

# REQUEST FOR PROPOSALS

Denver Urban Renewal Authority  
November 2009

## **INTRODUCTION**

The Denver Urban Renewal Authority (DURA) is accepting written proposals for a lobbyist for the 2009/2010 Legislative Session. The lobbyist will work with DURA staff and DURA's Strategic Planning/Legislative Committee to conduct a variety of activities including, but not limited to, monitoring legislation of interest to DURA and other Colorado urban renewal authorities, developing relationships with key legislators, building coalitions with other groups and crafting a long-term legislative strategy.

This request for proposals (RFP) describes the scope of work and the nature of the services required, reports or other items to be delivered under the contract and the format to be used in response to the RFP.

Proposals must be submitted by Wednesday, November 25, 2009. Responses delivered by facsimile transmission, telegraph, or email will not be accepted. Please submit eight bound copies and one unbound copy of the proposal no later than 4 p.m. on November 25, 2009 to:

Tracy Huggins, Executive Director  
Denver Urban Renewal Authority  
1555 California Street, Suite 200  
Denver, CO 80202  
(303) 534-3872

Respondents will be contacted if there is any question with respect to their response. Inquiries regarding the RFP should be directed in writing to:

Taryn Lewis, Administrative Services Director  
[tlewis@renewdenver.org](mailto:tlewis@renewdenver.org)

All questions and all responses will be posted on the DURA website. Respondents are encouraged to review questions posted and answered on the website before submitting their own.

## **General Terms and Conditions**

1. DURA shall have the right to reject any or all proposals. Although the proposed fee will be an important criterion for selection, DURA is not precluded from awarding the contract to a bidder whose proposal is deemed superior to other proposals but who may have submitted a higher proposed fee.
2. No modifications to a proposal are permitted after the due date except at DURA's discretion. The proposal as submitted will be considered the best and final offer.
3. When the top-ranking bidders have been identified by DURA, interviews may be held with these bidders to gather additional information and to clarify proposals.
4. A contract will be executed by DURA with the selected firm. It will include the applicable sections of the RFP, all representations made by the successful bidder in its proposal, as amplified by subsequent conferences, and other provisions that are mutually acceptable to DURA and the firm. In the event that the bidder selected does not execute the contract within 30 days after the award is announced, DURA may notify the bidder of its intent to award the contract to another bidder or call for new proposals.
5. The effective period of the contract resulting from the RFP shall be a one year period beginning on or about December 1, 2009 with the possibility of two one-year extensions.

## **Description of Work**

DURA is seeking a lobbyist to accomplish the following major tasks during the 2009/2010 session of the Colorado General Assembly and through third quarter of 2010:

- Monitor legislation related to urban renewal, or legislation that could have an impact on the operations of urban renewal authorities in Colorado, such as changes in tax policy, growth-related legislations, eminent domain, etc.
- Identify key legislators who could influence the outcome of legislation to change the state's urban renewal law, and help DURA develop relationships with those legislators.
- Identify legislators who may be opposed to or not understand urban renewal, and recommend strategies for influencing those legislators.
- Assist in the creation of an effective message or messages explaining the role of urban renewal authorities and the benefits of urban renewal to a variety of audiences at the Capitol.
- Help DURA formulate a strategy for obtaining passage of proactive legislation that may be introduced in upcoming sessions of the Legislature.

## **Deliverables**

- A weekly written status report on activities, to be made to DURA's Executive Director.

- A monthly written report to DURA's Executive Director
- Periodic meetings, as needed, with the Strategic Planning/Legislative Committee.
- A written legislative strategy, to be presented to the Strategic Planning/Legislative Committee.
- A final written report at the end of the session.

### **Format**

The following criteria should be addressed in written proposals. General company brochures and references may be attached, but the actual written proposals should be not longer than ten pages.

1. **Approach.** Please describe your approach to performing the desired services. List any other members of your firm who would be assigned to help with or perform a portion of the work. It is understood that the description of work included in the RFP is general in nature, and that the final scope of work will be agreed upon during negotiations with the successful proposer.
2. **Qualifications.** Submit resumes or biographies of all personnel who will be working on the project. The resumes should describe each person's qualifications for this specific type of work. Please indicate who would manage the project and be the point of contact.
3. **Knowledge and Expertise.** Describe at least three projects or relevant work experience which demonstrates your capability to perform this work. In particular, explain any knowledge you have of the Colorado urban renewal statute and tax increment financing and any experience you have had working with local government-related issues. Your description should include the name, address and phone number of three clients for which you performed the work.
4. **List of Current Clients.** Please list all current clients, including name, address and phone number, and briefly describe the type of work you are performing for each client. Identify and describe any existing and/or perceived conflict or potential conflict and how you would propose to resolve them.
5. **Compensation.** Submit a proposed fee for the project, and include a detailed breakdown of the hourly rate for each person assigned to the contract. Include administrative and out-of-pocket expenses. Indicate the desired terms of payment and any special considerations.

### **Evaluation Process**

DURA's Strategic Planning/Legislative Committee will judge the merits of proposals received in accordance with the performance criteria defined herein. The objective of the committee will be to select the bidder whose proposal is most responsive to DURA's

needs. Failure of the bidder to provide any information requested in the RFP shall be the responsibility of the bidder and may result in disqualification of the proposal.