

MEMORANDUM

November 27, 2013

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
Shauna Billingsley, City Attorney
Brian Wilcox, Purchasing Manager

SUBJECT: Consider contract award to Frost Brown Todd LLC of Nashville, TN in an amount not to exceed \$17,500 for lobbyist and legislative consultant services through June 30, 2014, with options to extend beyond such date subject to negotiation, for the Law Department (Purchasing Office Procurement Solicitation No. 2014-007; \$15,000 budgeted in 110-82560-41400 for fiscal year 2014; Contract No. 2013-0209)

Purpose

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) for consideration of engaging Frost Brown Todd LLC to provide lobbyist and legislative consultant services through June 30, 2014. These services would be valuable to the City as they would allow the City to have more timely information about the status of pending legislation of particular interest to the City, thus providing improved opportunities for the City to describe the potential impact of such legislation. In addition, lobbyist and legislative consultant services could assist the City to be a more effective advocate for its own legislative agenda and for its viewpoint in regulatory matters before state agencies.

Background

The City published on September 5, 2013, a Notice to potential service providers in the *Williamson Herald* for lobbyist and legislative consultant services. In addition, solicitation documents were sent on or about the same date directly to eight (8) potential service providers known or thought to be interested in this solicitation. Submittals from ten (10) service providers were publicly opened at the submittal opening held on October 8, 2013. A tabulation of the submittals received in response to this solicitation is attached.

In view of the common interests of the two communities, from the outset of this procurement process, the City partnered with the City of Brentwood for the acquisition of lobbyist and legislative consultant services. As a result, an equal number of staff from each community served as the submittal evaluation team and on the interview panel. All ten submittals were evaluated according to the evaluation criteria listed in the request for qualifications, and the top two were invited to interview and to submit a sealed fee proposal. The two finalists were scored again utilizing the same criteria. The fee proposal from the top scoring firm following the interview, Frost Brown Todd LLC, was then opened and negotiations commenced as to a scope of work and fee. An engagement letter has now been drawn up by Frost Brown Todd, with identical terms for each community.



Financial Impact

In light of the negotiated proposed scope of work, Frost Brown Todd and the interview panel have negotiated a proposed fee of \$35,000 for the balance of FY2014 (which works out to \$5,250 per month with December pro-rated at 2/3 of a month) for the two communities. Staff recommends the proposed fee be divided evenly between the two communities, at \$17,500 each. The Law Department budget for fiscal year 2014 allocates \$15,000 out of the General Fund for the purchase of lobbyist and legislative consultant services. The Franklin portion of the proposed fee, \$17,500, is \$2,500 (17%) over budget. A budget amendment may be necessary later in the fiscal year.

Recommendation

Approval of the engagement agreement and allocation of an additional \$2,500 to the Law Department budget for fiscal year 2014 to fund the agreement is recommended.