RESOLUTION NO. 15-06-52

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA APPROVING THE SELECTION OF AND AGREEMENT WITH ALCALDE & FAY LTD FOR PROFESSIONAL FEDERAL LOBBYING SERVICES TO THE VILLAGE; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the "Village") prepared and advertised a Request for Qualifications ("RFQ 15-05") for Professional Federal Lobbying Consulting Services, (RFP-15-05), a copy of which is attached as Exhibit "A"; and

WHEREAS, Alcalde & Fay, Ltd. ("A&F") submitted the one (1) proposal received in response to RFQ 15-05, and

WHEREAS, subsequent to an RFQ process in 2012, the Village has engaged the services of A&F. for the past three (3) years and knows the firm to be knowledgeable, competent, reliable and effective; and

WHEREAS, the Village Attorney negotiated and prepared a Professional Federal Lobbying Consulting Services Agreement (the "Agreement") attached hereto as Exhibit "B"; and

WHEREAS, the intent of the Agreement is to provide consulting and representative services for the Village before the United States Congress, Federal agencies and governmental entities (the "Services"); and

WHEREAS, A&F has agreed to provide the Services described in the Agreement and at the compensation set forth in the Agreement; and

WHEREAS, the Village Council finds that the selection of A&F and approval of the Agreement to provide federal lobbying services is in the best interest of the Village and its residents.
NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Selection. The Village Council of Islamorada, Village of Islands, hereby approves the selection of Alcalde & Fay, LTD. to perform the services outlined in RFQ-15-05, as set forth in Exhibit “A” attached hereto.

Section 3. Approval of Agreement. The Village Council hereby approves the Agreement for Professional Federal Lobbying Services, a copy of which is attached as Exhibit “B”, together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney.

Section 4. Authorization of Village Officials. The Village Manager and/or her designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Agreement.

Section 5. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village’s Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

Section 6. Execution of Agreement. The Village Manager is authorized to execute the Agreement on behalf of the Village, to execute any required agreements and/or documents to implement the terms and conditions of the Agreement and to execute any extensions and/or amendments to the Agreement, subject to the approval as to form and legality by the Village Attorney.
Section 7. Effective Date. This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilman Chris Sante, second by Councilman Jim Mooney.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Mike Forster YES
Vice Mayor Deb Gillis YES
Councilman Jim Mooney YES
Councilman Chris Sante YES
Councilman Dennis Ward YES

PASSED AND ADOPTED ON THIS 18TH DAY OF JUNE, 2015.

[Signature]
MIKE FORSTER, MAYOR

ATTEST:

[Signature]
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND BENEFIT OF ISLAMORADA, VILLAGE OF ISLANDS ONLY

[Signature]
ROGET V. BRYAN, VILLAGE ATTORNEY
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

REQUEST FOR QUALIFICATIONS
TO PROVIDE PROFESSIONAL FEDERAL LOBBYING SERVICES
(RFQ 15-05)

Issue: March 3, 2015

I. Notice

All interested professional lobbying consulting Firms (or individuals) are hereby notified that Islamorada, Village of Islands, Florida, is accepting qualification statements for professional federal lobbying services for all areas of interest to the Village and with significant focus on the Village’s Wastewater Utility.

Qualifications must be submitted by no later than 3:00 P.M. EST on April 10, 2015.

Submittal Instructions

A. All Responses shall be submitted sealed in an opaque envelope bearing the name of the Firm, their address, and labeled “Qualifications for Professional Federal Lobbying Services.”

B. To be eligible for consideration, an interested Firm must submit one (1) original and five (5) copies of their Response to this Request for Qualifications.

C. It is the sole responsibility of the Firm to ensure that their submittal is received in a timely manner. Any submittals received after the scheduled closing time for receipt will be returned unopened.

D. All Responses shall be submitted to attention:
   
   Village Clerk
   Islamorada, Village of Islands
   86800 Overseas Highway
   3rd Floor
   Islamorada, FL 33036

E. Clarifications:

1. All inquiries, clarifications or interpretations regarding this Request for Qualifications shall be made in writing and submitted to Ana Hernandez, Procurement and Grants Administrator no later than April 1, 2015 by e-mail to: ana.hernandez@islamorada.fl.us or by mail to 86800 Overseas Hwy, Islamorada, Florida 33036.

2. The Village will issue appropriate addenda as necessary via DemandStar at http://www.demandstar.com/ and on the Village’s website at http://www.islamorada.fl.us/. No oral change or interpretation of the provisions contained in this Request for Qualifications is valid. Written addenda will be issued when changes, clarifications, or amendments to the “Request for
Qualifications” document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

F. Responses shall include the following information:

1. Letter of Transmittal (limit to 1-2 pages).
   a) Briefly provide a history of Firm, experience with wastewater and environmental projects and the availability of key personnel.
   b) Provide the names of the persons who will be authorized to make representations for your Firm, their titles, addresses and telephone numbers.
   c) Briefly state your Firm’s understanding of the proposed scope of services requested as specified in Section III of this RFQ and provide a positive commitment to perform the services.
   d) Provide the form of the organization, partnership, corporation or sole proprietorship and the name(s) of principals, officers and directors of the Firm.
   e) Statement of Non-collusion.

2. Profile of Firm:
   a) State whether the organization is national, regional or Florida-based and length of business operation.
   b) State the location of the office from which the work is to be performed.
   c) Describe the firm, including the size and range of activities.

3. Respondent’s Qualifications and Experience:
   a) This section shall provide the qualifications, experience of the Firm and services offered including specific experience in lobbying.
   b) Respondent shall provide a list and description of municipal or other public lobbying clients, specifically related to wastewater/environmental issues.

4. Organizational Capability and Commitment:
   a) This section should demonstrate an overall understanding of the Village’s need, the Respondent’s ability to meet the requirements and the Respondent’s commitment of resources to be applied to this requirement.

5. Organizational and Key Personnel:
   a) This section shall provide an organizational chart and the resumes with qualifications and experience of key personnel to be assigned to the
Village and their reporting relationship within the organization. Include other sub-consultants proposed and describe their roles.

6. Staffing:
   a) Provide the name(s) of all persons authorized to make representations for the Respondent, including the titles, addresses and telephone numbers of such persons. An authorized agent of the Respondent must sign the Letter of Transmittal indicating the agent's title and authority.
   b) Provide a chart demonstrating when key personnel being proposed will become available and references for those individuals from the projects to which those individuals are currently assigned.

7. Firm References:
   a) This section shall provide a list of five (5) client references with contact names and telephone numbers.

8. Litigation:
   a) This section shall provide information on any litigation (settled or pending) the individual or firm has been involved in within the last five (5) years pertaining to public clients.

9. Occupational Licenses and Registrations:
   a) Lobbyist shall possess applicable federal lobbyist registration.
   b) Said registration shall be in the Lobbyist name as it appears in the Response, or as otherwise required by law.
   c) Firm shall provide copies of all applicable occupational licenses / Business Tax Receipt.

10. Insurance:
    a) The Respondent shall include evidence that the Firm maintains the following minimum insurance. Inclusion of appropriate certificates of insurance will satisfy this requirement.
       i. Workers’ Compensation Insurance for statutory obligations imposed by Worker's Compensation or Occupational Disease Laws, including, where applicable, the Federal Employer's Liability Act and the Homes Act.
       ii. Employer's Liability Insurance shall be provided at the statutory coverage amount with a minimum of One Hundred Thousand dollars ($100,000.00) per accident. Firm shall agree to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.
II. Scope of Services

The intent of this Request for Qualifications is for the Village to enter into a Contract with a Lobbyist Firm to perform the following services:

A. Assist in developing a wastewater oriented legislative program.
B. Monitor and report on all programs of interest to the Village, especially those related to wastewater, the environment and related funding matters.
C. Represent the Village's interests before the United States Congress and any executive branch, body, committee, federal agency and/or other entity that could be of benefit to the Village's interests.
D. Monitor and track all legislation of interest to the Village.
E. Report no less than weekly during the congressional sessions and monthly during non-session months to the Village Manager and Village Attorney on all legislation being tracked. During the congressional session, more frequent reports may be provided on specific bills identified by the consultant as having a direct impact on the Village. Reports shall be sent electronically.
F. Host Village officials who visit Washington D.C. on Village business and arrange all necessary and appropriate meetings.
G. Attend staff meetings, workshops or Council meetings in Islamorada at the Village Manager's request.

IV. Selection Criteria and Consultant Selection:

A. The Village Manager may create a selection committee to evaluate the responses to this request.
B. The Village reserves the right to determine which Response is in the Village's best interest and award a contract on that basis, to reject any and all Responses, or waive any irregularities of any Response.

iii. Commercial general liability insurance with limits of liability not less than One Million Dollars ($1,000,000).
iv. Business Automobile Liability with minimum limits of One Million Dollars ($1,000,000.00) per person, per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability each. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include Owned Vehicles, Hired and Non-Owned Vehicles and Employers' Non-Ownership.
C. The following criteria shall be used during the evaluation:

1. Past Performance - Proven Success in Obtaining Appropriations, Bill Drafting, Gaining support for proposed legislation; Proven success in protecting and/or advocating clients' position on proposed legislation
2. Experience with federal wastewater/environmental lobbying
3. Familiarity with local governments
4. Qualification of the firm members assigned
5. Method for communicating with and advising the client

D. Oral interviews by telephone and/or in-person may be scheduled.

E. Any contract for Federal Lobbying Services shall be awarded by the Village Council.

F. The Village Manager shall negotiate a fee and contract with the firm selected by the Village Council and if a satisfactory fee arrangement cannot be agreed to, the Village Manager may negotiate with other firms at the direction of the Village Council.

V. Project Schedule

The following Project Schedule is tentative and subject to change by the Village, in its sole discretion, at any time during the procurement process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFP</td>
<td>March 3, 2015</td>
</tr>
<tr>
<td>Deadline for questions from Proposers regarding RFP</td>
<td>April 1, 2015</td>
</tr>
<tr>
<td>Deadline for Issuance of RFP Addenda (if necessary)</td>
<td>April 6, 2015</td>
</tr>
<tr>
<td>Deadline for Submittal of Proposals</td>
<td>April 10, 2015</td>
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<tr>
<td>Opening of Proposals</td>
<td>April 10, 2015</td>
</tr>
<tr>
<td></td>
<td>3:00 P.M. EST</td>
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<tr>
<td>Responsiveness ranking and recommendations by Evaluation Committee</td>
<td>April 10-17, 2015</td>
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<tr>
<td>Interview Period</td>
<td>April 20-May 1, 2015</td>
</tr>
<tr>
<td>Presentation of Committee recommendation to Village Council</td>
<td>May 14, 2015</td>
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</tbody>
</table>
**Public Records Law**

The Respondent acknowledges that except for specific statutory exceptions listed in Chapter 119, Florida Statutes, all information contained within their Responses shall be considered a Public Record.
1.2.5 Report no less than weekly during the congressional sessions and monthly during non-session months to the Village Manager and Village Attorney on all legislation being tracked. During the congressional session, more frequent reports may be provided on

1.2.4 Monitor and track all legislation and activities of interest to the Village.

1.2.3 Represent the Village’s interests before the United States Congress and any executive branch, body, committee, federal agency and/or other entity that could be of benefit to the Village’s interests.

1.2.2 Monitor and report on all programs of interest to the Village, especially those related to wastewater funding matters.

1.2.1 Assist the Village in developing a wastewater oriented legislative program.

1.2 Specifically, the Consultant shall provide the following Services.

1.1 The Consultant agrees to provide consulting and representative services for the Village before the United States Congress, Federal agencies and governmental entities.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Consultant and the Village agree as follows.

1. Scope of Services (the"Services").

1.1 The Consultant agrees to provide consulting and representative services for the Village before the United States Congress, Federal agencies and governmental entities.

1.2 Specifically, the Consultant shall provide the following Services.

1.2.1 Assist the Village in developing a wastewater oriented legislative program.

1.2.2 Monitor and report on all programs of interest to the Village, especially those related to wastewater funding matters.

1.2.3 Represent the Village’s interests before the United States Congress and any executive branch, body, committee, federal agency and/or other entity that could be of benefit to the Village’s interests.

1.2.4 Monitor and track all legislation and activities of interest to the Village.

1.2.5 Report no less than weekly during the congressional sessions and monthly during non-session months to the Village Manager and Village Attorney on all legislation being tracked. During the congressional session, more frequent reports may be provided on
specific bills identified by the consultant as having a direct impact on the Village. Reports shall be sent electronically.

1.2.6. Host Village officials during visits to Washington D.C. on Village business and arrange all necessary and appropriate meetings.

1.2.7 Attend staff meetings, workshops or Council meetings in Islamorada at the Village Manager’s request.

2. **Term/Commencement Date.**

2.1 Unless otherwise terminated pursuant to Section 4, this Agreement shall be effective on July 1, 2015 and shall continue through June 30, 2016. (the “Term”)

2.2 The Village shall have an option to extend the term of this Agreement upon the same terms and conditions contained herein for successive one (1) year periods. (the “Renewal Term(s)”) 

2.3 Each Renewal Term shall be effective upon receipt of a written notice from the Village Manager to the Consultant, received no later than thirty (30) days prior to the date of expiration of the then current Term or Renewal Term.

3. **Compensation and Payment.**

3.1 For all the Services provided by the Consultant as described in Section 1., the Village shall pay the Consultant monthly compensation of $5,050.00.

3.2 The Consultant shall additionally be entitled to reimbursement of reasonable travel expenses incurred directly on behalf of the Village to travel to and from the Village, provided that any such expense is first approved in writing by the Village Manager.

3.3 The Consultant shall remit monthly invoices for services rendered and shall include any approved travel reimbursements with appropriate receipts for the same to document the expense.

3.4 Compensation to the Consultant shall payable in accordance with the Florida Prompt Payment Act.

4. **Termination.**

4.1 Notwithstanding the provisions of Section 2, either party may terminate this Agreement at any time upon thirty (30) days advance written notice to the other party.
4.2 In the event of such termination, the Village shall be obligated to the Consultant only for the pro-rated monthly compensation incurred prior to the termination date.

5. **Insurance.**

5.1 The Consultant shall secure and maintain throughout the duration of this Agreement insurance of such types and in such amounts as specified below naming the Village as an additional insured entity, underwritten by a firm qualified to do business in the State of Florida and have agents upon whom service of process may be made in the State of Florida. The insurance coverage shall include a minimum of the following.

5.1.1 Commercial General Liability. Commercial general liability insurance with limits of liability not less than One Million Dollars ($1,000,000.00).

5.1.2 Worker’s Compensation and Employer’s Liability Insurance. Workers’ Compensation Insurance for statutory limits as required by applicable State and Federal laws.

5.1.3 Employer’s Liability Insurance. Employer’s Liability Insurance shall be provided at the statutory coverage amount with a minimum of One Hundred Thousand Dollars ($100,000.00) per accident. The Consultant shall agree to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.

5.1.4 Business Automobile Liability Insurance. Business Automobile Liability Insurance with minimum limits of One Million Dollars ($1,000,000.00) per person, per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability each. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include Owned Vehicles, Hired and Non-Owned Vehicles and Employers’ non-Ownership.

5.2 Certificates of insurance shall be provided to the Village at the time of execution of this Agreement as well as certified copies, as requested. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days written notice shall be provided to the Village before any policy or coverage is cancelled or restricted.
6. **Nondiscrimination.**

6.1 During the term of this Agreement, the Consultant shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and agrees to abide by all Federal and State laws regarding nondiscrimination.

7. **Attorneys Fees and Waiver of Jury Trial.**

7.1 In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

7.2 In the event of any litigation arising out of this Agreement, each party hereby knowingly, irrevocably, voluntarily and intentionally waives its right to a trial by jury.

8. **Indemnification.**

8.1 The Consultant shall defend, indemnify and hold harmless the Village, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, directly caused by the Consultant's negligent acts, errors, or omissions in the performance or non-performance of any provisions of this Agreement, including but not limited to, liabilities arising from contracts between the Consultant and its employees, volunteers or agents. The Consultant shall reimburse the Village for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any claim or investigation and for any judgment or damages directly caused by the Consultant's negligent acts, errors, or omissions in the performance or non-performance of this Agreement.

8.2 The provisions of this Section shall survive termination of this Agreement.

9. **Notices/Authorized Representatives.**

9.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by private postal service or by registered or certified mail with postage prepaid return receipt requested, addressed to the parties (or their successors) at the following addresses.
10. **Governing Law.**

10.1 This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out of this Agreement shall be in Monroe County, Florida, Upper Keys Division of the Circuit Court or if in Federal Court, the Southern District of Florida.

11. **Entire Agreement/Modification/Amendment.**

11.1 This writing contains the entire Agreement of the parties and supercedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

11.2 No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this Agreement.

12. **Ownership and Access to Records and Audits.**

12.1 The Consultant shall comply with the applicable provisions of Chapter 119, Florida Statutes.

12.2 The Village may cancel this Agreement for refusal by the Consultant to allow access by the Village Manager or his designee to any records pertaining to Services performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.

13. **Non-assignability.**

13.1 This Agreement shall not be assignable by the Consultant. Although this agreement is with the Consultant, the parties agree that the Village is relying upon the apparent qualifications and personal expertise of James Davenport, Skip Bafalis and Nancy Prowitt and that Mr. Davenport, Mr. Bafalis and Ms. Prowitt shall be designated by the Consultant to perform
16. **Conflict of Interest.**

16.1 The Consultant shall not be prohibited from representing or providing the like services to other persons and entities other than the Village, so long as the Consultant shall avoid any representation or relation which would create an adversarial position or conflict of interest, as first determined by the Village Attorney and Village Council.

16.2 The Consultant shall not take on any client or matter that would jeopardize the Consultant’s ability to devote the time, resources, and efforts necessary to fulfill its obligations to the Village.

16.3 The Consultant has acknowledged and disclosed current clients located in Monroe County. The Consultant shall not represent any other local government, non-profit or for-profit organization located in Monroe County, Florida without the prior knowledge and authorization of the Village Council.

the Services under this Agreement. In the event that Mr. Davenport, Mr. Bafalis and Ms. Prowitt can no longer perform the Services under this Agreement, this Agreement shall automatically terminate. This Agreement shall not be subject to assignment by the Consultant without written permission of the Village Council.

14. **Severability.**

14.1 If any term or provision of this Agreement, shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each remaining terms and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

15. **Independent Contractor.**

15.1 The Consultant and its employees, volunteers and agents shall be and remain independent contractors and not agents or employees of the Village with respect to all of the acts and Services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

15.2 The Consultant shall be responsible for all compensation, tax responsibilities, insurance benefits, other employee benefits, and any other status or rights of its employees during the course of their employment with Consultant.
17. **Compliance with Laws.**

17.1 The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the Services.

18. **Waiver**

18.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement, shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

19. **Survival of Provisions**

19.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

20. **Prohibition Of Contingency Fees.**

20.1 The Consultant warrants that it has not employed or retained any company or person(s), other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

21. **Counterparts**

21.1 This Agreement may be executed in several counterparts, each of which shall be signed by each party and be deemed an original and such counterparts shall constitute one and the same instrument.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature: The Village, signing by and through its Village Manager, attested to by its Village Clerk, and by Consultant by and through its principal.

Attest:  

Kelly Toth, Village Clerk

ISLAMORADA, VILLAGE OF ISLANDS

By: Maria J. Aguilar, Village Manager

Date: 6/19/2015

ALCALDE & FAY

By: James Davenport, Partner

Date: 6/25/15

Approved as to Form and Legality:

Roget V. Bryan, Village Attorney