

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	08/10/09	Open	Action	7/22/09

Subject: Awarding a Contract to Smith, Watts & Company, LLC for State Lobbying Services

## ISSUE

Whether or not to award a contract to Smith, Watts & Company, LLC for State Lobbying Services.

## RECOMMENDED ACTION

Resolution No. 09-08-\_\_\_\_, Awarding a Contract to Smith, Watts & Company, LLC for State Lobbying Services.

## FISCAL IMPACT

Budgeted:	Yes	FY10:	\$60,000
Budget Source:	Operating	FY11:	\$62,400
Funding Source:	Local	FY12:	\$64,896
Cost Cntr/GL Acct(s) or	CC: 48	Total Amount:	\$187,296
Capital Project #:	GL: 630089		
Total Budget:	\$187,296		

\*Total amount is \$187,296, for a 3-year contract with the option to renew for two additional 1-year terms.

## DISCUSSION

On January 26, 2009, the RT Board authorized staff to release a Request for Proposals (RFP) for state lobbying services as the current contract expired on June 30, 2009. Staff released the RFP on March 19, 2009, and the solicitation was advertised in publications of general circulation and posted on RT's website under Contracting Opportunities. A pre-proposal meeting was held on March 31, 2009; one Addendum and Letter of Clarification was issued. On April 20, 2009, five responsive proposals were received from: Capital Representation Group, Inc. and JEA & Associates, Joint Venture; Public Policy Advocates, LLC; Molodanof Government Relations; Smith, Watts & Company, LLC; and Townsend Public Affairs, Inc.

The qualifying criteria in the RFP included the Proposer's understanding of the project, staffing and experience, project work plan, and competitiveness of price. The Selection Committee scored the written proposals, short listed, and invited three firms to oral presentations, which were held on May 27, 2009. The chart below represents the final ranking by the Selection Committee:

<u>Rank Order</u>	<u>Proposer</u>
1	Smith, Watts & Company, LLC
2	Capital Representation Group, Inc. and JEA & Associates, Joint Venture
3	Molodanof Government Relations

Approved:

  
General Manager/CEO

Presented:

  
Acting Community and Governmental Affairs Manager

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The Selection Committee consisted of: Michael R. Wiley, General Manager/CEO; Dan Bailey, Chief Administrative Officer; Ed Scofield, Director, Project Management; Olga Sanchez, Attorney III; Jo Noble, Acting Community and Governmental Affairs Manager; Connie G. Garcia, Senior Community and Government Affairs Officer.

Smith, Watts & Company, LLC was selected based on their staff's strength and experience and their written proposal, moreover, they excelled during the oral presentations. The state lobbyist assists RT by coordinating state transit-related legislative proposals with existing and proposed federal law and legislation; shepherding client-sponsored legislative proposals through the Legislature; and monitoring transit related legislative proposals and funding initiatives. Smith, Watts & Company, LLC has an impressive record of excelling in all these areas.

RT established a 25% participation goal of the total proposed price for small business enterprises (SBE) for this contract. To be eligible for a 10% point preference, Proposers were to submit with its proposal, an SBE Participation Certification form. Four of the five Proposers included the SBE Participation Certification with its Proposal and all four firms were entitled to a 10% point preference in the evaluation process. Smith, Watts & Company, LLC is a certified SBE with the State of California Department of General Services; therefore, 100% SBE participation is achieved on this contract.

A monthly retainer fee basis is the typical industry method of payment for lobbying services. The lobbyist based its proposed retainer fee to cover all of the required services in the RFP scope of services. The price on this contract has been deemed as fair and reasonable.

Staff recommends the Board award a contract for State Lobbying Services to Smith, Watts & Company, LLC for a not-to-exceed amount of \$187,296 for a 3-year contract with the option to renew for two additional 1-year terms.

RESOLUTION NO. 09-08-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 10, 2009

**AWARDING A CONTRACT TO SMITH, WATTS & COMPANY, LLC FOR STATE LOBBYING SERVICES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract between Sacramento Regional Transit District, therein referred to as "RT," and Smith, Watts & Company, LLC, therein referred to as "Consultant," whereby Consultant agrees to provide State Lobbying Services, as specified, for an amount not to exceed \$187,296, for a 3-year contract with the option to renew for two additional 1-year terms, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute said Contract.

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STEVE COHN, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary