

Request for Qualifications – Lobbying Services

Overview:

Minnehaha Creek Watershed District (MCWD) Lobbyist shall provide an ongoing process of advancing the interests of the MCWD by assisting in the development and promotion of the District's legislative agenda and by:

- Identifying the legislative consequences of choices;
- Discuss alternatives;
- Educate the Board and District staff about the issues involved; and
- Inform the District Administrator of potential legislation that might affect District governance, programs, or operations.

In this function, District Lobbyist shall possess an understanding of current MCWD programs and priorities; establish and maintain a professional relationship with key legislators and other elected or appointed officials and agency representatives; and seek to advance MCWD priorities in formal and informal settings.

The District Lobbyist shall possess considerable experience in 1) legislative process, 2) watershed/natural resource governance, and 3) agency and local government, as related to water and natural resource management. In addition, the District Lobbyist will have a working knowledge of the statutes and rules under which watersheds operate.

Scope of Services

General Lobbyist Services on Retainer

The District Lobbyist shall provide government relations services as outlined above, including lobbying services during regular legislative sessions and advocacy services on behalf of the client for the remaining months of the agreement. During the legislative session the Lobbyist shall provide semi-monthly written legislative updates to the District Administrator and Board of Managers and meet with a representative of the MCWD regularly.

Retainage shall also provide for:

- 1) The preparation for and attendance at Board or Committee meetings of the MCWD in which MCWD legislation is discussed, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein.
- 2) The preparation of the MCWD legislative platform.
- 3) The development of strategic partnerships to advance District interests.
- 4) Advice or responses to routine questions from Board members on legislative issues.
- 5) Maintaining a duplicate set of legislative agendas and actions.

Understanding of State, Regional and Local Government and Watershed Management

The District Lobbyist will:

- 1) Demonstrate a current understanding of issues relative to District governance, projects, or programs.
- 2) Maintain a current understanding of MCWD programs and activities.
- 3) Be aware of state and regional plans and priorities related to watershed and natural resource management.
- 4) Possess a high professional regard among his/her peers.

District Policy Relating to Member Communities and Other Governmental Jurisdictions

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

District Policy Related to Non-Discrimination

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

Submittal Requirements (please limit your response to 5 pages or less):

1. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
2. The names and qualifications of lobbyists working for MCWD.
3. A list of other staff, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
4. A list of sub-consultants, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
5. The proposed fee structure including those charged by sub-consultants.