

REQUEST FOR PROPOSALS
Metropolitan North Georgia Water Planning District
State-Level Government Affairs Consulting Services

May 17, 2024

The Metropolitan North Georgia Water Planning District (the District) is requesting proposals from firms to perform state-level government affairs consulting services as described in the Scope of Work in Exhibit A.

The District is seeking a firm with experience in state-level government affairs consulting to perform these services in Georgia.

The District intends to enter into an agreement with the selected firm for 12 months with an option to extend two additional 12-month terms provided that each party has fully complied with its obligations under the agreement and has maintained a performance standard acceptable to the other party during the prior term and the agreement has not been terminated. Extensions shall be offered in the District's sole discretion.

The District intends to award a contract with an estimated total budget not to exceed \$60,000 for the first 12-month term. The consultant will be paid in equal monthly installments on a lump-sum basis. The successful consultant should be prepared to begin work on August 1, 2024.

Contract award remains subject to the District identifying an experienced and qualified consultant, and the District reserves the right to reject all proposals.

Proposals should be limited to a total of no more than 15 pages (not including cover, table of contents, divider sheets, resumes, and cost proposal) and should include the following information:

1. Name of the lead firm and sub-consultants, if any;
2. Point of contact (name, title, email address and phone #);
3. Project Manager (name, title and phone number);
4. Qualifications and technical competence;
5. Description of similar experience on projects related to the Scope of Work;
6. Three references with current contact information (name, title, email address, and phone #);
7. Identification of specific personnel committed to work on the project and a description of their education and experience directly related to the Scope of Work. Provide one- to two-page resumes for up to 5 key staff as an appendix to the proposal;
8. A proposed approach to accomplishing the scope work described in Exhibit A.

9. A proposed project cost proposal in the format of Exhibit B to this RFP; and
10. Any other pertinent information including potential additional services beyond the scope of work.

The submittal should provide project cost estimates in the format provided in Exhibit B. The consultant shall determine the level of effort needed for the Scope of Work, which must be clearly provided in the proposal.

The District will convene an evaluation committee composed of members of the District staff. The evaluation committee will review all proposals and make a consultant selection recommendation to the Chairman of the District Board.

Based on the responses to this request, the District may identify a short list of firms from the proposals received. Should it be determined that interviews are required, the shortlisted firms may be invited to participate in an interview process with the evaluation committee. The District reserves the right to award this contract based on submittals received without interviews.

The contract will be awarded to the consultant determined to be the most qualified to perform the scope of work based on the following evaluation criteria:

1. Qualifications and experience related to the scope of work of the firm (or team of firms) and individuals in the firm directly assigned to the project. (50 percent)
2. Proposed approach to address the Scope of Work. (40 percent)
3. Consultant's proposed cost structure. The cost structure shall follow the format outlined in Exhibit B. (10 percent)

Disadvantaged Business Enterprises (DBE) shall have equal opportunity to participate in the performance of the District's contracts. Such DBEs are encouraged to compete, as prime consultant, consultant team members or sub-consultants and should be so identified in responses to this RFP.

CONFIDENTIALITY AND CONFLICT OF INTEREST

The District and the Atlanta Regional Commission are subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure.

Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal

controls proposed to mitigate any such conflict. ARC's General Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

Questions shall be received no later than **May 31, 2024** and should be submitted in writing to Sarah Skinner (sskinner@atlantaregional.org). Pertinent information, including questions and responses from written questions will be provided to prospective bidders by **June 7, 2024**. No other direct contact related to this Request for Proposals between prospective consultants and the District staff or Board members is permitted.

The District must receive one emailed digital pdf copy and one printed copy of the proposal delivered to the address below **no later than 2:00 p.m. on Monday, June 17, 2024**. No responses received after this date and time will be considered.

Font size should be a minimum of 11 point.

The delivery package shall be labeled:

District Proposal re: State-Level Government Affairs Services

Proposals shall be emailed to sskinner@atlantaregional.org and be delivered to the following address:

Metropolitan North Georgia Water Planning District
ATTN: Sarah Skinner
229 Peachtree Street, NE
Suite 100
Atlanta, GA 30303

EXHIBIT A
SCOPE OF WORK

Background: The District is working to implement its 2022 Water Resource Management Plan and begin the 2027 Plan update in 2025. This Plan presents an integrated approach to water resource management across 15-counties and 96 cities in the District. It describes existing conditions and projects future conditions of the region's water resources and its water, wastewater and watershed management infrastructure. This Plan is driven by science, data and good stewardship, and it promotes the protection of water resources for the purposes of supply, quality and recreation in the region and downstream. The Plan prescribes water resource management strategies that support the region's economic, environmental and social well-being.

Given the complex interaction of federal, state, and local laws, administrative agencies, stakeholders, and decision makers, implementing the District Plan will involve developing detailed policies, educating key stakeholders and decision makers, and ensuring service level stability to sustain our efforts. The Consultant will assist the District in meeting these complex needs at the state-level by providing strategic consulting services.

Services: The Consultant will provide ongoing strategic consulting services. These services generally include:

- Educating state elected officials, key agency staff, and other stakeholders on the role of water management policy in promoting economic prosperity and environmental health of the State and District;
- Working with these officials and staff in creating, promoting, and implementing water policy and initiatives in a coordinated and effective fashion;
- Arranging and coordinating meetings with these officials and staff;
- Ensuring adequate service levels as necessary for water policy and initiatives through the state process of identifying and funding priorities;
- Facilitating relationships between other stakeholder groups such as the agricultural water users and District to increase information sharing and collaboration;
- Monitoring legislation impacting the District in the Georgia General Assembly's 2025 legislative session; and
- Providing legislative updates to the District and other stakeholders as desired.

Schedule: The strategic consulting services will be performed on an as-need basis throughout the 12-month term of the contract. While the time leading up to and during the Georgia General Assembly's 2025 legislative session is likely to be the busiest, Consultant should plan to assist the District with meetings, communications, and strategic planning throughout the year.

**EXHIBIT B
PROPOSED PROJECT BUDGET**

Annual State-Level Government Affairs Services

1. Direct Labor

Billing Category

Rate/Hour

Estimated Percentage
of Project Hours

(list each),

(list for each),

(list for each),

2. Overhead Percentage Rate

_____.

3. Other Direct Costs

_____.

4. (List other items (Printing, etc.) and cost for each

_____.

5. Profit Percentage Rate X Basis

_____.

Total:

_____.