

**AGENDA BILL**

**Beaverton City Council  
Beaverton, Oregon**

**SUBJECT:** Contract Award - State Government  
Relations Consulting

**FOR AGENDA OF:** 06-05-18 **BILL NO:** 18110

**Mayor's Approval:** *Darryl Washburn*

**DEPARTMENT OF ORIGIN:** Mayor's Office

**DATE SUBMITTED:** 05/18/18

**CLEARANCES:** City Attorney *W. B. King*  
Purchasing *J. K. Marshall*  
Finance *M. C. ...*

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** 1. List of Proposers  
2. Scoring Matrix

**BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$90,000	BUDGETED \$80,000*	REQUIRED \$10,000*

\*Account Number 001-10-0521-511 – General Fund – Mayor Office Programs Department – Mayors Administration Program (0521) – Professional Services Account. The \$80,000 Amount Budgeted for State Legislative Matters is included in the FY 2018-19 Proposed Budget that is scheduled for adoption at the June 19, 2018, Council meeting. Approval of this contract is subject to the adoption of the proposed FY 2018-19 Budget. The \$10,000 additional appropriation will be requested during the first Supplemental Budget for FY 2018-19.

**RECOMMENDED ACTION:**

The City Council, acting as Contract Review Board, awards a contract for the Fiscal Year 2019-20 to Baldwin Consulting, in the amount of \$90,000 to provide state government relations support on behalf of the City, subject to the adoption of the FY 2018-19 Proposed Budget. The contract is renewable for four additional one-year periods at the City's option through FY 2023-2024 based on Council's approval of future budgets and City Attorney's approval of the contract form. If the contract is extended for four additional years, the total estimated expenditure for this contract would be \$450,000 over the five-year period.

**HISTORICAL PERSPECTIVE:**

The City has solicited for and used State Government Relations services since 2010 and has contracted with Baldwin Consulting, LLC since 2013.

**INFORMATION FOR CONSIDERATION:**

The City's Request for Proposal (RFP) for State Government Relations Support was advertised on March 26, 2018, in the Daily Journal of Commerce. Twelve firms that provide this type of assistance downloaded the RFP from the City's website. The RFP closed at 2:00 PM on April 18, 2018, and the City received two proposals.

The State Government Relations Support services include:

1. Providing strategic and tactical advice and counsel relative to governmental issues affecting the City. Common issue areas include, but are not limited to, transportation, housing, land use, urban development and redevelopment, public safety, environment, tax credits, economic development, and state funding.
2. Advocating on behalf of the City before various state regulatory and legislative bodies and conducting issue management as needed preparatory to such activities.
3. Facilitating meetings for City officials with various state elected and appointed officials.
4. Assisting the City in developing and sustaining long-term substantive relationships with state elected and appointed officials.
5. Developing and sustaining good working relations with key staff within all eight of the City's departments and the City's Legislative team.
6. Assisting the City in pursuing and securing state and local governmental program and discretionary funding, particularly for transportation, economic development and financing programs.
7. Assisting the City in advancing City projects and priorities.
8. Contractor shall not directly or indirectly participate in or intervene in any political campaign on behalf of or in opposition to any City-related initiative, referendum or recall petition, measure or candidate. (This restriction does not prohibit Contractor from assisting City in providing only impartial, factual information related to an initiative, referendum, or recall petition, measure or candidate).
9. Contractor shall provide the City with a complete and up-dated client list during the term of any Contract resulting from this procurement.

The evaluation team reviewed and scored the submitted proposals based on the criteria outlined in the RFP that included knowledge and experience, project approach and understanding, relevant experience and references, M/W/SDV and ESB program, and price. Baldwin Consulting, LLC was the top proposer. If the Contract Review Board awards this contract, the contract will start in July 2018 for an amount not to exceed \$90,000. Gwenn Baldwin, *Principal* would be the project manager. The contract term is for one year, with the option to renew for four additional one-year periods for a total term of five years.

Staff believes the investment the City makes in State Government Relations is a good value and recommends the Council award a contract to the firm of Baldwin Consulting, LLC to assist the City in its relationships with state and local government agencies.

City of Beaverton

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**PROPOSALS RECEIVED**

**State Government Relations**

**Solicitation #: 3331-18B**

**Closed: April 18, 2018 @ 2:00 PM**

**Proposals Submitted:**

- 1. Baldwin Consulting, LLC**
- 2. Pac/West Communications**

**State Government Relations Scoring Sheet- RFP #3331-18B**

<b>Firm:</b>	<b>Average score out of three reviewers</b>
Baldwin Consulting, LLC	74
Pac/West Communications	67

