



CHARLOTTE COUNTY AIRPORT AUTHORITY
28000 AIRPORT ROAD
PUNTA GORDA, FL 33982

941-639-1101
FAX 941.639-4792

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS

The Charlotte County Airport Authority will be receiving sealed proposals at the Administrative Offices, 28000 A-1 Airport Road, Punta Gorda, FL 33982, for:

**RFP NO. 2015-001
STATE LOBBYIST - FLORIDA**

Charlotte County Airport Authority hereby solicits proposals from interested firms or individuals for a full-service government relations firm or individual to assist with the development and implementation of a State of Florida legislative program and State and other Government agencies. Services required by the Charlotte County Airport Authority include legislative and administrative representation with members of the legislature, pertinent state offices and agencies, and relevant interest groups, coalitions and associations.

PROPOSAL DUE DATE: 2:00 p.m. (EST), APRIL 2, 2015

If mailed 28000 A-1 Airport Road, Punta Gorda, FL 33982

If hand delivered Administrative Offices, 8079 Golf Course Blvd., Punta Gorda, FL

Proposal Documents may be obtained by accessing the Charlotte County Airport Authority website at www.flypgd.com under "Business Opportunities". Any questions can be answered by contacting Gary Quill, at 941.639.1101 or e-mail: gquill@flypgd.com.

Paul Andrews, Chair

Publish February 27, 2015

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STATE LOBBYIST - FLORIDA
RFP NO. 2015-001**

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**REQUEST FOR PROPOSAL
STATE LOBBYIST - FLORIDA
RFP 2015-001**

PART I - INSTRUCTIONS

RP-01 INTENT:

A. It is the intent of the Charlotte County Airport Authority to select an individual or firm for item specific lobbying and full-service, government relations to assist the Airport Authority with the development and implementation of a state legislative program(s).

B. Time and Date Due – The Airport Authority will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **2:00 p.m., April 2, 2015.**

RP-02 CONTRACT AWARD/TERM OF CONTRACT: The Airport Authority anticipates entering into a contract with one firm who submits the proposal judged to be most advantageous to the Airport Authority. The term of the contract will be effective from date of award up to and including September 30, 2016 with option to renew for two (2) additional one-year term(s) at the same prices, terms and conditions, by mutual consent.

The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Board of the Charlotte County Airport Authority and a contract is executed by both parties.

RP-03 DEVELOPMENT COSTS: The Authority shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal (RFP). Proposers should prepare a straightforward and concise description of the proposers' ability to meet the requirements of the RFP.

RP-04 INQUIRIES: The Airport Authority will not respond to oral inquiries. Proposers may submit written or faxed inquiries regarding this RFP to 28000 A-1 Airport Road, Punta Gorda, FL 33982; Fax No. 941.639.4792. The Authority will respond to written or faxed inquiries received at least five (5) working days prior to the RFP due date.

RP-05 PROPOSAL SUBMISSION AND WITHDRAWAL: The County will receive proposals at the following addresses:

If by mail:
Charlotte County Airport Authority
28000 A-1 Airport Road
Punta Gorda, Florida 33982

If hand delivered:
Charlotte County Airport Authority
Administrative Offices
8079 Golf Course Blvd.
Punta Gorda, FL

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the Airport Authority in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide Charlotte County Airport Authority the services set forth in these specifications until one of the proposals has been accepted by the Board of the Charlotte County Airport Authority. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

RP-06 PROPOSAL RESTRICTIONS:

A. In order to control the cost of preparation, submittals should be limited to a maximum of 50 pages, one-sided, excluding cover letter, index, dividers, resumes, and the required forms.

RP-07 DRUG FREE WORKPLACE: Charlotte County Airport Authority is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

RP-08 PUBLIC ENTITY CRIMES STATEMENT: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

RP-09 CANCELLATION/TERMINATION: The Airport Authority shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the successful proposer thirty (30) days written notice by certified mail.

It is expressly understood by the Airport Authority and the Contractor that funding for any successive fiscal years is contingent upon appropriation of monies by the Board of the Charlotte County Airport Authority. In the event that funds are not available or not appropriated, the Airport Authority reserves the right to terminate the Contract and/or individual leases. The Airport Authority will be responsible for any outstanding invoices prior to the termination.

RP-10 RESERVED RIGHTS: The Airport Authority reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the Airport Authority, depending on available competition and timely needs of the Airport Authority. The Airport Authority shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

The Airport Authority reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the Airport Authority. The Airport Authority, in its sole discretion, may expand the scope of work to include additional requirements. The Airport Authority reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. The firms, upon request shall provide information the Airport Authority deems necessary in order to make a determination.

RP-11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Charlotte County Airport Authority, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all firms it will affirmatively ensure in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All firms are hereby notified that the successful firms must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, firms agree that:

No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.

- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- The Airport Authority may require Contractor to submit reports as may be necessary to indicate non-discrimination. Airport Authority officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that the Airport Authority shall have the right to terminate this Contract upon receipt of evidence of

discrimination.

RP-12 PAYMENT: Request for payment must be submitted to Charlotte County Airport Authority.

RP-13 INSURANCE REQUIREMENTS: The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

- A. Workers' Compensation:** Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$1,000,000 each accident.
- B. Proof of Professional Liability Insurance** with minimum \$2,000,000 dollars in coverage for this project.
- C. Public Liability Insurance -** Bodily injury and property damage, Combined Single Limits (CSL) of \$1,000,000 minimum.
- D. Business Auto Policy:** Shall have minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include owned vehicles, hired and non-owned vehicles and employee non-ownership.
- E. Charlotte County Airport Authority,** a political subdivision of the State of Florida, its officers, agents, employees, and volunteers are to be included as an Insured on Public Liability Policies and shall be listed as such on the certificates, and copy of such endorsement must accompany insurance certificate. Certification of same shall be required.
- F.** Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm. **For the purpose of identification, when submitting insurance, the proposal name and number must be included on the certificate.**
- G.** All policies required shall be written as primary policies and not contributing to nor in excess of any coverage the Airport Authority may choose to maintain.

RP-14 UNAUTHORIZED ALIEN WORKERS: Charlotte County Airport Authority will not intentionally award publicly-funded contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Airport Authority shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of this Agreement by the Airport Authority.

RP-15 EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

END OF PART I

PART II - SCOPE OF SERVICES

RP-17 SCOPE OF SERVICES:

A. INTRODUCTION - Charlotte County Airport Authority is seeking proposals from interested firms and individuals for (1) full-service government relations to assist with the development and implementation of a State of Florida legislative program and State and other Government agencies. Services required by the Charlotte County Airport Authority include legislative and administrative representation with members of the legislature, pertinent state offices and agencies, and relevant interest groups, coalitions and associations.

The purpose of the Request for Proposal (RFP) is to identify interested firms/individuals and assess their qualifications in performing similar services.

B. BACKGROUND INFORMATION - Charlotte County Airport Authority owns and operates the Punta Gorda Airport and is an Independent Special District. The Authority is seeking a state lobbyist qualified to identify and seek funding sources at the state level along with monitoring policy and administrative priorities. The individual or firm would work at the direction of the Board of the Charlotte County Airport Authority with the assistance of the Executive Director.

C. TASKS/DELIVERABLES -

- Item Specific Lobbying, when applicable.
- Development of legislative priorities packet including Charlotte County Airport Authority's goals, interests, and specific projects that can be addressed at the state level.
- Monitor legislation and budget process and provide a weekly written communication to the Airport Authority Executive Director on any actions that may directly or indirectly impact the Charlotte County Airport Authority.
- Facilitate and coordinate meetings with policymakers in the executive branches of Florida government, with legislators, with leaders of interest groups with similar policy objectives, and with other key opinion makers.
- Advise when Airport Authority representatives may be required in person in Tallahassee to address issues of particular interest to the Airport Authority and prepare backup information for these sessions.
- Advise and inform members of the legislature and their staff of Airport Authority priorities and objectives.
- Monitor and advocate Charlotte County Airport Authority's interests before state agencies.
- Monitor and advise on state grant opportunities and coordinate with the Airport Authority.
- Assist in the development, preparation and management of state appropriations requests and any necessary forms.
- Provide a written legislative session wrap-up summarizing legislative activity and the effect that approved legislation will have on the Charlotte County Airport Authority.
- Pertinent duties and actions with state relations as required.

D. PROPOSER QUALIFICATIONS - The proposer must have an established office and must have recent direct experience providing state representation on issues and objectives common to clients similar in size and governance to Charlotte County Airport Authority. Eligible proposers will be those consultants, companies, and institutions that have the following qualifications:

- Knowledge and a minimum of five (5) years' experience with Florida local government's interaction with the Florida Legislature and Florida State Agencies.
- Familiarity with the types of appropriations requests and topics of concern the Charlotte County Airport Authority has submitted to our state delegation in prior years.
- Initiative to proactively identify opportunities for support of Charlotte County' Airport Authority's priorities and programs.
- Must be a registered Florida State Lobbyist

E. FIRM QUALIFICATIONS - In addition to Proposer Qualifications listed above, firms are to provide the following information when submitting their proposals:

- Describe history and experience of the firm, team and lead person relevant to Charlotte County Airport Authority's needs. Include a description of the responder's direct experience with issues and objectives of similar scope and complexity to that of the Charlotte County Airport Authority's needs. Include a list of clients for whom similar work has been performed, together with contact persons and telephone numbers of clients.
- Describe relevant experience working with members of the Florida Legislature and staff, relevant legislative committees and their professional staff, House and Senate leadership.
- Describe your firm's relationship with these members and how these relationships can benefit the Charlotte County Airport Authority's state objectives as you understand them. Further describe your firm's relationship with Members of the State Legislature besides Charlotte County's delegation which might be leveraged to advance the County's state objectives.
- Describe your firm's capability to offer advice and direction as to how the Authority should anticipate trends and position itself over time, given the apparent direction of the Legislature.
- Describe the various associations and coalitions your firm regularly participates with on behalf of other clients.
- Identify team members and lead person and their expertise.

F. ACCOMPLISHMENTS OF FIRM IN COMPARABLE CONTRACTS - Thoroughly describe the expertise and achievements of the above described team to represent the Charlotte County Airport Authority if awarded this contract. Include a complete description of each accomplishment using the following format:

- Services performed for current or prior clients.
- Strategies employed to accomplish assignments.
- Examples of specific results achieved.
- Include the names of clients for whom work was performed.
- Dates work was performed.
- Names of team members performing the work.

G. POTENTIAL STATE SUBJECT AREAS OF INTEREST TO THE CHARLOTTE COUNTY AIRPORT AUTHORITY – The following is for informational purposes, listing potential areas of interest to the Charlotte County Airport Authority.

- Appropriations/Project funding
- Authority Revenue/Expenditure Issues
- Transportation Issues/Transit funding
- Environmental Issues/Permitting
- Building Code/Construction/Permitting issues
- Economic Development
- Green Initiatives
- Public Works – General/funding
- Tourism
- Human Resources/Employee Benefits/FRS
- Home Rule Authority Protection
- Housing & Community Development
- Telecommunications/Service Taxes
- Unfunded Mandates
- Solid Waste/Recycling/Waste to Energy
- Growth Management/ Planning & Zoning
- Emergency Management/ Disaster Mitigation
- Public Safety Issues
- Energy Issues/funding
- Local Bills
- Other Legislation that Impacts the Operation of the Charlotte County Airport Authority

RP-18 AWARD: The Charlotte County Airport Authority reserves the right to award a Full Service Lobbyist to assist with the development and implementation of a State of Florida legislative program and State and other Government agencies.

RP-19 CLAIMING STATUS AS A LOCAL BUSINESS: If the Proposer is claiming status as a local business, the Proposer is to affirm that information provided as it relates to Location of Working Office is true and meets the definition and criteria as defined below:

Local office means the company has a valid Business Tax License issued by Charlotte County, Sarasota County, or DeSoto County at least six (6) months prior to the proposal submission to do business within Charlotte County, Sarasota County, or DeSoto County that authorizes the business to provide the services, and a physical business address located within the limits of Charlotte County, Sarasota County, or DeSoto County from which the company operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a company shall not be considered having a “Local Office” unless it contributes to the economic development and well-being of Charlotte County, Sarasota County, or DeSoto County in a verifiable and measurable way (as identified by the criteria below). Also, companies must demonstrate and document the in-County/in-office capability and availability of the personnel working in the local office and the type of services performed at this location that is pertinent to the type of project. Companies shall affirm in writing their compliance with the foregoing at the time of submitting their proposal to be eligible for consideration as having a “Local Office”. A company who misrepresents the local preference status of its company in a proposal to the County will lose the privilege to claim local preference for a one-year period.

If requested by the County, the firm will be required to provide documentation substantiating the information given in the attached affidavit. Charlotte County reserves the right to request supporting documentation as evidence to substantiate the information given in the affidavit. Failure to do so will result in the firm’s submission being deemed non-responsive.

END OF PART II

**PART III
PROPOSAL FORMAT & EVALUATION METHOD**

RP-20 RULES FOR PROPOSALS:

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

RP-21 PROPOSAL FORMAT: Firms shall prepare proposals using format outlined in Consultant Evaluation Form, page 9.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in **one (1) original completely unbound form (clearly marked ORIGINAL on the front page), plus four (4) bound, signed copies, and placed in a sealed package clearly marked on the outside "RFP 2015-001, State Lobbyist - Florida"** and addressed to:

Charlotte County Airport Authority
28000 A-1 Airport Road
Punt Gorda, Florida 33982

RP-22 EVALUATION CRITERIA AND WEIGHTS:

A. Weights - An evaluation team will review accepted proposals using the following criteria and percentages, which has an overall total 100:

List of clients	5 points
References	10 points
Qualifications of firm, team, or lead person	20 points
Experience of firm with clients similar to Charlotte County Airport Authority	15 points
Ability to meet Authority's needs, methodology, and approach	20 points
Local Preference (See Page 11)	10 points
Cost	20 points

B. General - The Charlotte County Airport Authority shall be the sole judge as to the merits of the proposal, and the resulting agreement. The Authority's decision will be final.

C. Selection - Staff shall evaluate the proposals submitted by the firms. A short list of firms from proposals will be ranked in order and may be selected for public presentation. Final approval will be by the Charlotte County Airport Authority Board of Commissioners.

RP-23 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

February 27, 2015	Authority advertises for proposals
April 2, 2015	Proposal due date 2:00 p.m.
May 1, 2015	Short list available
May 14, 2014	Presentations

**EVALUATION FORM
CHARLOTTE COUNTY AIRPORT AUTHORITY, FLORIDA**

<i>PROJECT DESCRIPTION</i>		<i>DATE</i>
STATE LOBBYIST - FLORIDA		
<i>PROJECT LOCATION</i>		<i>PROJECT NO:</i>
CHARLOTTE COUNTY AIRPORT AUTHORITY		2015-001
<i>Evaluation Criteria</i>	Value	Score
I. LIST OF CLIENTS	1 – 5	
II. REFERENCES	1 – 10	
III. QUALIFICATIONS OF FIRM, TEAM, OR LEAD PERSON (Provide documentation of state registration)	1 - 20	
IV. EXPERIENCE OF FIRM WITH CLIENTS SIMILAR TO CHARLOTTE COUNTY AIRPORT AUTHORITY	1 – 15	
V. ABILITY TO MEET COUNTY’S NEEDS, METHODOLOGY, AND APPROACH	1 – 20	
VI. QUALIFIED LOCAL VENDOR ** See Affidavit for detail of criteria	0 or 10	
VII. COST	1 – 20	

END OF PART III

AFFIDAVIT
Claiming Status as a Local Business

Local office means the company has a valid Business Tax License issued by Charlotte County, Sarasota County, or DeSoto County at least six (6) months prior to the proposal submission to do business within Charlotte County, Sarasota County, or DeSoto County that authorizes the business to provide the services, and a physical business address located within the limits of Charlotte County, Sarasota County, or DeSoto County from which the company operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a company shall not be considered having a "Local Office" unless it contributes to the economic development and well-being of Charlotte County, Sarasota County, or DeSoto County in a verifiable and measurable way (as identified by the criteria below). Also, companies must demonstrate and document the in-County/in-office capability and availability of the personnel working in the local office and the type of services performed at this location that is pertinent to the type of project. Companies shall affirm in writing their compliance with the foregoing at the time of submitting their proposal to be eligible for consideration as having a "Local Office". A company who misrepresents the local preference status of its company in a proposal to the Charlotte County Airport Authority will lose the privilege to claim local preference for a one-year period.

If requested by the Authority, the firm will be required to provide documentation substantiating the information given in this affidavit. The Charlotte County Airport Authority reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the firm's submission being deemed non-responsive.

Company Name: _____

Signature: _____

Title: _____

Year Business Established: _____ Circle the appropriate County: Charlotte DeSoto Sarasota

State of Florida
County of _____

Sworn to and subscribed before me, a Notary Public, for the above State and County on this _____ Day of _____, 20____.

Notary Public

Commission Expiration

(Affix Official Seal)

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

(If claiming Local Preference, this form must be completed & returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____ does:
(name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

END OF PART IV

(This form must be completed & returned)