



**CONTRACT AMENDMENT  
FOR  
CONTRACT NO. RFP00103  
LEGISLATIVE CONSULTING SERVICES**

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The Agreement, made and entered into the 1<sup>st</sup> day of November 2002, by and between the **City of Altamonte Springs (CITY)** and **Louis Rotundo & Associates (Consultant)** is amended as follows:

The below amendment(s) shall be effective when all parties have signed this Amendment.

Contract Renewed for Five Years: 11/01/2012 through 10/31/2017  
Annual Fee for FY2012/2013: \$57,125.00

All other terms and conditions as stated on the original Agreement or as amended on previous Amendments remain the same.

IN WITNESS WHEREOF, by affixing their name below all parties agree to and acknowledge all aspects of this Amendment as stated:

**CITY**  
**City Of Altamonte Springs, Fl**

**CONSULTANT**  
**Louis Rotundo & Associates**

Approved By Commission On 10/02/2012  
Signature of person authorized to sign

See Memo dated 08/09/2012  
Signature of person authorized to sign

Frank W Martz on behalf of Commission  
Name & Title of person authorized to sign

Louis Rotundo—see memo date 08/09/2012  
Name & Title of person authorized to sign

10/09/2012  
Date

08/09/2012  
Date

# LOUIS C. ROTUNDO

August 9, 2012

Mr. Frank Martz  
City Manager  
City of Altamonte Springs  
225 Newburyport Avenue  
Altamonte Springs, FL

Dear Frank:

My current contract with the City is scheduled to expire on October 31, 2012. It has been my pleasure to serve the City of Altamonte Springs this past year and to assist in achieving the goals you have outlined for me. This year also marks the end of the cycle for the previous five-year contract.

In the hope that we could continue this mutually beneficial arrangement, I would propose to renew my contract for general consulting services in the areas of Flex Bus funding, municipal legislation, and growth management issues under the same terms and conditions that prevailed under the previous contract. I would suggest a five-year contract to commence on November 1, 2012 and run through the 2016-17 fiscal year. As I have not requested or received a pay increase since the 2009-2010 contract I propose the following:

- November 1, 2012 - October 31, 2013 -- \$57,125

The terms of this contract represent a modest 2% increase over last year and I propose a 2% increase for each year of the contract.

As in all previous contracts, the travel budget amount would be the same as the 2006-07 contract for travel outside the Central Florida area and at your direction.

Sincerely,

Louis C. Rotundo



# NOTICE OF CONTRACT

## City of Altamonte Springs, Florida

Date of Contract: September 26, 2002

CC Approval Date: Tuesday, October 1, 2002

Term of Contract: November 1, 2002 to October 31, 2003  
 (May be extended for two additional consecutive 1-year periods at the rates set below)

Department: Finance

Division: Accounting

Vendor Info:

Louis Rotundo  
 LOUIS ROTUNDO AND ASSOCIATES  
 4948 Courtland Loop  
 Winter Springs FL 32708

Bus: 407-699-9362  
 Fax: 407-699-9361  
 Email: lcr5002@aol.com

Vendor Number: 180117

ACCOUNT #	PROJECT #	DESCRIPTION	AMOUNT
001-0101-512.30-31		LEGISLATIVE CONSULTING SERVICES	
		Year 1 - FY2003	\$45,000.00
		Year 2 - FY2004	\$46,500.00
		Year 3 - FY2005	\$48,000.00
		Plus Additional Out of Town Travel Expenses Not To Exceed \$4,000.00 Per Year	
TOTAL			\$139,500.00 +

*Barbara Kiser* 9.26.02  
 Barbara Kiser, Procurement Manager

RFP00103  
 Contract Number

RFP NO. 001-03  
 Proposal Number

**CONTRACT**  
**RFP: 001-03**  
**LEGISLATIVE CONSULTING SERVICES**

THIS AGREEMENT, made and concluded this 26<sup>th</sup> day of September, 2002, by and between the City of Altamonte Springs, hereinafter generally called the Owner, and

LOUIS ROTUNDO AND ASSOCIATES

(Consultant)

4948 Courtland Loop, Winter Springs, FL 32708

(Address)

hereinafter generally called the Consultant.

WITNESSETH, that for and in consideration of the payments and agreements to be made and performed by the Owner, Consultant, at its own cost and expense and with skill and diligence, will provide the services included in RFP No: 001-03, entitled LEGISLATIVE CONSULTING SERVICES in accordance with attached Contract Documents, and in full compliance with this Agreement.

And the Consultant agrees to honor the prices stated in the Proposal Bid Form attached in full compensation for furnishing the services contemplated in this Contract. The Consultant, for such consideration, shall be responsible for and hereby does indemnify Owner from and against any and all loss or damage, including attorney's fees and costs, arising out of the performance of the services aforesaid or from any action of elements; of every description encountered in connection with the services performed.

The services are to commence when directed in writing by the Procurement Division or authorized representative.

To prevent all disputes and litigations, it is agreed by and between the parties to this Contract that the Owner shall in all cases determine the quality and quantity of the services performed which are to be paid for under this Contract, and shall determine all questions in relation to the quality of services provided by the Consultant, and as to the interpretation of the requirements and specifications.

Payment shall be made in accordance with provisions as outlined elsewhere in these specifications.

The Contract Documents shall consist of this Contract and the following:

- Formal RFP Document
- Addendums (if any)
- Proposal Bid Form (as submitted by the bidder)

This Agreement, together with these documents, form the contract, and they are as fully a part of the contract as if hereto attached or herein repeated.

The Consultant and the Owner for themselves, their heirs, executors, administrators, successors, and assigns, hereby agree to the full performance of the covenants herein contained.

IN WITNESS WHEREOF THEY HAVE EXECUTED THIS AGREEMENT:

**City of Altamonte Springs**

Attest:

*Patsy Wainright*  
Patsy Wainright



Owner:

*Russel E Hauck*  
(Signature)  
Russel E Hauck  
(Name, Written or Typed)  
Mayor  
(Title, Written or Typed)

**Consultant: Louis Rotundo and Associates**

Attest:

*Louis Rotundo*

AFFIX CORPORATE SEAL

Officer:

*Louis C Rotundo*  
(Signature)  
Louis C Rotundo  
(Name, Written or Typed)  
President  
(Title, Written or Typed)

TOTAL THREE YEAR CONTRACT AMOUNT: \$139,500.00 (Year 1 -FY2003/\$45,000, Year 2 - FY2004/\$46,500, Year 3 - FY2005/\$48,000) Plus Additional Out of Town Travel Expenses Not To Exceed \$4,000.00 Per Year



# ***REQUEST FOR PROPOSAL DOCUMENTS***

**PROPOSAL NO. 001-03  
LEGISLATIVE CONSULTING SERVICES**

**Due: 11:00 a.m., Monday, 09/09/2002**

**CITY OF ALTAMONTE SPRINGS**

City Hall, Room 128  
Procurement Division  
225 Newburyport Avenue  
Altamonte Springs FL 32701-3697

Proposal Issued by: Barbara Kiser, Procurement Manager  
Office Phone: 407/571-8080 Fax Phone: 407/571-8082  
Email Address: [barbarak@altamonte.org](mailto:barbarak@altamonte.org)

For Proposal Documents and Updates: Visit [www.altamonte.org](http://www.altamonte.org) (Click on "Bid Info" link button) or [www.demandstar.com](http://www.demandstar.com) or Call DemandStar Supplier Services at 800/711-1712



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**1 PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS**

**1.1 DEFINITIONS**

Whenever used in this Proposal, the Contract, or any other documents pertaining to the service where these specifications govern, the following terms are used. The intent and meaning will be interpreted as follows:

**1.1.1 Addendum**

A modification of the Proposal/Contract Documents issued by the Procurement Division and distributed to potential Proposers prior to the proposal due date and time.

**1.1.2 Change Order**

A written order issued by the Procurement Division to the Successful Proposer/Contractor directing certain changes, additions or reductions in work or services or in the materials or methods to be used.

**1.1.3 City**

The City of Altamonte Springs, 225 Newburyport Avenue, Altamonte Springs, Florida 32701.

**1.1.4 Contract**

The written agreement between the City and the Successful Proposer/Contractor for the performance of the services in accordance with the requirements of the Proposal Documents and for the payment at the agreed contract negotiated price or adjusted as a result of an approved change order.

**1.1.5 Contract Documents**

The complete official Proposal Package, successful proposers' submittal, Contract and Purchase Order, together with all Addenda, Supplemental Agreements and Change Orders.

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1.1.6 Proposal

The written submittal of a Proposer, submitted in the required format, to perform the services in accordance with the requirements of the Proposal Documents and stating the consideration which the Proposer will require for so doing.

1.1.7 Proposer

An individual, partnership or corporation submitting a response to the Request for Proposal for the services contemplated.

1.1.8 Request for Proposal (RFP)

The announcement requesting the submission of proposals.

1.1.9 Project Manager

An authorized representative of the Procurement Division or Engineer, assigned to make any or all necessary inspections of the work or services performed by the Successful Proposer/Contractor.

1.1.10 Proposal Response Format

The format in which it is required to respond to the proposal.

1.1.11 Specifications

The general term comprising all the scope of services/work, directions, requirements, provisions, and requirements contained herein, entitled "Specifications," Supplemental Agreements and Change Orders that may be issued for this RFP and resulting contract, all describing the manner of performing the work or service, including detailed technical requirements and prescribing the relations between the City and the Successful Proposer/Contractor.

1.1.12 Successful Proposer/Contractor

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The individual, partnership or corporation to whom the proposal is awarded to and a contract has been to.

**1.2 OFFICIAL PROPOSAL DOCUMENTS**

1.2.1 The “official” proposal documents are available, unless otherwise noted, from DemandStar by Onvia, Inc. Supplier Services at 800/711-1712 or the City of Altamonte Springs Procurement Division.

1.2.2 It is mandatory that interested proposers request the proposal documents directly from one of the above parties prior to submitting a proposal. This is necessary to assure that bidders have a complete “official” proposal package and to record interested proposers’ information for issuance of any addenda.

1.2.3 Proposals will not be accepted from proposers who have not obtained the proposal documents from any party other than those noted above.

**1.3 PROPOSAL UPDATES/STATUS OF PROPOSAL**

1.3.1 Due to limited staff, time, work load and budget restraints, City staff will **not** provide proposal updates/status information over the phone, by fax, or by e-mail. This information is available electronically. To obtain current information regarding this RFP through the:

1.3.1.1 Internet (available 24 hours a day, 7 days a week)

1.3.1.1.1 [www.altamonte.org](http://www.altamonte.org) (Click on “Bid Info” tab at the top of the home page)

1.3.1.1.2 [www.demandstar.com](http://www.demandstar.com)

1.3.1.2 Fax

1.3.1.2.1 Call DemandStar Supplier Services at 800/711-1712 and request the appropriate document

1.3.1.3 Information available on the internet or by fax includes the following:

1.3.1.3.1 Legal Ad/Announcement

1.3.1.3.2 Plan holders’ List - list of vendors who received the proposal package

1.3.1.3.3 Addendum

1.3.1.3.4 Proposal Tabulation

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1.3.1.3.5 Award Information

**1.4 SUBMISSION OF PROPOSALS**

1.4.1 Response to the proposal and modifications thereof will be enclosed in a sealed envelope or box with any other required forms. A sealed envelope/box will be mailed or delivered to the **Procurement Division Only** with the name and address of the Proposer, the due date and time, and the invitation number on the face of the envelope.

1.4.2 It is the Proposers responsibility to assure that the proposal is properly addressed or delivered to the Procurement Division Only.

1.4.2.1 Mail to:

Procurement Division  
CITY OF ALTAMONTE SPRINGS  
225 Newburyport Avenue  
Altamonte Springs FL 32701-3697

1.4.2.2 Hand Delivery to:

Procurement Division  
City Hall Building, Room 128  
Municipal Complex  
CITY OF ALTAMONTE SPRINGS  
225 Newburyport Avenue  
Altamonte Springs FL 32701-3697

1.4.2.3 The City will in no way be responsible for delays in delivery to the Procurement Division caused by United States Postal Service, other mail or courier service, delivery to any other City office, traffic, parking, location of facilities or office, or delays caused by any other occurrences. The delivery date and time will be scrupulously observed.

1.4.3 To ease and facilitate handling, the attached Proposal Submittal Label has been provided for your use. Usage of this Proposal Submittal Label will insure proper identification and handling of your proposal.

1.4.4 Proposals will be received and officially recorded as received in the Procurement Division

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*ONLY.* The time/date stamp clock located in Procurement Division will serve as the official authority to determine lateness of any proposals.

- 1.4.5 Under no circumstances will proposals delivered after the due date and time specified be considered. Proposals received after the due date and time will be disqualified as late and will not be recorded as a responding Proposer. Late proposals will be returned to the Proposer unopened.
- 1.4.6 Faxed proposals will not be considered.
- 1.4.7 **Do not return the entire proposal package.** Only the proposers' response, submitted in the required format and any required forms should be returned in the sealed envelope/box.
- 1.4.8 To facilitate the evaluation process, each proposer is to submit one original, marked as "original" and the required number of copies.
- 1.5 **"NO BIDS"**
  - 1.5.1 In the event you elect not to respond to this RFP, respond by returning the "No Proposal Response" Form.
  - 1.5.2 "No Proposal Response" must be received in the Procurement Division by the specified proposal due date and time to be qualified as a responding Proposer. "No Proposal Response" forms received after the proposal due date and time will be returned to the Proposer unopened.
  - 1.5.3 "No Proposal Response" forms must be submitted, enclosed in a sealed envelope, with the name and address of the Proposer, the due date and time, the proposal number, and "No Proposal Response" form marked on the face of the envelope. To ease and facilitate handling, the attached Proposal Submittal Label has been provided for your use. Usage of this label and indicating "No Proposal Response" on the Proposal Submittal Label will ensure proper identification of your "No Proposal Response."
  - 1.5.4 Only the "No Proposal Response" form needs to be returned in the sealed envelope.
- 1.6 **PREPARATION OF PROPOSALS**

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- 1.6.1 The Proposer is solely responsible for reading and completely understanding the proposal documents and attachments (in any). Failure to do so will be at the Proposer's risk.
- 1.6.2 To be considered, Proposer's must submit a complete response to this RFP, using the format provided described herein. The proposer shall furnish such additional information as may be reasonably required. Proposals submitted in any other format could be disqualified.
- 1.6.3 An officer or representative who has official authorization to sign proposals **MUST** sign the Proposal Bid Form. All proposals must indicate the firm name and signed by a responsible officer or employee. Obligations assumed by such signatures must be fulfilled. If the proposal is made by an individual, the individual must sign his name therein and state his business address and the name and address of every other person interested in the proposal as principal. If the proposal is made by a firm or partnership, its name and business address must be stated as well as the name and address of each member of the firm or partnership. If the proposal is made by a corporation, the proposal must be signed by some authorized officer or agent, subscribing the name of the corporation with his own name and affixing the corporation seal. Moreover, the contents of the proposal of the successful bidder may become contractual obligations if a contract is entered into
- 1.6.4 An unsigned proposal is not a valid offer therefore, failure to sign the Proposal Bid Form will result in the proposal being considered non responsive and the proposal rejected. It is not a minor technicality which the City reserves the right to waive.

**1.7 EXCEPTIONS TAKEN TO PROPOSAL DOCUMENTS**

In the event you elect to respond to this RFP, but must take exceptions to the proposal documents, the Proposer will be required to provide, with the response, a written statement as to what and why the proposer is taking exception to.

**1.8 WITHDRAWAL OR CORRECTION OF PROPOSALS**

- 1.8.1 Proposals may be withdrawn or corrected prior to the due date and time by written request dispatched by the Proposer and received by the Procurement Division before the time for receiving responses to the proposal has expired. Written request's hand delivered to the Procurement Division may also require identification, such as business card and/or drivers

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license.

- 1.8.2 After the proposal due date and time, a Proposer cannot withdraw or correct a proposal. Negligence on the part of the Proposer in preparing a proposal is not grounds for withdrawal or modification of a proposal after the proposal response due date and time and the proposal submitted must be in force for 65 calendar days after when the proposal response is due. Proposers may not assign or otherwise transfer their proposal.

**1.9 CONTACT PERSON CONCERNING INQUIRIES OF THIS PROPOSAL**

- 1.9.1 Every request for interpretations or corrections **must** be in writing by email, fax, or mail to:

Barbara Kiser, Procurement Manager  
City of Altamonte Springs  
225 Newburyport Avenue  
Altamonte Springs, FL 32701  
Fax Phone #: 407/571-8082  
E-Mail Address: barbarak@altamonte.org

- 1.9.2 These inquiries must be received in the Procurement Division no later than 4:30PM, Monday, September 2, 2002 in order to provide adequate response time to queries and issue an addendum, if necessary.
- 1.9.3 Questions/Inquiries related to this RFP will be forwarded by this office to the appropriate City employee. All Potential Proposers are not to contact any member of the Altamonte Springs staff or officials, related to this RFP, other than the above specified contact person unless explicitly authorized by this office. (Note: this does not exclude the current contractor from contacting the City relating to services being provided to the City under the current contract.)

**1.10 ADDENDUM**

- 1.10.1 No interpretation of the meaning of the RFP documents, attachments (if any), or any other related documents, nor correction of any apparent ambiguity, inconsistency or error therein, will be made to any potential proposer orally.

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- 1.10.2 All corrections, interpretations and supplemental instructions will be in the form of written addenda to the proposal documents which, if issued, will be mailed, express mailed, e-mailed and/or faxed to all potential proposers (at their respective addresses and phone numbers furnished for such purposes) at least two working days prior to the proposal due date and time.
- 1.10.3 The potential proposer is responsible for making sure that any and all addenda have been received prior to submission of the proposal. Twenty-four (24) hours prior to the proposal due date the potential proposer should:
- 1.10.3.1 Call DemandStar By Onvia, Inc. Supplier Services at 800/711-1712 to request addenda or
- 1.10.3.2 Visit [www.altamonte.org](http://www.altamonte.org) (Click on "Bid Info" link button) or [www.demandstar.com](http://www.demandstar.com).
- 1.10.4 If an addendum has not been received, the Potential Proposer is responsible for obtaining the addendum by one of the above methods.
- 1.10.5 In case any Proposer fails to acknowledge receipts of any such addendum in the space provided on the Proposal Bid Form, the proposal will nevertheless be construed as though the addenda have been received and acknowledged, and the submission of the proposal will constitute acknowledgment of the receipt of addenda.
- 1.10.6 Only the interpretation or correction given by the Procurement Manager or authorized representative, in writing, will be binding, and potential proposers are warned that no other source is authorized to give information concerning, or explaining or interpreting the RFP documents.
- 1.11 PROPOSAL OPENING**
- 1.11.1 There will be a public opening of the proposals received by the RFP due date and time.
- 1.11.2 Since the published bid opening place is subject to change, it is recommended that potential proposers either call Procurement or stop by the Procurement Division prior to the proposal due date and time.

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**1.12 PROPOSAL TABULATION/RESPONDING FIRMS**

Due to limited staff, time, work load and budget restraints, City staff **will not** provide information regarding the proposals submitted. The Proposal Tabulation/Responding Firms List may be obtained by any of the following methods.

**1.12.1 Public Opening/Public Inspection**

There will be a public opening of the proposals received by the RFP due date and time. Proposals will not be closed for public inspection for up to 10 days following the due date or when a recommendation for award has been posed (whichever comes first).

**1.12.2 Web Site**

No later than three days following the proposal due date, the Proposal Tabulation/Responding Firms List will be available at [www.demandstar.com](http://www.demandstar.com).

**1.12.3 Fax**

No later than three days following the proposal due date, the list will be available by calling DemandStar by Onvia, Inc. Supplier Services at 800/711-1712 and requesting the Bid Tabulation.

**1.12.4 Posting In City Hall Lobby**

No later than three days following the proposal due date, the Proposal Tabulation/Responding Firms List will be printed and posted in the City Hall Lobby.

**1.12.5 Mail**

Any interested parties may request, in writing, a hard copy. The written request must include the proposal number and title, a self addressed stamped envelope, and a check for any processing fees as charged by the City.

**1.13 DELIVERY**

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1.13.1 Time of delivery is of the essence in the performance of the contract, and failure to perform in accordance with the agreed completion deadline(s) set forth in the RFP and/or the contract document will constitute default. Unless a written extension is obtained from the City prior to the completion deadline(s), there will be no excuse for untimely performance. The granting and duration of extensions will be subject to the exclusive discretion of the City.

**1.14 RESERVED RIGHTS OF THE CITY**

1.14.1 The City may award any item or group of services or any proposal, unless the Proposer qualifies his proposal bid by specific limitations (“All or None”).

1.14.2 The right is reserved to accept or reject any or all proposals received as a result of this request, with or without cause, or to negotiate separately with competing contractors, and to waive any informalities, defects, or irregularities in any proposal and to award the proposal which, in its judgement, best serves the interest of the City.

1.14.3 The City reserves the right to investigate the qualifications of the proposer as deemed appropriate.

**1.15 TAXES**

The City is exempt from paying state and local sales tax when payment is made directly by the City (Florida Statute Ch. 212.08(6)). This exemption does not include sales of tangible personal property made to contractors employed either directly or as agents by the City when such tangible personal property goes into or becomes a part of public works owned by the City. The City of Altamonte Springs, Florida has the following tax exempt certificates assigned:

1.15.1 Certificate of Registry No. 59-6000263 for tax-free transactions under Chapter 32, Internal Revenue Codes.

1.15.2 Florida Sales & Use Tax Exemption Certificate No. 69-01-034044-54C (expires 06/17/02).

**1.16 DEFAULT**

As a result of proposals received under this RFP, the award of the proposal/contract may be

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based, in whole or in part, on the selection criteria set forth in this RFP. Accordingly, should the successful proposer/contractor not meet the completion deadline(s) set forth in the RFP and/or contract or should the successful proposer/contractor fail to perform any of the other provisions of the RFP and/or contract documents, the City may declare the Contractor in default and terminate the whole or any part of the contract. Upon declaring the Bidder in default and terminating the contract in whole or in part, the City may procure services from another firm and the Contractor will be liable to the City for any excess costs, including but not limited to any reasonable attorney fees should any element of default be litigated in court or disputed in such a manner that requires the services of an attorney, resulting therefrom. Where the Contractor fails to comply with any part of the RFP and/or contract, except for completion deadlines, the City may, in its discretion, provide the Contractor with written notification of its intention to terminate for default unless prescribed deficiencies are corrected within a specific period of time. Such notification will not constitute a waiver of any of the City's rights and remedies hereunder.

**1.17 CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION**

By submission of this proposal, the Proposer certifies, and in the case of a joint proposal each party thereto certifies as its own organization, that in connection with this procurement no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting or limiting competition.

**1.18 QUALIFICATIONS OF PROPOSERS**

The City reserves the right, before awarding the Proposal, to require a Proposer to submit such evidence of this qualification as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Proposer. Proposers may be required to show that they have had experience in work of the same or similar nature and that their organization has been in formal existence and engaged in similar type work for not less than five (5) years.

**1.19 DISQUALIFICATION OF PROPOSERS**

Any of the following causes may be considered as sufficient for the disqualification of a Proposer and the rejection of his proposal:

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- 1.19.1 Failure to sign the Proposal Bid Form.
- 1.19.2 Submission of more than one proposal for the same services by an individual, firm, partnership or corporation under the same or different names;
- 1.19.3 Evidence of collusion among Proposers;
- 1.19.4 Previous participation in collusion on services/work for the City of Altamonte Springs, Florida;
- 1.19.5 Lack of competency of Proposer. The contract will be awarded only to a Proposer rated as capable of performing the services/work. The City may declare any Proposer ineligible at any time during the process of receiving proposals or awarding the proposal where developments arise which, in the opinion of the City, adversely affect the Proposer's responsibility; however, the Proposer will be given an opportunity by the City to present additional evidence before final action is taken;
- 1.19.6 Lack of responsibility as shown by past performance;
- 1.19.7 Unsatisfactory Performance/Uncompleted work for which the Proposer is committed by contract which, in the judgement of the City, might hinder or prevent the prompt completion of the work under this RFP if awarded to such Proposer;
- 1.19.8 Being in arrears on any of his existing contracts with the City, or in litigation with the City, or having defaulted on a previous proposal and/or contract with the City.

**1.20 REJECTION OF IRREGULAR PROPOSALS**

Proposals will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate proposals or other irregularities of any kind. The City reserves the right to waive any informalities or irregularities of proposals, or to reject any or all proposals.

**1.21 AWARD OF PROPOSAL**

- 1.21.1 The proposal, if awarded, will be awarded to that responsible proposer whose proposal will

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be most advantageous to the City.

- 1.21.2 It will be the responsibility of the Proposer to visit [www.altamonte.org](http://www.altamonte.org) (Click on "Bid Info" link button) or [www.demandstar.com](http://www.demandstar.com) or call DemandStar by Onvia, Inc. Supplier Services at 800/711-1712 (Request Award Information).
- 1.21.3 If you have any questions regarding the City's evaluation and Award Recommendation, they should be submitted in writing to the Procurement Manager and received by 4:30 p.m. of the business day prior to the City Commission meeting. Questions or concerns not submitted to the Procurement Manager may not be considered at the Commission meeting.

**1.22 PUBLIC ENTITY CRIME STATEMENT**

In accordance with paragraph (2)(a) of Section 287.133, Florida Statutes, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**1.23 PUBLIC MEETING AND NOTICES**

In accordance with Florida Statute 286.011, all meetings, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. Reasonable notice of meeting is provided under the "Timetable" paragraph.

**1.24 TO APPEAL ANY MEETING OR DECISION MADE**

Persons are advised if they wish to appeal any meeting or decision made concerning this proposal, they will need a record of the proceeding, and for such purposes, they may need

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to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made, per Chapter 80-150, Laws of Florida. The City does not provide this verbatim record. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk Department ADA Coordinator 48 hours in advance of the meeting at 407/263-3780 (VOICE/TDD).

**1.25 OBSERVE ABOVE INSTRUCTIONS**

Failure to observe any of the above instructions and conditions may constitute grounds for rejection of your proposal.

**1.26 PRIORITY OF SPECIFICATIONS**

In the event of conflicts or inconsistencies in the proposal documents, priority will be given to the requirements in the Technical Specifications then the Proposal Instructions, Terms, and Conditions.

**1.27 TIME EXTENSION OF PROPOSAL**

In addition, Board of City Commissioners, Altamonte Springs, Florida, reserves the option to extend the time period of the proposal, including all terms and conditions of the RFP documents. Such time extension will be by mutual agreement in writing.

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**2 GENERAL INFORMATION FOR THE PROPOSER**

**2.1 PURPOSE**

2.1.1 This Request for Proposal (RFP) provides interested proposers with sufficient information to enable them to prepare and submit proposals for consideration by the City.

2.1.2 The City is accepting proposals from qualified firms to provide professional services as described herein. Any contracts which may be executed between the City and any firm(s) as a result of this RFP shall be limited to the scope as described herein. The City shall incur no other obligations, express or implied.

**2.2 ISSUING OFFICE**

This RFP is issued by the City's Procurement Division.

**2.3 SCOPE**

This RFP contains instructions governing the proposals to be provided, requirements which must be met to be eligible for consideration, general evaluation criteria, and other requirements to be met by each proposal.

**2.4 TIMETABLE**

For this RFP the City is following the timetable listed below which is subject to change with or without notice.

RFP SCHEDULE	
4:30PM, Monday, September 2, 2002	Questions regarding this proposal due in Procurement Division Office
Wednesday, September 4, 2002	Final addendum issued
11:00 a.m., Monday, September 9, 2002	RFP closing date; all proposals due on this date and time

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RFP SCHEDULE	
Monday, September 16, 2002, 10:00-11:00am, Chambers	Evaluation of written proposals completed
Monday, September 23, 2002, 9:00AM-12:00PM, Chambers	Presentations/Interviews from short-listed firms
Tuesday, October 1, 2002, 7:00PM, Chambers	City Commission approval of Selection Committee ranking
October 2-16, 2002	Contract Negotiations, Contracts executed and required documents submitted by selected firm
October 17-30, 2002	Execution of contracts by the City, Finalize contract documents, Issue PO

**2.5 CONFLICTS OF INTEREST DISCLOSURE**

The successful proposer will be required to include a disclosure statement of any potential conflict of interest that the firm may have due to other clients, contracts or other interests associated with this engagement.

**2.6 REFERENCES**

References submitted by firms in response to the RFP shall be specific, relevant to the scope, and recent (generally within the past three years except as noted).

**2.7 INCURRING COSTS**

The City shall not be held liable for any costs incurred by a firm in the preparation and submission of a proposal relative to this RFP or any cost incurred by firms prior to execution of a contract agreement.

**2.8 ECONOMY OF PREPARATION**

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Proposals should be simple and economical, providing a straightforward, concise description of the firm's ability to meet the requirements of the RFP following the format described herein.

**2.9 DISCLOSURE OF PROPOSAL CONTENTS**

All material submitted becomes the property of the City. The City has the right to use any or all ideas presented in any reply to the RFP. Selection or rejection of the proposal does not affect this right.

**2.10 PRIME FIRM RESPONSIBILITIES**

2.10.1 The selected firm will be required to assume responsibility for all services offered in their proposal whether or not they produce them. Further, the City will consider the selected firm to be the sole point of contact with regard to contractual matters.

2.10.2 Qualified firms submitting a proposal in response to this RFP are responsible for providing all professional services described herein, whether directly or through sub-consultants and/or sub-contractors. The City reserves the right to approve or disapprove any sub-consultants and/or sub-contractors. This does not, however, limit the use of qualified sub-consultants or sub-contractors.

2.10.3 No portion of this RFP shall be understood to forbid or otherwise limit multi-firm proposals, if such is necessary in order to provide professional services from all required disciplines. However, the City will contract with only a single lead firm which must provide project management expertise, coordination with sub-consultants, and be responsible for quality control and assurance for the overall contract. No firm which participates in any proposal as a sub-consultant is permitted to submit a separate proposal either singly or as a lead firm, excepting that any such firm may submit as a sub-consultant to more than one lead firm.

**2.11 RESERVATIONS**

2.11.1 The City reserves the right to delete or amend any of the services as listed and described herein.

2.11.2 The City reserves the right to cancel the contract at any time. The City will pay the

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contractor for services rendered and out-of-pocket costs incurred through the date of cancellation.

**2.12 SELECTION COMMITTEE**

2.12.1 The City shall establish a selection committee which will review all written proposals. The Selection Committee, at its sole option, may require presentations from the top ranked firms in order to refine the ranking of the top ranked firms. The selection committee shall establish the ranking of firms and recommend to the City Commission negotiation of a contract with the top-ranked firm.

**2.13 CONTRACT NEGOTIATIONS**

2.13.1 The content of the RFP and the successful contractor's proposal will become an integral part of the contract, but may be modified by the provisions of the contract. The top ranked firm will be contacted to begin contract negotiations.

2.13.2 If a satisfactory contract cannot be negotiated with the top ranked firm, negotiations will be formally terminated. Contract negotiations then may be started with the next ranked firm.

**2.14 CONTRACT**

2.14.1 Once a contract has been successfully negotiated, the selected contractor will be expected to enter into a formal agreement at the rate agreed upon.

2.14.2 The successfully negotiated contract, submitted in five (5) original sets, will be presented to the Mayor for execution. One (1) original signed contract, together with an official City Purchase Order(s) will be returned to the firm. No work is authorized until the firm receives the Purchase Order(s) and is subsequently directed to proceed by the City.

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**3 INSURANCE REQUIREMENTS SPECIFICATIONS**

**3.1 REQUIRED COVERAGES AND LIMITS**

3.1.1 To assure that the proposer has the insurance specified, the proposer should fax this "Insurance Requirement Specifications" section, in its entirety, to their insurance agent(s) prior to submitting a proposal. The insurance agent should review the insurance specified. The insurance agent should inform the proposer if the proposer does not meet the insurance requirements and provide the proposer with an estimated cost to secure the required insurance. The proposer should include the cost to secure additional insurance in their proposal price. By submission of a proposal to the City the proposer has or agrees to obtain the insurance specified, if the proposal is awarded the RFP.

3.1.2 Insurance Requirements for this proposal are as follows:

3.1.2.1 No Insurance Required

**3.2 EXCEPTIONS**

3.2.1 Any exceptions to the insurance requirements and limits must be noted as instructed herein.

**3.3 CITY AS ADDITIONAL INSURED**

3.3.1 The appropriate policies are to be endorsed to include the City of Altamonte Springs as Additional Insured.

**3.4 SUBMISSION OF CERTIFICATE OF INSURANCE**

3.4.1 The successful proposer will be required to provide within ten (10) days after Notice of Award, to the Procurement Division Manager, a Certificate of Insurance demonstrating that the successful proposer is carrying sufficient insurance at the established limits below.

3.4.2 All such insurance required in this bid document shall be with companies and on forms acceptable to the City and shall provide that the coverage specified may not be reduced to canceled, unless thirty (30) day's prior written notice thereof is furnished to the City.

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3.4.3 The City reserves the right to require modification of coverage amounts, when necessary. Any required changes will be negotiated between the City and the Contractor/Consultant.

3.4.4 In the event of renewal, cancellation, or reduction of coverage, the Contractor/Consultant shall obtain substitute coverage as required hereunder, without any lapse of coverage to the City whatsoever as long as the contract has not expired.

**3.5 REVIEW AND APPROVAL BY CITY'S RISK MANAGER**

3.5.1 Certificate of Insurance shall be reviewed, for determination of adequate coverage, by the City's Risk Manager. The City's Risk Manager shall be the City's sole authority for determination of required coverage.

3.5.2 Services will not be ordered or officially commenced until the Certificate has been received and approved by the Risk Manager.

**3.6 INDEMNIFICATION**

3.6.1 The successful proposer shall indemnify and hold City and its officers, directors, agents, employees harmless from and against any and all claims, demand, suits, judgments, losses, or expenses of any nature whatsoever (including reasonable attorney fees through appeal) to the extent that they arise from or out of: any negligent or reckless act or omission of a successful proposer, its officers, directors, agents or employees or to the extent that they arise from any intentional wrongful misconduct of the successful bidder, its officers, directors, agents or employees, the parties specifically agreeing that intentional wrongful misconduct includes, but is not limited to, any failure of a successful proposer, its employees, officers, directors or agents to perform hereunder in accordance with generally accepted standards (professional and nonprofessional), or any other failure of the successful proposer, its officers, directors, agents or employees to comply with its performance obligations hereunder. The provisions of this paragraph shall survive the expiration or sooner termination of the resulting contract/agreement.

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**4 GENERAL INFORMATION ABOUT THE CITY**

**4.1 GENERAL DESCRIPTION OF THE CITY**

4.1.1 The City of Altamonte Springs is located in central Florida and is part of the greater Orlando metropolitan area. This area is ranked as one of the fastest growing in the nation. Altamonte Springs, with a population of 40,000±, is one of the largest Cities in central Florida. The City is primarily a retail, office, and residential community, with a smattering of light commercial and industrial land uses. The City has long been recognized in the media, and through professional awards, as a progressive leader among local governments.

**4.2 FORM AND ORGANIZATION OF GOVERNMENT**

4.2.1 The City is a Florida Municipal Corporation as defined by Florida Statutes. The legislative branch of the City is a five member elected Commission, including a Mayor who is elected at large. The City operates under a strong city manager form of government with the City Commission responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the City Manager who is appointed by, and serves at the pleasure of, the City Commission. City department heads are appointed by the City Manager and confirmed by the City Commission. Department heads report directly to the City Manager.

4.2.2 The City government, with some 500+ employees, is divided into seven separate departments including Police, Leisure and Maintenance Services, Growth Management, Public Works, Finance, Human Resources and City Clerk. These departments provide a full array of municipal services including police protection, extensive parks and recreational facilities, public utilities including potable water, wastewater treatment, stormwater and residential refuse services.

4.2.3 In addition to the City Commission and staff, there are a number of agencies, boards and committees serving the City. Members on these agencies, boards and committees are generally appointed by the City Commission. These agencies, boards and committees include, but are not limited, to the Code Enforcement Board, the Community Redevelopment Agency, the Health Facilities Authority, the Personnel Administration Board, the Planning Board, the Surface Water Quality Advisory Board, the Board of Zoning Appeals, the Police Officers' and Firefighters' Pension Plan Governing Board, and the General Employees'

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Pension Plan Governing Board.

4.2.4 Recent extensive surveys and focus groups indicate residents and the business community are generally pleased with the quantity, quality and efficiency of City services. Both groups indicated they are happy to be located in Altamonte Springs.

4.3 **FINANCIAL CONDITION**

4.3.1 The City is in excellent financial condition.

4.4 **CURRENT LITIGATION, CLAIMS, ETC.**

4.4.1 As always, various suits and claims arising in the ordinary course of the City's operations are pending against the City. While the ultimate effect of suits and claims cannot be ascertained at this time, the most probable likelihood is that none of these suits and claims will have any material effect on the City.

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**5 TECHNICAL INFORMATION AND REQUIREMENTS**

**5.1 SCOPE OF SERVICES**

**5.1.1 Purpose**

5.1.1.1 The City of Altamonte Springs, Florida (the “City”) is seeking proposals from experienced and well-qualified firms or individuals for the provision of in accordance with the scope of services described herein.

**5.1.2 Services to Be Provided**

5.1.2.1 The Successful Proposer/Contractor will be required to provide professional legislative consulting services and to perform certain duties and provide certain services including, but not limited to, the following:

**5.1.2.2 General Information**

**5.1.2.2.1 Purpose**

5.1.2.2.1.1 The City Commission of the City of Altamonte Springs, Florida, (the “Commission”), is seeking proposals from experienced and well-qualified firms or individuals for the provision of legislative consulting services in accordance with the scope of services described herein.

**5.1.2.2.2 Project Profile**

5.1.2.2.2.1 The Commission has identified areas where state or federal funds, and/or, changes in state and federal laws and regulations could have a substantial effect on the quality of life of the citizens of Altamonte Springs. These areas include infrastructure improvements, public safety, law enforcement, solid waste, environmental, regulatory reform, affordable housing, economic development, and other related areas. Other issues which confront large urban areas, such as, immigration, environmental concerns, and local finance issues may also be a continuing concern to the Commission. These situations, coupled with an increased pressure to provide high quality services to a diverse population, makes the effect of actions by the state

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and federal governments an increasing priority of the City.

5.1.2.2.2.2 Working in cooperation with City staff, the successful respondent will, on an as directed basis, represent the City in the State Legislature or in Congress and with state or federal agencies. One of the explicit responsibilities of the successful respondent throughout the term of the contract will be to identify areas where state or federal funding is available to the City as well as to advise the City of the impacts of proposed regulatory changes. The Commission will review such information and make decisions about whether to pursue such programs/funding.

5.1.2.2.2.3 The required services in this RFP will also involve identifying appropriations and legislation which would contribute to the cost avoidance, levels of service and quality of programs provided to the citizens of Altamonte Springs; representing the City's interest with the State of Florida and its committees to obtain appropriations; and ensuring ongoing support of these local projects, programs, and services. The required services also include providing information and research on identified projects or areas of interest, helping draft written testimony for presentation by the City before the State Legislature, and developing a strategy to strengthen the relationship between the City and the local legislative delegation. The contractor shall make available the necessary material and expertise to perform the required services.

5.1.2.2.2.4 It is the City's intent to solicit responses from as many individuals and/or firms as are interested; to evaluate these responses through an evaluation team; to have oral presentations of the top firms; to verify necessary information; and to award a contract for services for three years with two one-year renewal options. Estimates of fees or charges for the proposed scope of work must be submitted with the firm's response.

#### 5.1.2.3 Scope of Services

5.1.2.3.1 The Consultant shall cooperate with the City and its staff on an ongoing basis to identify issues and/or revenue sources which would benefit the residents of Altamonte Springs.

5.1.2.3.2 The Consultant shall provide analysis and make recommendations in the areas of

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finance and taxation, the appropriations process, regulation, growth management, planning, and other legislative subject matters as directed.

- 5.1.2.3.3 The Consultant shall review and report, to the City's designated representative, on all pertinent, pending finance and taxation regulatory matters, planning, infrastructure, and others legislation and appropriations affecting Altamonte Springs, directly or indirectly. All reports prepared or obtained under this Agreement shall become the property of the City without restriction or limitation on their use.
- 5.1.2.3.4 The Consultant shall assist City staff in preparing legislation or appropriate amendments to legislation included in the City's legislative program and in reviewing the form and content of any special legislation prepared by the City.
- 5.1.2.3.5 The Consultant shall provide information concerning the status of the individual bills affecting the City and render advice and opinions as to legislative strategy, when requested by the City.
- 5.1.2.3.6 The Consultant shall inform the City's designated representative of the necessity or desirability for participation by the Mayor, the City Commission and City staff in the legislative process to secure the implementation of the City's legislative program.
- 5.1.2.3.7 The Consultant shall attend meetings with the City Commission and City staff as needed and requested by the City.
- 5.1.2.3.8 The Consultant shall provide City staff with weekly status reports by telephone and, when requested or desirable, in writing.
- 5.1.2.3.9 The Consultant shall prepare and present oral reports to the City Commission or to City staff, as needed or requested, and deliver a final report on regular legislative sessions and any special sessions, as requested, including detailed information on legislation which has an impact on the City. One month prior to and through one month following the regular legislative sessions, the Consultant shall provide the City a biweekly detailed report delineating all services provided by their firm to the City in the previous month and the results of the Consultant's efforts. In addition to the written reports, the City shall require a weekly verbal consultation of the status of the City's Legislative Program. During this weekly verbal consultation the City shall

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also expect from the Consultant an analysis and a presentation of any pending legislation and appropriations affecting the City, directly or indirectly. Each report required hereunder will be submitted to the City Manager or designee no later than ten (10) calendar days after the end of the applicable reporting period.

5.1.2.3.10 The Consultant must possess, or have continual and immediate access to, legal expertise sufficient to execute all the tasks stated above in a thorough, competent and professional manner. The professional personnel of the Proposer's source of legal expertise will be considered by the City as "key personnel" of the Proposer for the purposes of "Experience/Qualifications" set forth in the RFP documents. Accordingly, the names, resumes, and qualifications of such professional personnel must be submitted in the response to the RFP. The successful Proposer shall pay all compensation due to such "key personnel" for services to be rendered in the performance of the scope of services set forth herein.

5.1.2.3.11 It is the expectation of the City that the Proposer, in addition to representing the City as a whole through the Legislative sessions, shall also work on local issues which are before State agencies if requested by the City's representative.

5.1.2.3.12 Modification to any provision of this Scope of Services shall be valid and enforceable only when reduced to writing and executed by the duly authorized representative of both parties.

#### 5.1.3 Excluded Services

5.1.3.1 The Scope of Services described in this RFP comprises the complete description of the professional services for which this RFP has been issued. No commitment for future services for this or any other project are implied and responding firms should not infer any such intentions by the City.

#### 5.1.4 Annual Budget and Periodic Reporting

##### 5.1.4.1 Annual Budget

5.1.4.1.1 The FY2003 Proposed Budget has budgeted \$45,000.00 for these services. The FY2003 budget has not been adopted by the Commission. The Commission will

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consider the FY2003 budget at their meeting on September 17, 2002.

5.1.4.1.2 Future funding is contingent upon Commission adoption of the budget each fiscal year.

5.1.4.2 Periodic Reporting

Selected consultant shall provide the City with periodic reports as outlined in the Scope of Services or as deemed necessary by the City.

5.1.5 **Appointment of Key Contact/Project Manager**

The Successful Proposer will appoint one of their employees as the key contact/project manager, for approval by the City's Project Manager.

5.1.6 **Maintenance of Office**

The City does not provide an office for the Successful Proposer. The Selected Proposer is required to provide his own office and staff.

5.1.7 **Conflict of Interest**

The Successful Proposer must avoid conflicts of interest. The Proposer must disclose any existing conflicts of interest which may exist or might exist in the future, to the best of their knowledge.

5.1.8 **Proposer's Background and History**

The Proposer must disclose any claims or actions taken against the respondent in the last 10 years by any regulatory agency and/or any court.

5.2 **MINIMUM QUALIFICATIONS**

To be considered, the Proposer must meet the minimum qualifications as listed below.

5.2.1 **General Experience**

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5.2.1.1 At least five (5) years of experience in performing the services described above.

**5.2.2 Local Government Experience**

5.2.2.1 At least five (5) years of recent experience in performing services described above to one or more Florida local governments.

**5.3 COMPENSATION**

**5.3.1 Method of Compensation**

5.3.1.1 In general, the City's preferred method of compensation is the Lump-Sum method. Progress payments may be requested. The Successful Proposer/Contractor will be paid periodically, but not more often than monthly upon presentation of a valid invoice or statement. All invoices shall include the Purchase Order Number, the City Contract Number, the name of the project, the authorized amount, the total of previous billings, the current billing amount, and the amount remaining un-billed. In addition, a brief narrative summary of services provided, and an explanation of expenses billed under the current billing amount shall be provided.

5.3.1.2 A fee schedule shall be submitted by the Respondent for the services to be provided. Fee quotes by the Respondent shall be in the form of annual lump sum for each of the three initial years of the contract. Fees for years four and five, if applicable, shall be determined at the time of contract renegotiations.

5.3.1.3 All services compensated by hourly rates, as listed on the Fee Schedule, shall not increase during the initial term of the agreement. The consultant shall not be compensated for time expended by paralegal, attorneys, or any other persons without the written approval of the City.

5.3.1.4 The City's normal payment procedures (Net 30 days) will be observed. No early payments shall be approved.

5.3.1.5 No out of scope services shall be provided in the absence of prior, written authorization in the form of a supplemental agreement and issuance of an appropriate change order to the existing Purchase Order. The City will accept no obligation for any services provided which

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do not conform to this requirement.

5.3.1.6 The City will not compensate the Successful Proposer/Contractor or any person in the firm, for time spent traveling to or from City meetings.

5.3.1.7 The City will not pay a retainer or similar fee.

**5.3.2 Reimbursement of Out-of-pocket Expenses**

5.3.2.1 The City shall also reimburse the Consultant for reasonable and necessary costs and expenses incurred on behalf of the City.

5.3.2.2 The Consultant shall not be reimbursed or otherwise paid for internal word processing, data processing or other services (i.e. local telephone services, copies, mail or postage service) that would reasonably be deemed the Consultant's overhead expense.

**5.3.3 Per Diem and Travel Expenses**

5.3.3.1 Any travel on behalf of the City by the Successful Proposer/Contractor firm must be approved by the City's Project Manager in advance. For approved travel, out-of-pocket expenses such as per diem and subsistence allowance shall be reimbursed for necessary travel expenses pursuant to the City's existing travel policy governing travel by City employees.

5.3.3.2 The City will not pay or reimburse the Successful Proposer/Contractor for time or costs associated with maintenance of licenses, certifications, etc.

**5.3.4 Other Incidental Expenses**

5.3.4.1 It is the City's belief that the services required are adequately described herein. Therefore, any negotiated contract which may result from this RFP shall be inclusive of the entire effort required to provide the services described.

5.3.4.2 Specifically, no additional fees shall be allowed for any additional services arising for any reasons whatsoever excepting those directly attributable to the City's errors or omissions. The City will compensate the Successful Proposer/Contractor for their incidental expenses

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incurred on behalf of the City at the actual cost. A provision to this effect shall be included in any negotiated contract.

**5.3.5 Historical Billings**

5.3.5.1 The following table reflects payments made by the City for similar services for the previous three contract years.

<u>FISCAL YEAR</u>	<u>AMOUNT PAID</u>
FY2000	\$ 36,000.00 (actual)
FY2001	\$ 40,000.00 (actual)
FY2002	<u>\$ 41,200.00</u> (estimated)
TOTAL	\$117,200.00

**5.4 TERM OF CONTRACT**

**5.4.1 Effective Date**

5.4.1.1 The effective date of the contract will be November 1, 2002.

**5.4.2 Initial Contract Period**

5.4.2.1 The initial contract period shall be for three-years at the rates submitted on the Proposal Bid Form.

**5.4.3 Renewal**

5.4.3.1 After the initial contract period of three-years, the contract may be renewed for two subsequent one-year renewal options, subject to renegotiations. Fees for years four and five, if applicable, shall be determined at the time of contract renegotiations.

**5.5 TRANSITION PERIOD**

5.5.1 The City Commission intends to award the contract at their regularly scheduled meeting of October 1, 2002. The effective date of the new contract will be November 1, 2002. The Successful Proposer/Contractor is expected to co-ordinate with the existing Contractor to

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effect a smooth transition. The City's Project Manager may, at its sole discretion, chose to retain the existing Contractor through the conclusion of specific pending projects or tasks. Fees and other matters relating to the transition period will be the subject of contract negotiations.

#### **5.6 PROPOSAL FORMAT AND REQUIRED SUBMITTALS**

##### **5.6.1 General Format Instructions**

5.6.1.1 All proposals must be in writing and contain the required information. All written submittals in response to this RFP must observe the format described in this section, "Proposal Format and Required Submittals", without exception. No exceptions to this format shall be allowed; submittals to this RFP may be disqualified and not be further considered, if the submittals do not conform to this requirement.

5.6.1.2 Written submittals shall be prepared in one (1) original and three (3) copies. The original shall be labeled with the word "Original" on the front outside cover. The original shall contain all original signatures where required.

5.6.1.3 The original and each copy shall be three-hole punched and bound in a folder of the type commonly known as a "report cover" (Oxford Mfg #OXF558xx series or equivalent) which has a clear plastic front cover. No notebooks or other binding mechanisms are acceptable.

5.6.1.4 The first page, visible through the front cover shall be a title page which will include the name of the RFP, the name and address of the firm responding and the name(s) and address(es) of sub-consultants, if any.

##### **5.6.2 Specific Format Instructions (Submit Information in Tabbed Sections)**

###### **5.6.2.1 Statement of Interest and Introduction (Tab One)**

5.6.2.1.1 The responding firm (or the lead firm if sub-consultants are proposed) will provide a letter, on letterhead, not exceeding two pages, which serves as a statement of interest and introduction to the submittal.

###### **5.6.2.2 Business/Firm History and Information (Tab Two)**

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- 5.6.2.2.1 A brief narrative, not exceeding two pages, of the corporate history of the firm. This history should clearly identify your organizations general and local Florida government experience in providing the services requested. Be specific as to the number of years providing the specific services requested.
- 5.6.2.2.2 A summary of at least three, but not more than five, public sector clients for whom the firm has performed similar services. Each client shall be listed on a separate page, may not exceed one page, and shall include the following, at minimum: the client's name, address, current contact name and title, phone number, description of services provided, contract value including total fees, effective dates as pertinent, and a brief description of similarities to the services required for this RFP. These summaries will serve as references. This summary must include a list of accomplishments achieved by the firm during the last five years.
- 5.6.2.2.3 On a single page, the Proposer shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The Proposer shall identify whether the business entity is incorporated in Florida, another state, or a foreign country. If a Proposer is a corporation, provide a copy of the certification from the Florida Secretary of State verifying Proposer's corporate status and good standing. In the case of an out-of-state corporation, evidence of **authority to do business** in the state of Florida should be provided. The Proposer must include a copy of the firms business license with the submittal.
- 5.6.2.2.4 Provide the Federal Employer Identification Number of the Proposer. In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners.
- 5.6.2.2.5 Identify, not to exceed one page, office location where the services will be provided or work will be performed.
- 5.6.2.3 Qualifications/Experience of Service Provider Team (Tab Three)
- 5.6.2.3.1 A description, not exceeding two pages, of the service provider (a/k/a: project) team. This description should provide the names, titles, firm names (if sub-consultants are involved) and clearly identify the proposed role in the project team for each person.

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5.6.2.3.2 Provide a current organization chart of the firm and identify each principal of the firm and any other key personnel who will be professionally associated with the engagement.

5.6.2.3.3 For each person named (not exceeding two pages each), a brief description of qualifications shall include at minimum, the professional qualifications for each person, and a summary of experience of services similar to that described by this RFP. This summary of experience shall describe the services provided and the dates of such experience. Include their experience with local governments and other public entities. Also, identify the role the aforesaid individuals will assume in the contract with the City.

5.6.2.4 Quality Control, Sanctions and Adverse Litigation (Tab Four)

5.6.2.4.1 Include a descriptive statement, not exceeding two pages, of the firm's quality control/quality assurance procedures, including the qualifications of the person(s) responsible for quality assurance. If sub-consultants are involved, this statement shall address the lead firm's procedures relative to the sub-consultants.

5.6.2.4.2 Include a statement, not exceeding one page, as to the firm's and individual's membership in professional organizations or associations.

5.6.2.4.3 List, not exceeding one page, any regulatory or license agency sanctions.

5.6.2.4.4 Provide a summary, not exceeding two pages, of any litigation, claim(s), or contract dispute(s) filed by, or against, the Proposer in the past ten (10) years which are related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.

5.6.2.5 Workload (Tab Five)

5.6.2.5.1 Provide a listing of recent, current and projected workloads of the firm. The Proposer shall include a graph or other informational diagram/format indicating the

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allocated and available man-hours. Indicate availability of staff to the City and identify any other governmental agencies currently being represented in the State of Florida.

#### 5.6.2.6 Approach to the Engagement (Tab Six)

- 5.6.2.6.1 This section shall include a statement of the firm's approach to the services described herein. This statement of approach should not exceed ten (10) pages of narrative. If desired, this section may include up to five (5) additional pages of sketches, drawings or other graphic material if required to explain, clarify or demonstrate the firm's approach to providing the services. Firms are encouraged to submit innovative, quality, professional and effective solutions. Firms are advised that all materials submitted become a public record upon opening of sealed submittals; therefore, no materials submitted for this section or any other part of this RFP should contain proprietary or confidential information. A few general guidelines for this section are provided below; however, it is the City's intention to provide responding firms as much flexibility as possible in this section.
- 5.6.2.6.2 The statement of approach should begin with an introductory and overview section which describes the firm's understanding of the project.
- 5.6.2.6.3 The body of the statement of approach should describe the firm's method of addressing the requirements of the services called for in this RFP. Describe your understanding of the scope of services and the City's needs, your approach to providing the described services, any specialized skills available, and any special considerations or possible difficulties in providing the described services.
- 5.6.2.6.4 Provide a statement as to your ability to stay within the budget requirements and what methods will be used to assure that the budget is not exceeded.
- 5.6.2.6.5 A statement of the firm's capacity to perform the work within the required schedule. This should take the form of either narrative or chart which describes the available time for the proposed service provider team throughout the expected time frame for the project and which represents a commitment by the responding firms to allocate the necessary resources to provide the services specified.

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5.6.2.7 Existing Relationships (Tab Seven)

5.6.2.7.1 Identify (not to exceed one page) any existing relationships which might affect, either positively or negatively, your ability to perform the services requested.

5.6.2.8 Fee Schedule (Tab Eight)

5.6.2.8.1 Using the Proposal Bid Form, provide a lump sum total for the services outlined for three twelve (12) month periods. Include an estimate of other costs not included in the lump sum total.

5.6.2.8.2 Fee quotes by the Respondent shall be in the form of annual lump sum for each of the three initial years of the contract. Fees for years four and five, if applicable, shall be determined at the time of contract renegotiations.

5.6.2.9 Additional Data (Tab Nine)

5.6.2.9.1 Any additional information which the Proposer considers pertinent for consideration should be included in this section.

**5.7 EVALUATION**

**5.7.1 Written Proposals**

5.7.1.1 All proposals will be reviewed and evaluated by a Selection Committee. It is the intent of the City that all firms responding to this RFP, and meeting the minimum qualifications, shall be ranked in accordance with the criteria established in these documents.

5.7.1.2 All firms which fail to submit required proposal documentation listed in the last tabbed section above shall be immediately disqualified and will not be considered further under this RFP.

5.7.1.3 Proposals from firms who fail to meet the minimum qualifications listed will not be ranked and will not be given further consideration.

5.7.1.4 Written submittals will be evaluated by the Selection Committee as follows:

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CRITERIA	POINT VALUE
Statement of Interest and Introduction (Tab One)	2 (max)
Business/Firm History and Information (Tab Two)	10 (max)
Qualifications and Experience of the Project Team (Tab Three)	25 (max)
Quality Control, Sanctions and Adverse Litigation (Tab Four)	10 (max)
Workload (Tab Five)	5 (max)
Approach to the Engagement (Tab Six)	20 (max)
Existing Relationships (Tab Seven)	2 (max)
Fee Schedule ( Tab Eight)	25 (max)
Additional Data (Tab Nine)	1 (max)
<b>TOTAL POSSIBLE POINTS</b>	<b>100 (max.)</b>

5.7.1.5 In general, the City wishes to avoid the expense (to the City and to presenting firms) of unnecessary presentations. Therefore, the Selection Committee will make every reasonable effort to achieve a consensus on the ranking using written submittals alone. If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Selection Committee may request the Procurement Division Manager to schedule the top ranked firms for presentations/interviews.

**5.7.2 Formal Oral Presentations/interviews (If Required)**

5.7.2.1 The Selection Committee may choose to conduct oral interviews with, or receive oral presentations from, one or more of the proposers. If the City calls for oral interviews and/or presentations, such interviews or oral presentations will open to the public. If oral presentations or interviews are held, the following guidelines will be used.

5.7.2.2 If presentations are scheduled, all presenting firms are presumed to be equal; that is, the Selection Committee shall base its ranking recommendations upon the presentations. Firms are therefore encouraged to review the requirements of the RFP and prepare for presentations accordingly.

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5.7.2.3 The City's Procurement Division Manager will establish the schedule and firms will be notified at least seven (7) calendar days in advance of the date, time and place of the presentations.

5.7.2.4 The Selection Committee will allot twenty minutes for each firm divided into two sequential parts: formal presentations and questions and answers. A maximum of ten minutes will be devoted to firms for formal presentation. Next, a maximum of ten minutes will be allotted to questions and answers. Presentations will be scheduled at thirty minute intervals to allow for set up/preparation and tear down of presenting firms.

5.7.2.5 Oral presentations are an opportunity for the firms to demonstrate their ability to use time efficiently, effectively and economically. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

5.7.2.6 The specific format of each presentation is left to the discretion of the presenting firm. However, the City suggests the following: that the lead presenter should be the proposed project manager; that all proposed sub-consultants or subcontractors should be represented; and that the person responsible for quality assurance should address this matter.

5.7.2.7 The City will make available the following: easels, an overhead projector, wall projection screen, and television and VCR. All other equipment is the responsibility of the presenting firm.

5.7.2.8 The City reserves the right to request additional information and/or clarification of any information submitted by any proposer.

**5.7.3 Recommendation and Approval of Ranking**

5.7.3.1 The Selection Committee shall rank all complete written proposals received and/or formal oral presentations/interviews in order of preference and submit this ranking as its final recommendation to the City Commission. The City Commission, at its discretion, may accept the Selection Committee's ranking as submitted, or, alternatively, the City Commission may reorder the ranking. In any event, the City Commission will establish and approve a final ranking of proposals. The City Commission shall be the sole judge of its own interests, the proposals, and the resulting agreements. The City Commission's decision will

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be final.

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**6 FORMS AND ATTACHMENTS**

The following forms are attached and numbered as indicated below.

- 6.1 **PROPOSAL BID FORM** (page PBF-#)
- 6.2 **NO PROPOSAL FORM** (page NBF-#)
- 6.3 **PROPOSAL RETURN ENVELOPE** (attached)
- 6.4 **ATTACHMENTS** (attached)

**PROPOSAL BID FORM**  
**PROPOSAL NO. 001-03**  
**LEGISLATIVE CONSULTING SERVICES**

To: Procurement Division  
City Hall, Room #128  
CITY OF ALTAMONTE SPRINGS  
225 Newburyport Avenue  
Altamonte Springs, FL 32701

The undersigned hereby declares that after examining the Proposal Documents for which proposals were advertised to be returned by 11:00 a.m., Monday, September 9, 2002, does hereby submit a response to the proposal and warrants that:

- a.. She/He is an officer of the organization.
- b. She/He is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed; and the requirements and conditions under which the work is to be performed.
- d. She/He, by signing below, is also is signing a Truth-In-Negotiation certificate as required by Florida Statutes 287.055(5)(a).
- e. If the proposal is accepted, a contract will be issued as proposed subject to any revisions mutually agreed upon by the City and the vendor.

<b>BASE BID</b>	
CONTRACT YEAR	TOTAL LUMP SUM ANNUAL PRICE (Attach Separate Fee Schedule for Any Additional Expenses Not Included in The Lump Sum Amount)
Year One - FY2003	\$
Year Two - FY2004	\$
Year Three - FY2005	\$
GRAND TOTAL	\$
Attached, as requested in Technical Specification Section is an estimate of other costs not included in the Lump Sum Total. <input type="checkbox"/> yes <input type="checkbox"/> no (check one)	

Company Name: \_\_\_\_\_

**FOR THIS BID TO BE CONSIDERED VALID  
IT IS MANDATORY THAT THE BID BE SIGNED  
IN THE SPACE PROVIDED BELOW**

The Proposer hereby acknowledges receipt of the following Addenda, if any:

No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_

As requested in the RFP, an original and the required number of duplicates have been provided to the City. \_\_\_\_ yes \_\_\_\_ no (check one)

The City reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the City.

This Proposal Bid Form is a mandatory form. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Bid Form. Failure to sign in the space provided below will result in the proposal being rejected.

Proposals not received by advertised due date and time will be returned to the sender unopened.

Company Name \_\_\_\_\_  
F.E.I.N or S.S. # \_\_\_\_\_

Name of Owner/Partner/Officer (Print) \_\_\_\_\_  
Title/Position of Owner/Partner/Officer (Print) \_\_\_\_\_  
Signature of Owner/Partner/Officer \_\_\_\_\_  
Business Telephone \_\_\_\_\_  
Fax Telephone \_\_\_\_\_  
Email Address (not web site address) \_\_\_\_\_

Business Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Address To Send PO \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Remittance Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Company Name: \_\_\_\_\_

**“NO PROPOSAL RESPONSE” FORM**  
**PROPOSAL NO: 001-03**  
**LEGISLATIVE CONSULTING SERVICES**

To: Procurement Division  
City Hall, Room #128  
City of Altamonte Springs  
225 Newburyport Avenue  
Altamonte Springs, FL 32701

The undersign hereby declares that after examining the Proposal Documents for which proposals were advertised to be returned by 11:00 a.m., Monday, September 9, 2002, does hereby submit a "No Proposal." Our reason(s) for not submitting a proposal is (are) as follows:

- Specifications/Scope of Work are too "restrictive" (please explain below)
- Unable to meet specifications/scope of work
- Specifications/Scope of Work were unclear (please explain below)
- Insufficient time to respond
- We do not offer this type of service
- Our production schedule would not permit us to perform
- Unable to meet bond requirements
- Other (please explain below)

Remarks: \_\_\_\_\_  
\_\_\_\_\_

We understand that this "No Proposal Response" **must be received by the City by the advertised due date and time** in order to be recorded as a responding proposer and that repeated failures to submit proposals without sufficient justification will be cause for removal from the vendors/bidder's list. "NO PROPOSAL RESPONSE" forms not received by advertised time and day will be returned to the sender unopened.

To ease and facilitate handling, the attached Proposal Submittal Label has been provided. Proper marking of a sealed proposal will insure proper identification of your "NO PROPOSAL RESPONSE." In the absence of this label, please indicate on the lower left hand corner of your envelope the proposal number, the due date and time, and "NO PROPOSAL RESPONSE."

Company Name \_\_\_\_\_  
Officer's Name & Title (Print) \_\_\_\_\_  
Signature of Officer \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Business/Fax Telephone \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

**PROPOSAL SUBMITTAL LABEL**  
**PROPOSAL NO: 001-03**  
**LEGISLATIVE CONSULTING SERVICES**

Cut along dotted line and tape or glue to either a standard #10 envelope, mailing envelope or box.

Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Place  
Postage  
Here

Check Here If Submitting a "No Proposal"  
(No Proposal Response Form Enclosed)

**HAND DELIVER OR MAIL TO**

**PROCUREMENT DIVISION**  
**CITY HALL, ROOM 128**  
**CITY OF ALTAMONTE SPRINGS**  
**225 NEWBURYPORT AVENUE**  
**ALTAMONTE SPRINGS FL 32701-3697**

RFP NO.: 001-03  
Due Date: 09/09/2002  
Due Time: 11:00 a.m.



**ORIGINAL**

**RESPONSE TO REQUEST FOR PROPOSAL**

**LEGISLATIVE  
CONSULTING SERVICES  
PROPOSAL No. 001-03**

**Submitted To:**

**City of Altamonte Springs  
PROCUREMENT DIVISION  
City Hall, Room 128  
225 Newburyport Avenue  
Altamonte Springs, FL 32701-3687**

**Submitted By:**

**Louis Rotundo (Principal)  
Rotundo and Associates  
4948 Courtland Loop  
Winter Springs, FL 32708**

**Tab One**  
**5.6.2.1 Statement of Interest and Introduction**

# ROTUNDO AND ASSOCIATES

## 5.6.2.1.1 STATEMENT OF INTEREST

Enclosed please find the proposal for Louis Rotundo and Associates in response to the City of Altamonte Springs Request for Proposal (RFP) # 001-03. It is the understanding of Louis Rotundo and Associates that the City seeks to secure the services of a governmental affairs lobbyist. The role of the lobbyist shall be to identify legislation, agency regulations, and significant political trends that may lead to legislation or regulations, and advise the City of potential impacts to municipal public policy. The designated lobbyist shall represent the City before other governmental agencies and departments, write and /or assist in the development of legislation, and provide timely advice for appropriate action to be taken by the City Commission. The lobbyist will also keep the City advised of any and all legislation that may impact City policy.

In issuing this RFP, the City of Altamonte Springs seeks to receive advice on current and future public policy by the State of Florida and the federal government, which will impact the decisions required by the City Commission. The City seeks a proactive approach to government relations that would identify opportunities for funding assistance or avoid potentially harmful local consequences from proposed new legislation or regulations. Louis Rotundo and Associates believes that the firm is uniquely qualified to fulfill that role for the City based on Louis Rotundo's past educational training, job-related experience, and knowledge of City needs. This transmittal is the firm's formal expression of interest to be considered for the contract.

#### 5.6.2.2.1 HISTORY OF LOUIS ROTUNDO AND ASSOCIATES

Louis Rotundo and Associates was founded in 1988 to provide general lobbying services to a variety of government and business clients. The firm specializes in state and federal government relations and general business development. A partial list of clients since 1988 includes the City of Altamonte Springs, City of Maitland, City of Ocoee, Darden Restaurants Inc., Florida Institute of Technology, Pacific International Center For High Technology Research, Florida Central Railroad, Orlando Area Sports Commission, Metropolitan Dade County, Attorney's Bar Association of Florida Inc., West Orange Airport Authority, Enterprise Leasing Company of Orlando, and the West Orange /South Lake Transportation Task Force. The broad diversity of clients reflects the multi-faceted experience of Rotundo and Associates and the ability to work with a variety of issues.

From 1977-1980, Louis Rotundo worked as a staff assistant to United States Senator Lawton Chiles. Rotundo's assigned areas of expertise focused primarily on State and local government relations with elected officials, the federal Department of Transportation, the Department of Energy, and the Department of the Interior. Working with local officials, Rotundo assisted in resolving local/federal problems, securing funding for projects, and addressing transportation and growth matters with state and federal officials.

In 1980, Rotundo resigned to serve as the State of Florida's lobbyist in Washington and Tallahassee for the Florida Solar Energy Center (FSEC). During the period 1980-88, FSEC became the preeminent solar research center in the nation thanks to significant increases in federal funding. Rotundo worked as the lead on the funding for all of FSEC's federal projects. These projects included the congressional establishment of the Southeast Residential Experiment Station at FSEC. Initial funding was \$2 million and additional congressional funding has been received every year since 1982. Rotundo worked on the creation of the national Solar Renewable Hydrogen Program of which FSEC was a founding member. Initial federal funding was \$400,000 in 1984 and subsequent funding has developed the program into a model for federal/state cooperation. In 2001, the federal government awarded FSEC and its partners \$9 million demonstrating the long-term payoff of this endeavor. In 1984, Rotundo worked to establish the federally recognized National Center for Passive Cooling at FSEC. This multi-year project resulted in the then largest congressional award in FSEC history (\$7 million). Subsequent funding has established FSEC as a critical component of the national energy program. In 1985, Rotundo worked to establish a national center for manufactured housing. Working with Cardinal Industries, the state of Oregon, and other national firms, FSEC secured federal funding that pioneered the energy concepts that are today accepted in the national manufactured housing industry. As his last task for FSEC, Rotundo initiated the funding process in 1984, which culminated in the moving of FSEC from federal property to its new expanded location at the site of the University of Central Florida (UCF) Brevard Campus.

As a result of these successes, in 1984 UCF appointed Rotundo as its lobbyist in Tallahassee and Washington. Since FSEC was an agency of UCF, Rotundo continued to also serve as their lobbyist. At that time no state university had a permanent in-house Washington lobbyist. During the 1985 Legislative session, Rotundo secured funding for the proposed College of Engineering and Business Administration II building (\$10 million) two years ahead of its scheduled time. In 1986, Rotundo wrote and assisted in the legislative passage of Florida's first High-Technology Initiative (\$60 million). In that legislation, Rotundo created and

funded at UCF the Institute for Simulation and Training (IST) (initial \$1 million) and the Center for Research in Electro-optics and Lasers (CREOL) (initial \$2 million). IST led to the promotion of much of the simulation industry around UCF and the commitment by the federal government to establish new facilities for the Department of Defense at the UCF Research Park. CREOL secured an additional \$2 million from industry and the Governor personally accompanied Rotundo to Washington to request \$2 million more from the U.S. Under Secretary of Defense. Both of these centers have now grown to provide over \$30 million in federal and state R&D funding per year for UCF and serve as centers of excellence in their respective fields.

In 1988, Rotundo and Associates became a private contract lobbyist for a variety of business and government organizations. Many of its early clients were defense and technology companies. These issues required federal funding in simulation and optics.

One of the firm's first clients was the City of Altamonte Springs (1989-2002). In regard to municipal legislation, Rotundo worked on a variety of issues. As part of Altamonte's transportation strategy, in 1989 Rotundo created the Central Florida Commuter Rail Authority (CFCRA). In 1990, Rotundo obtained \$350,000 in State funding for the agency. In 1994-95, Rotundo amended CRA legislation for the City on two occasions regarding refinancing bonds. In 1993, Rotundo worked to amend the CFCRA legislation to create LYNX and to defeat a new police/fire pension bill. Rotundo also reworked the Emergency Medical Transport legislation, assisted in securing funding for Wekiva River restoration and worked on several bills of general interest to the City. In 1993, Rotundo wrote and passed legislation to institute a statewide ban on new biomedical waste incinerators. In 1995, Rotundo helped defeat legislation that would have hindered the City's on-going negotiations on utility service by dividing the state into guaranteed service areas. In 1996, Rotundo worked to develop a comprehensive package of state/county/Altamonte Springs funding for a proposed spring training baseball stadium. These efforts produced a package of funding worth \$15 million.

In 1995, Rotundo was hired by the City of Maitland to coordinate their transportation funding needs. In 1996, Rotundo secured \$1 million in funding to design the proposed Maitland Blvd./SR 434 Overpass. In 1997, Rotundo worked to legislatively fund the construction of the Overpass with a \$3 million State grant.

In 1995, Rotundo also represented Metropolitan Dade County as a sub-contractor to Gomez-Barker and Associates. Rotundo worked alone to successfully secure passage of legislation to renew authorization for the Enterprise Zone in Dade County.

During the period 1995-1997, Rotundo devoted a significant portion of his efforts to inter-governmental coordination on the issue of light rail. These efforts led to a new study that recommended the realignment of the light rail project.

Major activities after 1997 will be covered under the Summary of Accomplishments in the next section.

#### **5.6.2.2.2 PUBLIC SECTOR CLIENTS**

The City of Altamonte Springs  
225 Newburyport Ave.  
Altamonte Springs, FL 32701-3697

Contact: Phil Penland,  
City Manager  
407-571-8031

Services: Since 1989, Louis Rotundo and Associates has provided general lobbying services for the City of Altamonte Springs.

Contract Value: Current contract value is \$41,200 per year plus out-of-area travel expenses not to exceed \$2,500.

Term: The current one-year contract runs from November 1, 2001 to October 31, 2002.

#### **Summary of Achievements:**

In 1997, developed compromise language for EMT. Helped defeat police/fire pension bill. In spring 1997 developed legislative strategy for federal ITS funding.

In 1998, defeated legislation to change LYNXs' eminent domain powers. Favorably amended telecommunications and police/fire pension bills. Worked on federal funding that resulted in \$750,000 for Circulator project.

In 1999, worked with Martinez Panel to recommend a new north corridor rail study. Lobbied the Legislature for \$700,000 for a new state study. Lobbied to defeat changes to FS Chapter 120 and to receive \$150,000 for a transit greenway for Altamonte Springs.

In 2000, lobbied for \$650,000 funding for "Fast Track" grant. Organized and led opposition to expansion of METROPLAN Board. Worked to secure passage of new CRA legislation for property acquisition in Altamonte.

In 2001, lobbied the legislature to secure \$600,000 TOP funding for Highway 434 widening. In the fall, worked with TOP Panel to receive 2002 recommendation for \$1.75 million.

In 2002, received TOP funding from Legislature of \$1.75 million. Drafted and passed legislation to redirect Rental Car Surcharge back to FDOT District.

**The City of Ocoee  
P.O. Box 1412101  
150 N. Lakeshore Drive  
Ocoee, FL 34761-2258**

**Contact: Mr. James Gleason  
City Manager  
407-905-3111**

**Services: Since December 2001, Louis Rotundo and Associates has provided general lobbying services for the City of Ocoee.**

**Contract Value: Current contract value is \$3,000 per month plus out-of-area travel expenses estimated at \$1,500.**

**Term: the current contract runs from January 2002 to September 30, 2002.**

**Summary of 2002 Activities:**

**Obtained \$1.2 million in funding for design work for the missing piece of Highway 50 in Ocoee.**

**Obtained \$700,000 funding for widening of Maine Street in Ocoee.**

**Obtained \$1.1 million funding for the West Orange Freight Rail Facility.**

**Negotiated a deal with FDOT to transfer Bluford Road/ McKee Street to Ocoee with state funding attached**

The City of Maitland  
1776 Independence Lane  
Maitland, FL 32751

Contact: Mr. Dean Sprague  
City Manager  
407-539-6222

Services: Since 1995, Louis Rotundo and Associates has provided general lobbying services for the City of Maitland.

Contract Value: Current contract value is \$3,000 per month plus out-of-area travel expenses not to exceed \$2,000.

Term: The current contract is a two-year contract that commenced on October 1, 2001 and concludes on September 30, 2003.

**Summary of Activities:**

In 1999, lobbied the Martinez Panel to recommend a new north corridor rail study. In 1999 secured \$700,000 in State funding for a new north corridor rail study.

In 2000, lobbied for "Fast track" funding of \$650,000 for ITS.

In 2001, secured funding for the 17-92 Overpass reconstruction.

In 2002, lobbied to receive \$1.75 million in TOP funding and insured State Legislative allocation of \$1 million in federal funding for Swoope Avenue.

DETAILED SUMMARY OF ACCOMPLISHMENTS: 1997-2002

In the 1997 State Legislative session, Louis Rotundo and Associates helped draft compromise language regarding the issue of Emergency Medical Transportation of patients. This language formed the basis for Altamonte Springs agreement with Seminole County. Rotundo worked to pass legislation to assist fire training/safety and to defeat passage of a police/fire pension bill harmful to City interests. Altamonte Springs supported Rotundo's efforts on behalf of the City of Maitland to secure \$3 million in state funding for the construction of an overpass at SR 434 and Maitland Blvd.

In May 1997, Rotundo met with Congressman Mica to propose to fund a People-Mover (PM) system for Altamonte Springs. The result of those conversations was a 1998 congressional earmarked appropriation for \$750,000 for the study of a PM system for the I-4 light rail project.

In the 1998 Legislative session, Rotundo and City Attorney Fowler worked to amend the new fire/police pension bill and the telecommunications right-of-way bill. Both bills were detrimental to the City until the addition of the amendments. Rotundo also worked to defeat LYNX's efforts to amend its eminent domain powers relative to our adopted comprehensive plan.

Before the 1999 Legislative session, Rotundo worked with the Martinez Panel and METROPLAN regarding our light rail interests. The Martinez Panel and Orange County accepted the City's objections and recommended a new north Corridor study. METROPLAN erased the previous commitment to the use of CSX in this corridor pending the outcome of the study. The Governor of Florida recommended \$2 million to conduct a new rail study. LYNX failed to support the funding. Rotundo identified new funding, arranged legislative delegation meetings in Tallahassee with the Transportation Secretary and secured the commitment of \$700,000 to perform a new study. That study identified I-4 as the preferred route for the north corridor light rail. Rotundo also defeated changes to Chapter 120 detrimental to City interests and secured Legislative commitment of \$150,000 to the City for the new Transit Greenway program. Although the Governor vetoed the greenway funding, the issue became the basis for our successful 2000 "Fast Track" funding request. Rotundo also worked on the omnibus municipal legislative package that had several items of interest to the City

In 2000, Rotundo worked to obtain a "Fast Track" State legislative appropriation of \$650,000 to match the federal appropriation for what is now designated ITS project. At the instruction of the City, Rotundo organized and led the opposition to the plan to expand the METROPLAN Board. That legislation failed. Rotundo also worked to secure passage of Altamonte legislation to assist CRA's with the acquisition of property.

In the 2001 Legislative session, Rotundo worked to secure \$600,000 in TOP funding for Highway 434. In the fall of 2001, Rotundo worked with the Transportation Outreach Panel to insure adoption of the next phase of the ITS project. Altamonte received a recommendation for funding of \$1.75 million of state funds. Rotundo worked to insure completion of the north corridor light rail study and commencement of funding for the SDEIS.

In the 2002 State Legislative session, Rotundo worked to insure that the TOP project that was recommended received state funding. Rotundo wrote and assisted in the passage of the Rental Car Surcharge legislation that will return \$13+ million to the area beginning in 2008. These funds should pay a significant share of special transportation projects.

Rotundo also secured funding for the City of Ocoee (\$700,000) and the Florida Central Railroad (\$1.1 million) projects not funded by TOP. Although the Governor vetoed both projects, each has received commitments for additional funding from the state.

Rotundo also worked to moderate the proposed rewrite of the Community Redevelopment Authority legislation that the Legislature was considering. The final draft no longer affects Altamonte interests.

**5.6.2.2.3 TYPE OF BUSINESS**

Louis Rotundo and Associates is a sole proprietorship in the state of Florida; it is not a Corporation.

**SEMINOLE COUNTY OCCUPATIONAL LICENSE**

Exp. Sept. 30, 2003

Account #: 118489

STATE OF FLORIDA  
RAY VALDES, TAX COLLECTOR

LICENSE TO ENGAGE IN BUSINESS,  
PROFESSION OR OCCUPATION SPECIFIED BELOW

SERVICE (1)

BUSINESS ADDRESS  
LOUIS ROTUNDO AND ASSOCIATES  
4948 COURTLAND LOOP  
WINTER SPRINGS, FL 32708

LOUIS C ROTUNDO (OWNER)

MAILING ADDRESS  
LOUIS ROTUNDO AND ASSOCIATES  
4948 COURTLAND LOOP  
WINTER SPRINGS, FL 32708

030620t Paid: \$ 20.00

20062002082801781

Paid for 2003: \$ 20.00

**5.6.2.2.4 FEDERAL EMPLOYER IDENTIFICATION NUMBER**

Louis Rotundo and Associates uses social security number 261-86-5667 as its Employer Identification Number.

**5.6.2.2.5 OFFICE LOCATION**

Louis Rotundo and Associates is located at 4948 Courtland Loop, Winter Springs, FL 32708.

**Tab Three**  
**5.6.2.3 Qualifications/Experience of Rotundo  
and Associates**

**5.6.2.3.1 DESCRIPTION OF LOUIS ROTUNDO AND ASSOCIATES**

Louis Rotundo and Associates will provide lobbying representation for Altamonte Springs. The firm will be represented in its dealings with the City by the principal of the company, Louis Rotundo.

#### **5.6.2.3.2 CURRENT ORGANIZATION**

Louis Rotundo will serve as the principal representative for the firm with the City of Altamonte Springs.

If it is found necessary to obtain additional assistance of a legal nature, the firm will utilize the professional expertise of Mr. James Fowler, Esq. Mr. Fowler's ability is known to the City and his reputation is outstanding in matters of City legislation. In the event that a conflict should arise between Rotundo and the City for any purpose involving City business, Louis Rotundo and Associates would secure other legal advice so as not to create an additional conflict for Mr. Fowler as the legal counsel for the City.

Should additional specialized assistance be found necessary for any particular project, Louis Rotundo and Associates will hire this individual as a sub-contractor within the financial limits of the signed contract. Approval shall be secured from the Project Manager for any person(s) to be employed for work on behalf of the City although this circumstance is not anticipated to occur.

### **5.6.2.3.3 DESCRIPTION OF QUALIFICATIONS**

The following summarizes the experience/qualifications of **Rotundo and Associates**.

Rotundo and Associates, established in September of 1987, is a private consulting firm specializing in business and governmental legislation, including preparing and writing state/federal legislation to meet client requirements, analyzing and recommending action plans for special projects, and fund-raising activities.

For the past 13 years, some of the clients that Louis Rotundo and Associates has represented include the following:

City of Altamonte Springs, 1989 to Present  
City of Maitland, 1995 to Present  
City of Ocoee, 2002 to Present.

Other activities since 1977 that illustrate the experience and qualifications of Louis Rotundo and Associates include:

#### **University of Central Florida/Florida Solar Energy Center, June 1980 to September, 1987**

As the Special Assistant to the UCF President, responsibilities included meeting with Florida legislators and Board of Regents' members to assist the university in keeping abreast of current and pending legislation. As the Special Assistant to the Florida Solar Energy Center Director, responsibilities included the development and implementation of effective programs and relationships with federal, state and local energy agencies; and the evaluation of solar program activities as they related to government programs.

#### **Florida Ocean Thermal Energy Consortium, Inc., December, 1980 to March, 1982**

As Deputy Director, responsibilities included managing the daily activities of this unique corporation (created by a consortium of state governmental agencies and public/private utilities to coordinate the success of Florida's Ocean Thermal Energy program). These activities included the corporation's administrative matters as well as ensuring continued state/federal legislative awareness of program needs.

#### **U.S. Senator Lawton Chiles, May, 1977 to March, 1980**

As a Staff Assistant to the Senator, responsibilities included the handling of all energy related matters as well as transportation and consumer protection issues. Coordinated state, county, and local government relations and worked with other key government cabinet level departments and regulatory agencies.

#### **Valencia Community College, January, 1977 to April 1977**

As an instructor with this community college, responsibilities included teaching a course in federal government.

## **OTHER ACHIEVEMENTS**

Visiting lecturer on Soviet studies, Combat Studies Institute, Ft. Leavenworth. Consultant/panel participant, Central Intelligence Agency.  
Advanced research fellow, U.S. Army War College Foundation.

## **PUBLICATIONS**

A partial list of publications is as follows:

### **Books**

XI: Into the Unknown. (Foreword by General Charles E. "Chuck" Yeager), Smithsonian Institution Press, 1994.

Battle for Stalingrad: The Soviet General Staff Analysis of the Battle on the Volga, ed. Pergamon-Brassey, 1989.

### **Articles/Papers**

"Sound Barrier", Air Classics vol. 33, #11, November 1997.

"Stalin and the Outbreak of War in 1914," Journal of Contemporary History, April, 1989.

"The Road to Stalingrad Revisited", RUSI, June, 1987.

"War Plans and the 1941 Kremlin Wargame", Journal of Strategic Studies, March, 1987.

"The Creation of Soviet Reserves and the 1941 Campaign", Military Affairs Journal, April, 1986.

"Historical Uses of the Great Patriotic War as an Active Measure", provided for the U.S. State Department, CIA Conference on Contemporary Soviet Propaganda and Disinformation, June, 1985. Conference report published in March, 1987.

"The Soviet Defense Buildup of the 1930s", given at the 1987 meeting of the Florida Political Science Association, Winter Park, Florida.

"The Military Balance in 1939: An Analytical Tool for Contemporary Defense Policy Research", roundtable presentation at the national meeting of the International Studies Association, Section on Military Studies, November, 1985.

"Britain's Nuclear Muscle", Orlando Sentinel Insight article, July 4, 1982.

"On Closer Look, U.S. Cries Wolf", Orlando Sentinel Insight article, January 24, 1982.

The following summarizes the experience/qualifications of James "Skip" Fowler:

Fowler, Barice, Feeney & O'Quinn, P.A. represent real estate land trusts involved in the purchase, sale and development of real estate. Have represented numerous banks, credit unions and other financial institutions in connection with unrecovered funds, security and bad debts, involving trial and supplemental civil proceedings in all state and federal courts within the Central Florida area. Among clients are several business, commercial and corporate clients which are provided general business advice and legal representation. City Attorney duties of James Fowler include:

- Review and negotiate all major contracts for City, purchase and sale of land
- Counsel and advise Mayor, Commissioners and Staff
- Attend City Council meetings
- Zoning and Code Enforcement
- Prepare ordinances and resolutions, state special legislation
- Coordinate legal aspects of planning, land use and development within City
- Enforcement of City ordinances and prosecution of civil proceedings
- Litigation in wide range of topics from annexation to zoning
- Represent City in state and federal administrative proceedings.

**Altamonte Springs City Attorney, 1979 to Present**

City Attorney

**Deltona City Attorney, 1996 to Present**

City Attorney

**Central Florida Commuter Rail Authority, 1989 to 1994**

General Counsel

Responsible for initial legislative authorization, secured local funding and provided counsel and advice to Authority until its merger with Lynx in 1994.

**Orlando City Attorney's Office, 1972 to 1975**

Orlando, Florida

Assistant City Attorney

**Edgewood City Attorney, 1976 to 1980**

City Attorney

Responsible for all the legal affairs of the City. Handled a variety of legal problems associated with a City experiencing rapid growth.

**PROFESSIONAL ADMISSIONS**

Alaska Bar, 1999

Real Estate License, 1985

Securities License, 1984 - 1988

Supreme Court of the United States, 1976

Federal Bar, 1973

Florida Bar, 1970

Illinois Bar, 1969

### **PROFESSIONAL ASSOCIATIONS**

Local Government Law Section, The Florida Bar  
Orange County Bar Association, 1972 - present  
(Member of Executive Council, 1979 - 1982; 1983 - 1986)  
Seminole County Bar Association, 1980 - present  
Volusia County Bar Association, 1996 - present  
Orange County Legal Aid Society, 1979 - 1987  
(Member of Board of Directors; President 1984, 1985)  
National Association of Securities Dealers, 1984 - 1987  
Grievance Committee, The Florida Bar, 1980 - 1983  
Chicago Bar Association, 1969 - present  
National Institute of Municipal Law Officers  
Judicial Nominating Commission 5<sup>th</sup> District Court of Appeal (2000-present)  
Board Member - High Speed Rail Authority, 2001

### **COMMUNITY ASSOCIATIONS**

Children's Educational Opportunity Foundation  
Member, Board of Directors, 1994 - present  
Boy Scouts of America  
Central Florida Council, 1984 - present  
Troop 200 Committee, 1994 - present  
Chairman for Scouting, Cypress District, 1981 - 1983  
Assistant Scoutmaster Troop 48, 1976 - 1992  
Cathedral School of St. James  
Altar Servers' Advisory Council 1995-present  
Parish Council 1975-1979  
East Central Florida Regional Planning Council, 1973 - 1979  
(Vice President, 1978)  
OLD, Inc. (historic preservations)  
Channel 24, WMFE TV/FM 90 Plus Founders Circle  
National Trust for Historic Preservation  
Orlando Tiger Bay Club

**Tab Four**  
**5.6.2.4 Quality Control, Sanctions and  
Adverse Litigation**

#### **5.6.2.4.1 QUALITY CONTROL/QUALITY ASSURANCE PROCEDURES**

Because of the long-term working relationship of the City and Louis Rotundo, it is anticipated that no additional special quality control guidelines will be needed to fulfill the terms of this contract. Rotundo's thirteen-year record of performance on behalf of the City speaks to the level of dedication and commitment to excellent service in the performance of his assigned duties. Rotundo's long working relationship with City Attorney Fowler ensures that issues receive thorough review before the City takes a position on Legislation.

#### **5.6.2.4.2 PROFESSIONAL ORGANIZATIONS**

Louis Rotundo currently serves as the vice-chairman of the Florida Solar Energy Center Policy Advisory Board. He is scheduled to become chairman in the fall 2002.

Louis Rotundo also currently serves on the Editorial Board of the Journal of Slavic Military Studies, the professional journal edited by NATO, the US Army Command and Staff School and the British Royal Military Academy.

**5.6.2.4.3 REGULATORY SANCTIONS**

Louis Rotundo and Associates has never been involved with any regulatory or license agency sanctions.

**5.6.2.4.4 LITIGATION CLAIMS/CONTRACT DISPUTES**

Louis Rotundo and Associates has never been involved in any litigation, claims, or contract disputes in regard to professional services provided by the firm.

**Tab Five**  
**5.6.2.5 Workload**

#### **5.6.2.5.1 CURRENT/PROJECTED WORKLOAD**

Louis Rotundo shall be available to City staff on a daily basis if necessary except during the Legislative session and committee weeks. It is estimated that Rotundo and Associates will be available up to 20 hours per week for City business.

Because his focus of work is Tallahassee and his municipal clients possess many similarities of interest, the issue of time in Tallahassee is not relevant. No City currently asks Rotundo to attend City Commission meetings and none commit Rotundo to a fixed schedule of hours per week with City staff. Thus Rotundo is available on a daily basis with any reasonable notice as his past experience over thirteen years with the City staff has demonstrated.

Currently, Louis Rotundo and Associates represents the following governmental entities:

The City of Altamonte Springs  
The City of Maitland  
The City of Ocoee.

**Tab Six**  
**5.6.2.6 Approach to the Engagement**

#### 5.6.2.6.1 APPROACH

The City of Altamonte Springs seeks a governmental affairs lobbyist to assist in identifying current and future program trends and funding opportunities. This information may lead to legislation, appropriations requests, and/or regulatory assistance or action. The City lobbyist shall be responsible for carrying out those tasks defined by the City Commission or City Manager.

Besides direct lobbying of State and federal government legislatures and departments, the City has over the past decade become an important participant in many of the public policy decisions of the region. The City lobbyist will be responsible for maintaining the excellent working relationships Altamonte Springs has with other local governments, providing timely information on policy trends, and for recommending actions that will compliment the City's policy decisions.

Louis Rotundo and Associates provides a sound basis for the results the City seeks to obtain. Rotundo received his training through an excellent combination of theoretical and practical experience. Rotundo received his education at UCF with a Master's in Public Policy and an emphasis on the "Politics of Policy Making". His practical experience came through service in policy-making while working for U.S. Senator Lawton Chiles. During that time (1977-1980), Rotundo handled many local government issues for the Senator, received a broad background in federal agency policy, and worked daily with state legislators and local elected officials.

Following this work, Rotundo became a lobbyist for the State of Florida, and then moved into private business as a lobbyist. After twenty-two years of lobbying, Rotundo has handled many complex issues, worked with a variety of different elected officials and government agency officials, and continued to work through six changes of parties in power in Tallahassee and Washington.

This continuous lobbying service at both levels of government has given Louis Rotundo and Associates a broad understanding of all aspects of municipal, state, and federal policy decisions. It demonstrates an ability to understand the problems, devise solutions, and conduct a policy effort to implement solutions at whatever level is necessary. This background makes the firm particularly suited to handling the broad range of issues that the City of Altamonte Springs faces on a regular basis.

Louis Rotundo and Associates approach to the project shall consist of maintaining close contacts with the appropriate state legislative and congressional delegations, the League of Cities, and the relevant state and federal committees. Louis Rotundo and Associates twenty-two years as a lobbyist at the state and federal level demonstrates the firm's expertise, professionalism, and ability to work effectively with area legislators and their staff. Rotundo's record of achievement in past efforts on behalf of the City of Altamonte Springs has contributed to the City's reputation in Tallahassee as a major force in certain aspects of municipal policy.

The experience of Louis Rotundo and Associates in working with designated sources of information and his personal contacts with other lobbyists, local decision-makers, legislators, and policy staffs will enable the City to have prior knowledge of potential legislation and

policy decisions. This will allow for timely judgement as to potential impacts to the City. This current information will allow for consultation with the appropriate City officials and the formulation of timely City responses. Once the policy is set, Rotundo will work with our local, state, and if necessary, federal legislators to implement the most favorable outcome for the City's needs. Louis Rotundo and Associates believes there are no existing or potential problems or conflicts of interest that would impact the firm's ability to fulfill the City's legislative goals.

Louis Rotundo and Associates maintains close working relationships with the current senior leadership in the Florida Legislature. Rotundo's past relationships with former Senate President Toni Jennings and House Speakers' Dan Webster and Tom Feeney demonstrate the value of those relationships for the City. Currently many of the closest allies of the City, including Senator Dan Webster, Senator Lee Constantine, and House Representative Randy Johnson continue to serve in the Legislature. Rotundo maintains close relationships with all of these key players. Especially noteworthy is the relationship with Senator Constantine, a former Altamonte Springs Commissioner, who is the Senate's foremost authority on municipal legislation, and Representative Johnson who is House Speaker Jonnie Byrd's designated right-hand man for the next two years. Rotundo possesses an excellent working relationship with Speaker Byrd and Senate President Jim King, and enjoys the added bonus that many of his closest past House legislative allies now serve in the Senate due to term limits.

While the City rarely needs agency interaction at the Tallahassee level, Rotundo maintains a broad array of contacts with many agency heads. This relationship has spanned the four years of the Bush administration and the past eight of the Chiles administration. Of special note is his working relationship with Transportation Secretary Tom Barry, and Community Affairs Secretary Steven Seibert. Rotundo has a long association with both of Florida's US Senators. Having worked with Senator Graham since his election as Governor in 1978 and Senator Nelson since his days as a State Representative in 1972, Rotundo continues to maintain personal access to them and their key staffers. Rotundo also has a long association with Congressman Mica since his days as a State Representative. Mica was effective for the City in securing funding for the original ITS proposal. Should former Representative Feeney be elected this fall, he will represent over one-half of the City. Rotundo has enjoyed a close working relationship with Feeney since his first election in 1990 and continues to work closely with Feeney's law firm on many issues.

If Louis Rotundo and Associates is selected as the City of Altamonte Springs lobbyist, the firm shall continue to provide the following services:

- Seek to encourage and maintain the mutually beneficial relationships the City currently enjoys with other local elected officials and staff.
- Continually provide the City with awareness of unique funding opportunities available for its proposed needs.
- Advise the City of impending state and federal legislation or regulations and propose an effective strategy for dealing with these new requirements.
- Be responsible for the conduct of the City adopted strategies for dealing with new proposed legislation or regulatory actions.

- Keep the City advised of continuing government trends, potential legislative developments, and possible programmatic requirements that might impact future City programs.

Louis Rotundo and Associates has an established twenty-two year record of lobbying achievements. The firm has a thirteen-year record of performance for the City in all facets of its legislative and government work. Louis Rotundo and Associates stands ready to undertake all projects and commits to meet any reasonable timetable outlined by the City for completion of those identified lobbying tasks.

#### **5.6.2.6.2 UNDERSTANDING OF THE PROJECT**

Louis Rotundo and Associates has identified several areas of interest that the City will have to deal with in the next several years. These may be listed as the solution to the problem of light rail/commuter rail, the continued funding for the Circulator system, the issues relative to our CRA and its efforts to redevelop the central business district, and the needs of the City as it develops the southern gateway area. In the near future, the issues of utility deregulation will again become prominent as well as the City's continued interaction with other governmental entities.

#### **5.6.2.6.3 METHOD OF OPERATIONS**

The necessary information for policy decisions will be gleaned from committee meetings, research reports, telephone work, personal contacts, and information sharing with fellow municipal lobbyists. Louis Rotundo and Associates believes that it is necessary to attend Tallahassee committee meetings and the legislative session even if the City has no current business to formally propose. It has been Rotundo's experience that such a proactive approach can do much to mitigate the erroneous information and proposed legislation that appears each session and can have significant impacts on the City and its citizens. Rotundo believes that regular attendance at METROPLAN is a must for effective lobbying for the City. Many of the City's issues are proposed and developed in this forum as well as the significant road issues. Rotundo believes that continuing cultivation of a working relationship with our federal legislators is very important for the City's expressed needs. The projects identified above will involve federal funding participation.

#### **5.6.2.6.4 BUDGET LIMITS**

Louis Rotundo and Associates pledges to complete the work assigned by the Project Manager within the budget as identified within this document.

#### **5.6.2.6.5 CAPACITY TO PERFORM**

Louis Rotundo and Associates pledges to provide the firm's principal to work on projects for Altamonte Springs to the level of time necessary to complete the task. This work will be done by utilizing the consultant's existing knowledge of City goals and his extensive contacts with local and state elected officials.

Time allocation may be up to 20 hours per week on City business, except during committee meetings and the Legislative session. Louis Rotundo and Associates has a thirteen-year record of performance with the City of Altamonte Springs. Tasks assigned have been completed and work has always come in at budget and within the identified time frame. Projects that have continued on into multi-years tasks have always met the performance goals identified in consultations with the City Manager.

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**Tab Seven**  
**5.6.2.7 Existing Relationships**

**5.6.2.7.1 EXISTING RELATIONSHIPS**

Rotundo and Associates is not aware of any relationships that might negatively impact the firm's ability to perform the services/tasks as assigned. In addition, the representation of other cities in Central Florida provides a positive impact relative to interaction with the Florida State Legislature on behalf of the City of Altamonte Springs.

**Tab Eight**  
**5.6.2.8 Fee Schedule**

**5.6.2.8.1 FEE SCHEDULE**

Rotundo and Associates would propose to represent the City of Altamonte Springs for the total three-year sum of \$139,500. In the area travel expenses would be a part of the above costs. Out of area travel expenses would not be included in the above total. These costs would only be incurred at the direction of the City Manager. These costs were initially budgeted at \$4,000 per year but should not exceed \$2,500 per year based on historical experience.

**PROPOSAL BID FORM  
PROPOSAL NO. 001-03  
LEGISLATIVE CONSULTING SERVICES**

To: Procurement Division  
City Hall, Room #128  
CITY OF ALTAMONTE SPRINGS  
225 Newburyport Avenue  
Altamonte Springs, FL 32701

The undersigned hereby declares that after examining the Proposal Documents for which proposals were advertised to be returned by 11:00 a.m., Monday, September 9, 2002, does hereby submit a response to the proposal and warrants that:

- a. She/He is an officer of the organization.
- b. She/He is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed; and the requirements and conditions under which the work is to be performed.
- d. She/He, by signing below, is also signing a Truth-In-Negotiation certificate as required by Florida Statutes 287.055(5)(a).
- e. If the proposal is accepted, a contract will be issued as proposed subject to any revisions mutually agreed upon by the City and the vendor.

<b>BASE BID</b>	
CONTRACT YEAR	TOTAL LUMP SUM ANNUAL PRICE <small>(Attach Separate Fee Schedule for Any Additional Expenses Not Included in The Lump Sum Amount)</small>
Year One - FY2003	\$ 45,000.00
Year Two - FY2004	\$ 46,500.00
Year Three - FY2005	\$ 48,000.00
<b>GRAND TOTAL</b>	<b>\$ 139,500.00</b>
Attached, as requested in Technical Specification Section is an estimate of other costs not included in the Lump Sum Total. <input checked="" type="checkbox"/> yes <input type="checkbox"/> no (check one)	

Company Name: Louis Rotundo & Associates PBF-1

**FOR THIS BID TO BE CONSIDERED VALID  
IT IS MANDATORY THAT THE BID BE SIGNED  
IN THE SPACE PROVIDED BELOW**

The Proposer hereby acknowledges receipt of the following Addenda, if any:

No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_

As requested in the RFP, an original and the required number of duplicates have been provided to the City.  yes  no (check one)

The City reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the City.

This Proposal Bid Form is a mandatory form. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Bid Form. Failure to sign in the space provided below will result in the proposal being rejected.

Proposals not received by advertised due date and time will be returned to the sender unopened.

Company Name Louis Rotundo & Associates  
F.E.I.N or S.S. # 261-86-5667

Name of Owner/Partner/Officer (Print) Louis Rotundo  
Title/Position of Owner/Partner/Officer (Print) Owner  
Signature of Owner/Partner/Officer Louis P. Rotundo  
Business Telephone 409-699-9361  
Fax Telephone 409-699-9361  
Email Address (not web site address) LCR5002@aol.com

Business Address 4948 Courtland Loop  
City/State/Zip Winter Springs, FL 32708

Mailing Address 4948 Courtland Loop  
City/State/Zip Winter Springs, FL 32708

Address To Send PO 4948 Courtland Loop  
City/State/Zip Winter Springs, FL 32708

Remittance Address 4948 Courtland Loop  
City/State/Zip Winter Springs, FL 32708

Company Name: Louis Rotundo & Associates

PBF-2

**Tab Nine**  
**5.6.2.9 Additional Data**

**5.6.2.9.1 ADDITIONAL DATA**

No additional data is required as all information is presented in the previous sections as requested under the terms of Proposal No. 001-03.