

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	April 3, 2017
	Agenda Item No.	33
	Roll Call No.	<u>17-0596</u>
	Communication No.	<u>17-343</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Approving an exception to the Procurement Ordinance competitive Request for Proposals (RFP) process requirements for good cause and accepting proposal with Holland and Knight, LLP (H&K), Richard Gold, Partner, 800 17th Street NW, Suite 1100, Washington, DC 20006, to provide federal government relations services that will facilitate federal funding and regulation interpretation for transportation, economic development, housing, community revitalization, public safety, homeland security, and related concerns for the City of Des Moines.

SYNOPSIS:

Staff recommends Council approve retention of H&K, a Washington D.C. lobbying firm from May 1, 2017 to April 30, 2018 to assist in securing federal funds, providing governmental affairs services and strategic advice to address federal policy issues facing the City. H&K will assist in building key relationships with federal agencies and decision makers in order to facilitate projects and issues at the federal level of government. This is a critical time given federal budget cuts proposed in program budgets for the Environmental Protection Agency, Department of Housing and Urban Development, as well as the Federal Emergency Management Agency and Community-Oriented Policing. Likewise, ongoing work on flood control projects and the Southeast Connector remain high priorities. Staff recommends this agreement with H&K be extended another year and requests that the Council exempt this contract and waive the request for proposals process and authorize the Mayor to enter into this agreement for services.

FISCAL IMPACT:

Amount: \$102,000 paid in monthly amounts of \$8,500.

Funding Source: Fiscal Year 2016-17 and 2017-18 Operating Budgets:

- \$61,200 Economic Development Enterprise Fund (S743, CM025033), page 40
- \$20,400 Sanitary Sewer Enterprise Fund (E101, PW248420), page 213
- \$20,400 Storm Sewer Utility Enterprise Fund (E301, PW248423), page 221

ADDITIONAL INFORMATION:

- The City Council may on a case by case basis, upon the recommendation of the City Manager for good cause shown, exempt contracts for the provision of goods and/or services from the request for proposals process and authorize the negotiation of a contract for the procurement of goods and/or services estimated to cost in excess of \$25,000.

- Given the City's current relationship with H&K, and the unsettled nature of many items at the federal level with which the City has a carefully developed legislative strategy, it would be in the City's best interest to retain H&K at this time. Some examples of work in progress with H&K include:
 - Current issues the City of Des Moines is facing to reduce flood risk by improving City and federal levees to obtain FEMA accreditation with the Corp of Engineers leadership and congressional delegation
 - SE Connector
 - U.S. Court House
 - Change in federal executive, departments and agencies, and programs
 - Coordination with the City's Director of Governmental Relations

- The deliverables provided by H&K would continue to include:
 - Federal Relations Strategy - Assist the City in development of an overall federal relations strategy and provide support for this strategy including: meeting with Council Members and City Staff, identifying congressional funding opportunities, following up with key decision makers, and tracking Congressional funding outcomes.
 - Weekly Grant Notification - Provide information on recently announced federal grant opportunities that fit the City's needs.
 - Drafting Legislation - Complete support in drafting entire bills or limited provisions for pending legislation.
 - Drafting Testimony - Preparation of testimony for presentation before congressional committees when needed.
 - Political Intelligence - Maintain strong bi-partisan relationships with both the congressional delegation and federal agencies to allow for quick assessment of issues as they arise. Monitor national legislation of interest to the City.
 - Forms and Applications - Provide the City with support of funding applications to federal agencies. As needed, the firm will review applications and help the City to secure the support of senior administration and key congressional officials for funding.
 - Washington Visits - Assist with scheduling and agendas to ensure that the City's visits to Washington, D.C. are effective and efficient.
 - Regular Updates - Provide regular updates of all government affairs activities. The firm will provide regular updates describing the status of the City's various federally related priorities. There will be more emphasis on providing updates to the Mayor and Council Members.

- H&K holds conference calls with City Staff and Council Members every two (2) weeks and as needed to discuss the status of appropriation request and other federally funded projects of interest to the City.

PREVIOUS COUNCIL ACTION(S):

Date: June 23, 2014

Roll Call Number: [14-0974](#)

Action: [Renewal](#) of contract with Holland & Knight, LLP (H&K) (Richard Gold, Partner, 800 17th Street NW, Washington DC) to provide government relation services that will facilitate federal funding and regulation interpretation for transportation, economic development, housing, community revitalization, public safety, homeland security and related concerns for the City of Des Moines. ([Council Communication No. 14-303](#)) Moved by Hensley to approve. Motion Carried 5-2.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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