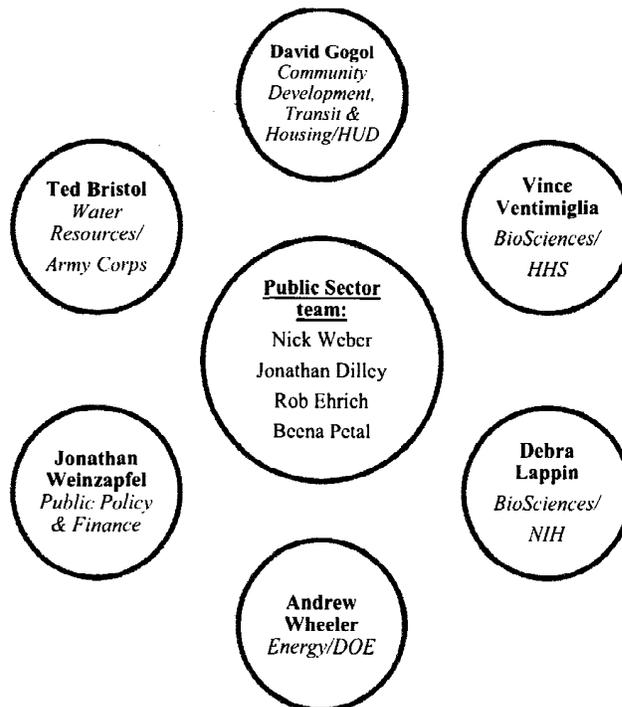
D. COST/FEE

We strive to create a competitive fee structure with other Washington, D.C., firms serving local governments in a federal relations capacity. Many firms may quote Peoria similar fees for service. Therefore, the challenge to the City will be to determine the relative value Peoria will receive for the money spent.

As indicated within the RFP, if selected by Peoria to be included on its vendor list, and if contacted by applicable departments, we will work to identify competitive and reasonable fee schedules for the work proposed. Generally, more senior members of the Consulting practice have higher hourly fees than those with less experience, but we often structure fixed fee arrangements with clients to help provide them with budgeting certainty.

E. COMPLIANCE FOR REQUEST FOR PROPOSAL

The work performed provided by FaegreBD Consulting is a service, therefore certain elements in the standard and special terms and conditions naturally do not apply. There are no known exceptions to any part of the City's terms and conditions except the following: (Standard) 20, 21, 22, 23, 24, 25, 26, 27 and (Special) 14, 16, 18, and 22.



CORE CITY OF PEORIA TEAM



Nick J.J. Weber
Vice President
+1 317 237 1312

nicholas.weber@FaegreBD.com
1050 K Street NW, Suite 400
Washington, D.C. 20001-4448

Education

Indiana University - Bloomington
B.A. in History (1996)

Nick Weber serves local government clients by assisting them in reaching the goals they set for their communities through the tools available in the legislative, regulatory and financial arenas.

Nick served as the Deputy Mayor for Economic and Workforce Development for Mayor Greg Ballard of Indianapolis for 2.5 years. In this position, he led the community and economic development programs of the City and coordinated workforce programs in the county.

Nick's career also includes seven years working for a U.S. Senator, three years in the Goldsmith Administration in Indianapolis and two years working for the State of Indiana. Nick's multiple years of experience in local and state government, as well as with the Congress, provides a depth of government expertise not typically found in federal affairs firms.



REQUEST FOR PROPOSAL

INSTRUCTIONS TO OFFEROR

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

1. PREPARATION OF PROPOSAL:

- a. All proposals shall be on the forms provided in this *Request For Proposal* package. It is permissible to copy these forms if required. Telegraphic (facsimile) or mailgram proposals will not be considered.
- b. The Offer and Contract Award document (COP Form 203) shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Vendor Offer.
- d. If price is a consideration and in case of error in the extension of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Offerors to examine the entire *Request For Proposal* package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.

2. **INQUIRIES:** Any question related to the *Request For Proposal* shall be directed to the Buyer whose name appears on the front. The Offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. The Buyer may require any and all questions be submitted in writing at the Buyer's sole discretion. Any correspondence related to a *Request For Proposal* should refer to the appropriate *Request For Proposal* number, page, and paragraph number. However, the Offeror shall not place the *Request For Proposal* number on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request For Proposal* due date and time.

3. **PROSPECTIVE OFFERORS CONFERENCE:** A prospective offerors conference may be held. If scheduled, the date and time of this conference will be indicated within this document. The purpose of this conference will be to clarify the contents of this *Request For Proposal* in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this *Request For Proposal* or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment to the *Request for Proposal*. Oral statements or instructions will not constitute an amendment to this *Request for Proposal*.

4. **LATE PROPOSALS:** Late Proposals will not be considered, except as provided by the **City of Peoria Procurement Code**. A vendor submitting a late proposal shall be so notified.

5. **WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, a Vendor (or designated representative) may withdraw the proposal. Telegraphic (facsimile) or mailgram proposal withdrawals will not be considered.

6. **AMENDMENT OF PROPOSAL:** Receipt of a Solicitation Amendment (COP Form 207) shall be acknowledged by signing and returning the document prior to the specified proposal due date and time.

7. **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any proposal that requires payment in less than thirty (30) calendar days shall not be considered.

8. **NEW:** All items shall be new, unless otherwise stated in the specifications.

9. **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the proposal price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

10. **TAXES:** The City of Peoria is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.

11. **VENDOR REGISTRATION:** After the award of a contract, the successful Vendor shall have a completed Vendor Registration Form (COP Form 200) on file with the City of Peoria Materials Management Division.

12. AWARD OF CONTRACT:

- a. Unless the Offeror states otherwise, or unless provided within this *Request For Proposal*, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.
- b. Notwithstanding any other provision of this *Request For Proposal*, The City expressly reserves the right to:
 - (1) Waive any immaterial defect or informality; or
 - (2) Reject any or all proposals, or portions thereof, or
 - (3) Reissue a *Request For Proposal*.
- c. A response to a *Request For Proposal* is an offer to contract with the City based upon the terms, conditions and specifications contained in the City's *Request For Proposal* and the written amendments thereto, if any. Proposals do not become contracts unless and until they are accepted by the City Council. A contract is formed when written notice of award(s) is provided to the successful Offeror(s). The contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the procurement contract are contained in the *Request For Proposal*; unless modified by a Solicitation Amendment (COP Form 207) or a Contract Amendment (COP Form 217).



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
 - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.



STANDARD TERMS AND CONDITIONS

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
12. **NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate any duty under this Contract, and no right or interest in this Contract shall be assigned by Contractor to any successor entity or third party, including but not limited to an affiliated successor or purchaser of Contractor or its assets, without prior written permission of the City. The City, at its



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

option, may cancel this Contract in the event Contractor undertakes a delegation or assignment without first obtaining the City's written approval. Contractor agrees and acknowledges that it would not be unreasonable for the City to decline to approve a delegation or assignment that results in a material change to the services provided under this Contract or an increased cost to the City.

13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.
- The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of the public enemy; war; acts of terror, hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.
20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
 - a. Waive the non-conformance.
 - b. Stop the work immediately.
 - c. Bring material into compliance.This shall be accomplished by a written determination for the City.
23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.



STANDARD TERMS AND CONDITIONS

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.
33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
36. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.
37. **PROHIBITED LOBBYING ACTIVITIES:** The Offeror, his/her agent or representative shall not contact, orally or in any written form any City elected official or any City employee other than the Materials Management Division, the procuring department, City Manager, Deputy City Manager or City Attorney's office (for legal issues only) regarding the contents of this solicitation or the solicitation process commencing from receipt of a copy of this request for proposals and ending upon submission of a staff report for placement on a City Council agenda. The Materials Manager shall disqualify an Offeror's proposal for violation of this provision. This provision shall not prohibit an Offeror from petitioning an elected official after submission of a staff report for placement on a City Council agenda or engaging in any other protected first amendment activity after submission of a staff report for placement on a City Council agenda.
38. **PROHIBITED POLITICAL CONTRIBUTIONS:** Consultant during the term of this Agreement shall not make a contribution reportable under Title 16, Chapter 6, Article 1, Arizona Revised Statutes to a candidate or candidate committee for any city elective office during the term of this Agreement. The City reserves the right to terminate the Agreement without penalty for any violation of this provision.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for **Consultant Services for Lobbying (Year Three Additions)**.
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the exclusive use of the City of Peoria.
5. **Contract Type:** Fixed Price
6. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
7. **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of twenty-four (24) months.
8. **Affirmative Action Report:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.
9. **Proposal Opening:** Proposals shall be submitted at the time and place designated in the request for proposals. All information contained in the proposals shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after contract award. **PRICES SHALL NOT BE READ.** After contract award, the successful proposal and the evaluation documentation shall be open for public inspection.
10. **Submittal Requirements:** **Scope of Work and Submittal Requirements are outlined in detail on Pages 16 – 21.**
11. **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
 - a. Method of Approach;
 - b. Firm's Similar Experience/Projects;
 - c. Staff's Assignments and Experience;
 - d. Cost/Fee;
 - e. Conformance to Request for Proposal.

The City reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, questions and answer conferences, references, or other source and the views of the evaluator(s) with prior Contract or service delivery experience with any of the Offerors, while conducting the proposal evaluations.

12. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
13. **Interview Guidelines:** During any requested interview, which would be scheduled in the future, be prepared to discuss your firm's proposal, staff assignments, project approach and other pertinent information. The presentation shall be approximately 30 minutes, allowing 15 minutes for a question and answer session. The Consultant's Project/Team Manager



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

shall lead the presentation team and answer questions on behalf of the Consultant. If work involves a major sub-consultant, the firms Project/Team Manager's presence may also be requested (by the City) at the interview.

14. **Cooperative Purchasing:** Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the consultant must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the consultant must be in agreement.

Any orders placed to the successful consultant will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

15. **Performance Warranty:** Contractor warrants that the services rendered in performance will conform to the requirements and to the highest professional standards in the engineering field.
16. **Permits and Approvals:** Contractor agrees and undertakes to obtain necessary permits and approvals from all local, state and federal authorities for the project.
17. **Scope of Work Deliverable:** The successful contractor shall prepare and provide a detailed Scope of Work for the project. The finalized Scope of Work shall include the agreed upon approach, method, format, and timing to complete the project.
18. **Inspection:** All work shall be subject to inspection, surveillance, and test by the City at reasonable times during the performance. The Contractor shall provide and maintain an inspection system which is acceptable to the City.
19. **Price Adjustment:** The City of Peoria Purchasing Office will review fully documented requests for price increases after any contract has been in effect for one (1) year. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The City of Peoria Materials Management Division will determine whether the requested price increase or an alternate option, is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract extension.
20. **Price Reduction:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
21. **Ownership of Documents:** All materials/design materials (hardcopy or electronic), drawings, specifications, reports, and other data developed by the Consultant, its assigned employees or subconsultants pursuant to this Agreement shall become the property of the City of Peoria as prepared, whether delivered to the City of Peoria or not. Unless otherwise provided herein, all such data shall be delivered to the City of Peoria or its designee upon completion of the agreement or at such other times as the City of Peoria or its designee may request.

The City of Peoria shall indemnify and hold harmless the Consultant, its SubConsultants, Subconsultants, and their respective agents and employees from and against all claims, liabilities, demands, actions, costs and expenses (including attorneys' and experts' fees and costs) (collectively, "Claims") arising from any use by the City of Peoria, its successors or assigns of such Materials/Design Materials if reuse, modifications or amendments of any such materials/design materials are made without the prior consent and involvement of the Consultant.

22. **Use of Materials/Design Materials:** The City of Peoria shall have unlimited rights to copy and use in connection with the Project all Materials/Design Materials, including the right to use same on the Project at no additional cost to the City of Peoria, regardless of degree of completion, provided that said services performed have been fully paid for as required by the terms of this Agreement exclusive of amounts disputed by City of Peoria in good faith. The Consultant agrees to and does hereby grant to the City of Peoria and any assignee or successor of the City of Peoria as owner of the Project a royalty-free license to any such Materials/Design Materials as to which the Consultant may assert any rights under the patent or copyright laws. The Consultant hereby assigns outright and exclusively to the City of Peoria all copyrights of the Project.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

The Consultant, as part of its agreements with any SubConsultant or Subconsultant, will secure such license and use rights from each such entity, and shall defend, indemnify and hold the City of Peoria and any successors or assigns harmless from any claims from such for claims by such entities for copyright or patent infringement.

- 23. **Investigation of Conditions:** The Contractor warrants and agrees familiarity of the work that is required, is satisfied as to the conditions under which is performed and enters into this contract based upon the Contractor's own investigation.
- 24. **Compensation:** Compensation for services shall be based upon fees negotiated, including all approved costs and expenses incurred in connection with the project; including but not limited to, telephone and other communications, reproduction of documents, special consultants (as approved by the City) and computer costs.
- 25. **Acceptance:** Determination of the acceptability of work shall be completed in a responsive and professional manner and in accordance with the specifications, schedules, or plans which are incorporated in the Scope of Work.
- 26. **Payments:** The City shall pay the Consultant based upon work performed and completion to date, and upon submission of invoices. All invoices shall document assigned tasks and work completed. The City reserves the right to request invoices statements which include a record of time expended and/or work performed in sufficient detail to justify payment.
- 27. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

28. **Required Insurance Coverage:**

a. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

Materials Management

Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560

Phone: (623) 773-7115

Fax: (623) 773-7118

indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011207 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20370704, and shall include coverage for Contractor's operations and products and completed operations.

Any Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

b. Automobile Liability

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00010306, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

c. Workers' Compensation

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

d. Professional Liability

The Contractor retained by the City to provide the work or service required by this Contract will maintain Professional Liability insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

29. Certificates of Insurance: Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, and formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "Claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

30. **Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.
31. **Independent Contractor:**
- a. General
- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- ii. Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.
- b. Liability
- i. The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- ii. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.
- The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
- c. Other Benefits
- The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.
32. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
- a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
33. **Estimated Quantities:** The City anticipates activity resulting from contracts that will be awarded as a result of this solicitation; however, no commitment of any kind is made concerning quantities actually acquired and that fact should be taken into consideration by each potential contractor.
34. **Multiple Awards:** In order to assure that any ensuing contracts will allow the City to fulfill current and future requirements, the City reserves the right to award contracts to multiple companies. The actual utilization of any contract



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

will be at the sole discretion of the City. The fact that the City may make multiple awards should be taken into consideration by each potential contractor.

35. Confidential Information:

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
- b. The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
- c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.
- d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.

36. Confidentiality of Records: The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.

37. Identity Theft Prevention: The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that "personal identifying information," as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the City or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the City. Contractor also agrees that any "personal identifying information" shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft. Contractor is required under this contract to review the City of Peoria's Identity Theft Program and to report to the Program Administrator any Red Flags as defined within that program. At a minimum, the contractor will have the following Identity Theft procedures in place:

- a. Solicit and retain only the "personal identifying information" minimally necessary for business purposes related to performance of the Contract.
- b. Ensure that any website used in the performance of the contract is secure. If a website that is not secure is to be used, the City shall be notified in advance before any information is posted. The City reserves the right to restrict the use of any non-secure websites under this contract.
- c. Ensure complete and secure destruction of any and all paper documents and computer files at the end of the contracts retention requirements.
- d. Ensure that office computers are password protected and that computer screens lock after a set period of time.
- e. Ensure that offices and workspaces containing customer information are secure.
- f. Ensure that computer virus protection is up to date

38. Ordering Process: Upon award of a contract by the City of Peoria, Materials Management Division may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate contractor. The award of a contract shall be in accordance with the City of Peoria Procurement Code and all transactions and procedures required by the Code for public bidding have been complied with. A purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the department to order and the contractor to deliver the material and/or service.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Any attempt to represent any material and/or service not specifically awarded as being under contract with the City of Peoria is a violation of the contract and the City of Peoria Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

- 39. **Billing:** All billing notices to the City shall identify the specific item(s) being billed and the purchase order number. Items are to be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the requesting agency shall refer to the contract number resulting from this solicitation.
- 40. **Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.
- 41. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
 - a. The contractor provides material that does not meet the specifications of the contract;
 - b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
 - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
 - d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

 - a. Cancel any contract;
 - b. Reserve all rights or claims to damage for breach of any covenants of the contract;
 - c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliant with the specifications, the actual expense of testing shall be borne by the contractor;
 - d. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
 - i. Deduction from an unpaid balance;
 - ii. Any combination of the above or any other remedies as provided by law.
- 42. **Project Travel Reimbursable Expenses:** If travel expenses are allowed as part of the contract the reimbursable expenses will be as follows. All expenses will be billed to the City at cost without markup. Copies of bills for expenses are to be submitted with the invoice. Travel time to and from job site is excluded from this contract. There will be no allowances for parking or personal car mileage. No incidentals for travel of any kind are allowed under this contract.

The following is a list of allowable travel expenses under this contract agreement:

- a. Transportation:
 - i. Air Transportation – coach class fares, minimum 14 days advanced purchase, unless otherwise agreed upon.
 - ii. Car Rental – mid size car, gas for rental car (City assumes no liability regarding additional insurance costs).
- b. Lodging and Meals:



SPECIAL TERMS AND CONDITIONS

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

- i. Meals – three meals per day, at the current federal per diem rate for Maricopa County.
- ii. Lodging – not to exceed the current federal rate for Maricopa County. Vendors are encouraged to stay in hotels located within the City of Peoria when practical. A listing of accommodations within Peoria can be found on the following website: <http://visitpeoriaaz.com/accommodations.php>



SCOPE OF WORK

Solicitation Number: P12-0071

Materials Management Procurement

8314 West Cinnabar Street
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

SECTION 1 - INTRODUCTION

1.1 Overview: The City of Peoria is requesting proposals from firms interested in providing consulting and technical support services for City government and community relations. Experience working with municipalities or other government entities is highly desirable. For the current list of firms visit: <http://www.peoriaaz.gov/NewSecondary.aspx?id=51227>.

1.2 Background: The City of Peoria, Arizona was incorporated in 1954 and is located in the northwest metropolitan valley area. It is governed by an elected Mayor and Council, with administration provided by a City Manager. The City operations are supported by approximately 1,000 full-time and 300 part-time employees.

The City limits consist of approximately 178 square miles of residential, commercial, industrial and municipal developments. The City has an estimated population of 150,000.

1.3 Statement of Intent: It is the intent of the City to create multiple source contracts that will fulfill the need for a variety of City government needs. Firms may offer services for all or a specialty subset of the classifications listed in the Scope of Work. The awarded firms will be awarded contracts, which will be extended per the Special Terms and Conditions, Page 8, Paragraph 7.

The City will accept additional proposals from firms prior to the extension of current awarded contracts. The submitted proposals will be evaluated based on the existing criteria and may be awarded if deemed appropriate. Any newly awarded contracts would be in affect only for the remainder of the original contract term.

Consultants that are awarded contracts from the original solicitation will not be required to re-submit proposals, but will have their contracts extended per the terms and conditions if deemed appropriate at time of renewal.

No selected consultant is guaranteed a project. The City reserves the right to waive use of the selected consultants where, in the City's judgment, other selection methods may be more appropriate.

Once the City awards an "on-call" contract to multiple qualified firms, authorized City staff will contact the firms whose service offerings most closely match the services needed for a particular project. Those selected firms will be asked to provide specific qualifications and price quotes for the project at hand in order for an appropriate decision to be made by the City prior to final recommendations and project award. Qualifications and specific skills will be equally considered, along with cost, in determining the most responsive firm and, subsequently, receiving award of the project.

1.4 Period of Service Consultant's services shall be requested and performed on an as-needed basis. The contract for consultants for Category 1, 2, 3 and 4 will become effective on or about July 1, 2012, and will be in effect for one (1) year, through on or about June 30, 2013. Consultant shall perform services in accordance with the schedule(s) provided by City staff. Failure on the part of Consultant to adhere to such work schedule(s) shall be sufficient grounds for cancellation of their contract.



SCOPE OF WORK

Solicitation Number: P12-0071

**Materials Management
Procurement**
8314 West Cinnabar Street
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

SECTION 2 - SCOPE OF WORK

2.1 Overview of Requirements - This Section contains a brief description of the types of services the City expects to be performed, and is not a complete listing of all services that may be required. Government and community relations services include a range of topics, such as community outreach, development and presentation of promotional materials, outreach with local officials and business leaders, and government relations.

Offerors should describe in detail, by category, the level and types of experience and skills they can provide and demonstrate their expertise in each category for which the Offeror would like to be considered. Offeror shall state clearly the categories it is sufficiently qualified to perform and, ideally, propose the same lead staff to perform in similar roles for all City projects under this RFQ.

Consultant shall provide all labor, material, equipment, and transportation necessary to perform the services in accordance with the terms, conditions and specifications of this RFQ. Staff will not allow non-City personnel access to any City-owned equipment and no equipment will be provided under this contract. In addition, any requested reimbursable expenses shall be in accordance with Page 14 of this Contract, Special Terms and Conditions Section 42, Project Travel Reimbursable Expenses.

2.2 Category 1 – State Legislative Consulting Services - Recommend and perform appropriate liaison and follow-up work on behalf of the City in any positive manner that the Intergovernmental Affairs Office determines to be in the City’s best interest.

Act as a liaison for the City under the direction of the Intergovernmental Affairs Office with the Governor, legislature and various state agencies.

Act as a liaison for the City under the direction of the Intergovernmental Affairs Office with Maricopa County and with cities and communities within Maricopa County. Meet with elected officials, local chamber of commerce groups, Boards, and Valley leadership groups to provide information and education on specific issues impacting the city of Peoria as directed by the Intergovernmental Affairs Office.

2.3 Category 2 – Federal Legislative Consulting Services - Recommend and perform appropriate liaison and follow-up work on behalf of the City in any positive manner that the Intergovernmental Affairs Office determines to be in the City’s best interest.

Act as a liaison for the City under the direction of the Intergovernmental Affairs Office with federal agencies.

Engage in advocacy to promote the City’s position on priority issues, including contacts with the Arizona Congressional delegation, other members of Congress, federal officials or key interest groups.

Provide advocacy on identified issues on behalf of the City in a manner that the Intergovernmental Affairs Office determines to be in its best interest.

2.4 Category 3– Community Outreach - Advise the Intergovernmental Affairs Office or designee on outreach plans or serve as the City’s on-the-ground project representatives to implement outreach programs.

Meet with elected officials, local chamber of commerce groups, neighborhood groups, Boards, and Valley leadership groups to provide information and education re: specific legislative or policy issues.



SCOPE OF WORK

Solicitation Number: P12-0071

Materials Management Procurement

8314 West Cinnabar Street
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Establish and maintain positive working relationships on behalf of the City with elected officials, business leaders, and stakeholders in communities.

- 2.5 Category 4 – Development and Presentation of Promotional Materials** - Prepare persuasive advocacy materials for use with public officials, including decision maker briefs, position papers, findings, motions and resolutions.

Work with the Intergovernmental Affairs Director or designee to identify issues to be highlighted with the public, elected officials, community groups, etc.

Assist the Intergovernmental Affairs Director or designee with refining communication goals and strategies, identifying target audiences and defining and implementing effective public communication programs (e.g. coalition building and grassroots organizing).

Develop promotional and presentation materials. Assist with briefings.

- 2.6 City's Responsibilities** - City shall furnish consultant(s), at no cost to the consultant, the following information or services for this contract:

- A. One copy of data pertinent to the work. However, consultant shall be responsible for research and requesting information required for the project.
- B. All available data and information relative to policies, standards, criteria, studies, etc.
- C. Designate the name of a City employee who will serve as the contract manager during the term of this contract. The contract manager has the authority to administer this contract and shall monitor consultant compliance with all terms and conditions stated herein. All requests for information or decisions by City on any aspect of the work shall be directed to the contract manager.



SCOPE OF WORK

Solicitation Number: P12-0071

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

SECTION 3 – INSTRUCTIONS AND EVALUATION

3.1 Proposal Format Proposals shall be submitted in one (1) original and three (3) copies and one electronic copy (PDF format on CD-ROM) on the forms and in the format as contained in the Request for Proposal. The proposals should be submitted in the maximum length of 15 pages, including resumes.

3.2 Schedule: The following is the current schedule for this solicitation. Please be advised that these dates are subject to change as deemed by the City.

May 1, 2012	Submittals Due
June 1 - July 1, 2012	Anticipated Award

3.3 Proposal Content: The following items shall be addressed in the proposal submission. Please note content may be different dependent upon the category:

- Responses for more than one (1) category may be submitted by submitting separate sealed proposals for each category.
- Marketing and sales type information shall not be included. The page maximums are intended to encourage focused responses.

A. Method of Approach:

- Understanding of the service category requirements.
- Describe your project management methods and how you would propose to coordinate projects in the service category with City staff.
- Include a one-page cover letter which addresses the criteria listed herein.
- Location of office performing the services.

B. Firm's Similar Experience/Projects:

- Public sector experience preferred.
- Describe your firm's specific areas of expertise and demonstrate your firm's ability to work successfully with the leadership with both political parties. (Not applicable to category 4).
- Identify and describe your firm's experience with three (3) similar projects within the past five (5) years. Provide the client's contact name, and current contact information including phone number and e-mail address.
- Response shall be specific and complete in every detail with concise information of your firm's ability to meet the objectives of the requested services.

C. Staff's Assignments and Experience:

- List examples of similar projects for which your key personnel were directly involved. Include brief scope, date of services and staff involvement. Public sector experience preferred.



SCOPE OF WORK

Solicitation Number: P12-0071

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

- Resumes for each key team member shall be limited to a maximum length of two (2) pages for each team member.

D. Cost/Fee:

- Provide a base fee schedule, preferably with hourly rates broken down by area of expertise (professions) for the services specified in the scope of work.

E. Compliance with Request for Proposal:

- Any exceptions to any part of the City's terms and conditions must be clearly noted and identified on **page 22**.

3.4 Evaluation: In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.

- Method of Approach;
- Firm's Similar Experience/Projects;
- Staff's Assignments and Experience;
- Cost/Fee;
- Conformance to Request for Proposal.

The City reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, questions and answer conferences, references, or other source and the views of the evaluator(s) with prior Contract or service delivery experience with any of the Offerors, while conducting the proposal evaluations.

3.5 Proposal Due Date and Contact Information:

Proposals are due no later than 5:00 P.M. on May 1, 2012.

Proposals shall be submitted in one (1) original and three (3) copies and one (1) CD-ROM and shall be delivered to:

City of Peoria - Materials Management
9875 N. 85th Avenue, 2nd Floor
Peoria, Arizona 85345

Proposals must be submitted in a sealed envelope or package with the solicitation number and the Offeror's name and address clearly indicated on the envelope or package.

Company Name
Company Address
RFP# P12-0071, Consultant Services for Lobbying (Year 3 Additions)
Attention: Christine Finney, Buyer II

No faxed or electronic proposals will be considered. Please be advised that failure to comply with the



SCOPE OF WORK

Solicitation Number: P12-0071

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of proposal at the proper location by the specified date and time;
- Providing the number of copies and CD-Rom as requested;
- Adherence to maximum page requirement.

The RFP must follow the format as described herein with a minimum 10 point type. Adherence to the maximum page criteria where identified is essential. Each page side (maximum 8 ½" x 11") which contains information will be counted. Pages that have project photos, charts, graphs, or other illustrations will be counted toward the maximum number of pages. City forms, single page introduction letter, table of contents page, cover pages (front and back), and tabbed divider pages will not be counted if they do not contain submittal information.

The City of Peoria desires multiple awards to multiple qualified firms. Firms submitting for more than one category may do so by providing a separate sealed proposal for each category (including copies). Each proposal will be evaluated individually and separately of each other. The selection committee will then determine, if qualifications are met, which, if any, award is in the best interest of the City.

All questions regarding this solicitation should be directed to Christine Finney, Buyer at (623) 773-7531 or E-mail: Christine.Finney@PeoriaAZ.gov

Contact with City of Peoria staff, elected or appointed officials, or selection committee members concerning this RFP, at any time, in any venue, is strictly prohibited and will be grounds for disqualification.



QUESTIONNAIRE

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Offerors are to indicate below any exceptions they have taken to the Terms, Conditions or Scope of Work:



QUESTIONNAIRE

Solicitation Number: **P12-0071**

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

City of Peoria Business License: Vendors will be required to obtain a City of Peoria Business License at the time of contract award.

If you already have a City of Peoria business license, please attach it to your proposal.

Peoria City Code requires that all persons conducting business in Peoria must first obtain a license. This includes businesses within the Peoria city limits, or those outside the limits who conduct business or perform services within Peoria. For business license questions or to obtain a license, please contact the **City of Peoria Sales Tax & License Division** at (623) 773-7160 or via email at salestax@peoriaAZ.gov.



QUESTIONNAIRE

Solicitation Number: P12-0071

**Materials Management
Procurement**
9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise? Yes _____, No _____.

If yes, please provide details and documentation of the certification.