

**Tabulation of Submittals\***

<b>Purchasing Office Solicitation No.:</b>		2014-007 (Lobbyist and legislative consultant services)					
<b>Notice to potential service providers published in the <i>Williamson Herald</i> on:</b>		9/5/13					
<b>Number of potential service providers that were notified of / that responded to this request for qualifications:</b>		8 / 10					
<b>Date and time submittals due and publicly opened:</b>		10/8/13 2:00 PM					
<b>Present at opening of submittals:</b>		Lou Alsobrooks of Smith Harris & Carr, Cynthia Wiel and Kevin Doherty of Nelson Mullins, Zachary Bates of Farris Bobango, Thomas Lee of Frost Brown Todd; and Dee Settle and Brian Wilcox of the City of Franklin Purchasing Office					
<b>Target meeting of BOMA at which recommendation will be considered:</b>		12/10/13					
<b>Submittals received from:</b>		<b>Is the submittal complete?</b>	<b>Does the submittal take any exceptions to the City's procurement solicitation? / If so, how many?</b>	<b>Average points allocated by submittal evaluation team based on review of submittal (out of a possible 100, utilizing evaluation criteria as listed in RFQ):</b>	<b>Average points allocated by interview team (out of a possible 100, utilizing evaluation criteria as listed in RFQ):</b>	<b>Payment terms:</b>	<b>Submittal is valid and may be accepted through:</b>
Baker Donelson 211 Commerce St., Suite 800 Nashville, TN 37201 Wendell Moore, Sr. Public Policy Advisor 615/726-5692 rwmoore@bakerdonelson.com		Yes	No	74.75	not interviewed	net 30 days	not indicated
Bradley Arant Boult Cummings, LLP 1600 Division St., Suite 700 Nashville, TN 37203 Nathan Ridley, Counsel 615/252-2382 nridley@babc.com		Yes	No	79.75	not interviewed	net 30 days	12/31/2013
Will Denami Gov't. Affairs/Talbert Gov't. Relations LLC PO Box 680541 Franklin, TN 37068 Will Denami, Principal Jill Talbert, Principal 615/598-2727 615/509-8274 willdenami@gmail.com jill@talbertgr.com		Yes	No	56.25	not interviewed	net 30 days	12/31/2013
Farris Mathews Bobango Public Strategies, LLC 618 Church Street, Suite 300 Nashville, TN 37219 Charles B. Welch, Jr., Managing Partner 615/726-1200 cwelch@farrismathews.com		Yes (However, CoF notes submittal does not acknowledge Addendum No. 1.)	No	75.75	not interviewed	net 30 days	not indicated
Frost Brown Todd LLC The Pinnacle at Symphony Place 150 3rd Avenue South, Suite 1900 Nashville, TN 37201 Thomas H. Lee, Member 615/251-5575 tlee@fbtlaw.com		Yes	Yes / 1 (Indemnification; resolved in negotiation)	92.00	89.25	net 30 days	10/8/2014

\*Shaded submittal is the submittal scored highest by the interview team

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Gullett, Sanford, Robinson, and Martin, PLLC 150 Third Ave. S., Suite 1700 Nashville, TN 37201 Matthew Scanlan, Partner 615/244-4994 mscanlan@gstrm.com		Yes (However, CoF notes submittal does not acknowledge Addendum No. 1.)	No	71.50	not interviewed	net 30 days	1/15/2014
Nelson Mullins Riley & Scarborough, LLP One Nashville Place, Suite 1100 150 Fourth Avenue, North Nashville, TN 37219 Kevin M. Doherty, Partner 615/664-5304 kevin.doherty@nelsonmullins.com		Yes (However, CoF notes submittal does not acknowledge Addendum No. 1.)	No	46.25	not interviewed	net 30 days	not indicated
Smith Harris and Carr, Co. 511 Union Street, Suite 710 Nashville, TN 37219 Meagan Frazier Grosvenor, Representative 615/255-2643 meagan@smithharriscarr.com		Yes	No	72.75	not interviewed	net 30 days	1/6/2014
Waller 511 Union St., Suite 2700 Nashville, TN 37219 James Weaver, Partner 615/850-8482 james.weaver@wallerlaw.com		Yes	No	76.00	not interviewed	net 30 days	12/31/2013
Windrow Phillips Group 511 Union St., Suite 1820 Nashville, TN 37219 Anna Durham Windrow, Principal 615/838-3536 anna@windrowphillips.com		Yes	Yes / 1 (professional liability insurance coverage)	87.25	88.50	net 30 days	12/31/2013

\*Shaded submittal is the submittal scored highest by the interview team




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#05 12-10-13  
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## 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.



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## MEMORANDUM

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### **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.