Introduction

MetroPlan Orlando is soliciting proposals for state lobbying services to represent the organization’s transportation interests before the State of Florida Legislature and its committees and before the Executive Branch of the State of Florida Government. The firm or firms selected must be experienced in transportation policy and funding issues and advocacy before State of Florida transportation authorizers, appropriators and regulators.

MetroPlan Orlando (the “Organization”) is the Orlando Urban Area Metropolitan Planning Organization (MPO) for the tri-county area of Orange, Osceola and Seminole Counties and is the duly designated and constituted body responsible under federal and state laws for carrying out the urban transportation planning and programming process for the Orlando Metropolitan Area.

The organization’s Board is made up of representatives from Orange, Seminole and Osceola Counties; the cities of Orlando, Apopka, Altamonte Springs, Sanford and Kissimmee; the Central Florida Regional Transportation Authority, the Greater Orlando Aviation Authority, the Central Florida Expressway Authority and the Sanford Airport Authority.

The initial term of the representation will be for three (3) years, and may be extended at the Organization’s option for two (2) additional one-year periods.

Scope of Work

Legislative Representation

Consultant will represent the Organization with the Florida State Legislature, its committees, the Executive Branch of the State of Florida Government and with other state agencies. Consultant also will collaborate with other organizations that share an interest in the same legislative priorities. The goal of such representation will be to secure passage of state legislation and secure funding for programs and projects that have been identified by the Organization as priorities. Explicit responsibilities of the Consultant include:

- Coordinate and pursue efforts to establish and maintain relationships with state agencies to secure support of the Organization’s funding and legislative priorities.
- Provide advice to the Organization in putting together annual legislative priorities.
- Assist the Organization in developing a plan for pursuing the approved State legislative priorities.
- Work to develop support and passage of the Organization’s State legislative priorities.
• Advocate positions before the State Legislature and the Executive Branch that are beneficial to the Organization and oppose harmful measures.

• Coordinate Organization’s State legislative activities with other groups having similar interests, including the Florida Metropolitan Planning Organization Advisory Council.

• Monitor and report state legislative and regulatory actions of importance to the Organization. Review and report on all pertinent pending transportation legislation and appropriations affecting Central Florida and the Organization, directly or indirectly, including, but not limited to, matters concerning highways, public transportation, airport-related surface transportation systems, bicycle and pedestrian facilities, traffic safety, environmental regulations, organizational issues and funding. This review shall also include all appropriate pre- and post-legislative session committee meetings, hearings and conferences.

• Identify additional areas where state funding is available to local government.

• Assist in the preparation of requests for funding for various transportation projects to the Florida Department of Transportation, other state agencies and the Florida Legislature.

• Provide specialized assistance in expediting and processing applications submitted to state agencies.

• From time to time, facilitate meetings between MetroPlan Orlando Board members, staff and other local government officials with members of the Legislature and state agencies.

• The Consultant will work closely with the Executive Director and staff who will be available to communicate the Organization’s priorities and provide background information and data to assist the Consultant in advancing the Organization’s efforts in Tallahassee.

• If necessary, provide assistance with federal legislative matters or direct the Organization to effective consultant contacts in Washington, D.C.

**Reporting**

The Consultant will prepare and present oral reports to staff and the Organization’s Board as needed or as requested on a periodic basis (more frequently while engaged in special projects such as during the Legislative session). The Consultant shall provide the Organization each month with detailed written narrative reports delineating all services provided by the Consultant in the previous month and the results of the Consultant’s efforts. Each report required herein will be submitted to the Executive Director within ten (10) days after the end of the applicable reporting period.

**Revisions**

The Organization may make revisions to the Scope of Work, highlighting or de-emphasizing certain facets or activities, as the Organization’s priorities evolve and new information becomes available.

**Qualifications And Experience**

• The firm selected will be an established, experienced organization with a strong history of representing public organizations, transportation entities and related interests in Tallahassee,
Florida. The firm selected, however, shall not currently represent such entities that may compete with the Organization for state (or federal funding) or private entities whose interests may be in direct opposition to the positions of the Organization’s. Nor shall the firm selected engage in representing those competing entities during the duration of the resulting contract.

CALENDAR OF EVENTS

Listed below are the important dates and times by which the actions noted must be completed. If the Department of Finance and Administration finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>COMPLETION/DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>July 27, 2017</td>
</tr>
<tr>
<td>Deadline for Submitting Questions</td>
<td>August 15, 2017 at noon</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>August 22, 2017 at 2:00 p.m.</td>
</tr>
<tr>
<td>Initial Proposal Review</td>
<td>August 29, 2017</td>
</tr>
<tr>
<td>Vendor Presentations (if required)</td>
<td>To be determined</td>
</tr>
<tr>
<td>Board Approval of Award</td>
<td>September 13, 2017</td>
</tr>
<tr>
<td>Contract Negotiation</td>
<td>To be determined</td>
</tr>
</tbody>
</table>