

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with Capitol Consulting for State Government Relations Services in the Amount of \$225,000 for a Period of Up to Five Years
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Jim Hammond, Intergovernmental Programs Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that the City Council authorize the City Manager to execute a contract with Capitol Consulting for State Government Relations services in the amount of \$225,000 for a period of up to five years. The current contract for the City's state legislative consultant expires December 31, 2020.

The City initiated an open acquisition process for State government relation services through a Request for Proposal (RFP) process from October 8, 2020 through October 30, 2020. Proposals were opened on October 30th, and one proposal from Capitol Consulting was received.

Like the City's current arrangement, this contract provides for year-round state legislative services in order to provide resources to better address the need for strategy development and the growing establishment of special legislative committees which operate outside of the formal legislative session. The term of this contract is for 2021 with an automatic renewal of an additional four years unless cancelled by either party.

RESOURCE/FINANCIAL IMPACT:

The cost for the 2021 contract will be \$39,600. For future years, the monthly compensation rate will be inflated by the Consumer Price Index for all Urban Consumers. If an annual contract inflator rate of 3.00% is estimated for the life of the contract, the total five-year cost of the contract would be \$210,242. Given this, staff is recommending funding authority of \$225,000 for the life of the contract. The 2019-2020 biennial budget includes sufficient funds for this service.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Capitol Strategies for up to five years, from 2021-2025, with a not-to-exceed amount of \$225,000.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The City of Shoreline has historically utilized a consultant for State legislative relation services to advocate for the City during the state legislative session. In 2019, this consulting work was extended to provide services throughout the year, which has had a demonstrated positive effect on the City's pursuit of its legislative interests. The City's current contract with Capitol Consulting is scheduled to end December 31, 2020. The current contract cost for the 2020 legislative session was a per-month retainer of \$3,000.

The City initiated an open acquisition process for the State government relation services through a Request for Proposal (RFP) process, pursuant to the City's procurement policies as set forth in the Shoreline Municipal Code, Section 2.60.070. The City solicited proposals for the RFP from October 8 through October 30, 2020. The RFP was advertised in the City's paper of record, the Daily Journal of Commerce, both in print and online, as well as shared through professional networks. Proposals were opened on October 30th and one proposal from Capitol Consulting was received.

Although the City has delegated authority to execute a one-year contract without Council approval, staff considers a multi-year service contract, renewable for up to five years, with predictability that allows for long-term budgetary and strategic planning, to provide greater benefit to the City.

DISCUSSION

The proposal from Capitol Consulting provides for a monthly retainer in exchange for year-round services, which has been of benefit to the City's legislative interests since this approach was adopted in 2019, as the scope of legislative work has evolved in a dramatic fashion. In contrast to nearly two decades ago, when the first government relations service contract was established, state legislative business has grown to become a year-round activity. Special Select Committees, caucus meetings, and negotiations with the Executive branch of State government now take place extensively outside of the legislative sessions. By extension, the session becomes the field where earlier discussions play out and reach final form. In order for Shoreline's presence in State-level conversations and negotiations to be as effective as possible, staff recommend that the City continue to utilize state legislative services on a year-round basis.

The proposal from Capitol Consulting was reviewed by staff to determine compliance with requested knowledge, skills, and work history, as well as ability to deliver on primary objectives and the requested scope of work. Capitol Consulting was found to meet or exceed all standards, based on their experience advocating for other cities, their established relationships with staff and elected officials from both political parties, their established relationships with associations and business groups, and their proven track record promoting or defeating proposed legislation for their clients. The proposed contract scope of work for Capitol Consulting is attached to this staff report as Attachment A.

If approved by Council, the contract with Capitol Strategies will begin January 1, 2021 and will run for one year. The contract will then automatically extend on a yearly basis for four additional years through December 31, 2025 unless cancelled by either party.

The City will be billed a flat retainer of \$3,300 per month for services provided. If additional contract years are utilized, these monthly rates will be adjusted based on the June to June Consumer Price Index for the Seattle Metro Area.

ALTERNATIVES ANALYSIS

An alternative would be for the City to only contract for state legislative services during the Legislative Session, as has been the City's practice much of the last two decades. This alternative would provide a lower level of service to the City of Shoreline and would need to be negotiated with Capitol Consulting.

RESOURCE/FINANCIAL IMPACT

The cost for the 2021 contract will be \$39,600. For future years, the monthly compensation rate will be inflated by the Consumer Price Index for all Urban Consumers. If an annual contract inflator rate of 3.00% is estimated for the life of the contract, the total five-year cost of the contract would be \$210,242. Given this, staff is recommending funding authority of \$225,000 for the life of the contract. The 2019-2020 biennial budget includes sufficient funds for this service.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Capitol Strategies for up to five years, from 2021-2025, with a not-to-exceed amount of \$225,000.

ATTACHMENTS

Attachment A: Draft Contract Scope of Work with Capitol Consulting.

CITY OF SHORELINE Contract #9799 - Exhibit A

State Government Relations Services: Scope of Work

Works with the City's identified legislative priorities, and identifies emerging issues, to advance the City's position on issues before the state legislature and in state government. Tasks include:

- Consult on the City's legislative agenda and priorities; assist in developing legislative agendas and support City response to emerging issues throughout the year.
- Provide regular communication on bills and issues of interest during session to the Manager for Government Relations, including detailed tracking of bills, tailored to City needs and interests.
- Develop and guide strategy for passing or defeating legislation and for securing state fiscal assistance.
- Provide strategic guidance on the City's priorities and key legislative issues.
- Assist with testimony for legislative hearings.
- Arrange appointments for City Council and City staff both during session and the interim.
- Attend meetings of interest to the City including AWC events and legislative meetings both during the session and the interim.
- Notify the City of legislative and regulatory issues that may impact the City.
- Promote state assistance for operating, transportation and capital budget projects.
- Monitor developments related to Fircrest, annexation, housing, basic city services and other identified issues.
- Take direction on work issues and activities from the Manager for Government Relations.

State Government Relations Services: Fees and reimbursable expenses

For the first year of the contract, the fee for services will be \$3,300 per month. For future years, the yearly compensation rate will be inflated by the Seattle area CPI-U.

Unless otherwise agreed upon in writing, all expenses are covered by the monthly fee. There are no reimbursable expenses.