

# C-15

June 6, 2023

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. RFP CM-23-236 and award a contract to Holland & Knight, LLP, of Washington, D.C., for federal legislative representation services, in a total annual amount not to exceed \$130,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments.  
(Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Holland & Knight, LLP, for federal legislative advocacy services. These services are necessary to ensure the City of Long Beach (City) has representation in Washington, D.C., to advocate for funding, projects, and priorities.

The Request for Proposals (RFP) was advertised on February 8, 2023, and 41 potential proposers specializing in legislative advocacy services were notified of the RFP opportunity. Of those proposers, 32 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 44 local, minority-owned, and women-owned business groups. There were eight proposals received on February 28, 2023. Of those eight proposers, none were Minority-owned Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs), certified Small Business Enterprises (SBEs), or Long Beach vendors (Local). The selection committee determined that Holland & Knight, LLC, of Washington, D.C. (not an MBE, WBE, SBE, or Local), was the most qualified firm to provide the services.

The selection committee recommended this firm, which submitted the proposal most responsive to the City's needs outlined in the solicitation, based on their experience representing local government agencies in Washington, D.C. This firm has a proven track record of success advocating for clients' legislative and funding priorities and demonstrated a clear understanding of the City's needs. Lastly, the firm's proposed cost

was determined to be reasonable in the context of the proposals and comparable to the City's existing costs for these services.

### **Local Business Outreach**

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, three Long Beach vendors were notified to submit proposals and all three downloaded the RFP but did not submit a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Atoy H. Wilson on May 10, 2023, Purchasing Agent Michelle Wilson on May 12, 2023, and by Revenue Management Officer Geraldine Alejo on May 17, 2023.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP CM 23-236 and award a contract concurrently is requested on June 6, 2023, to ensure the contract is in place expeditiously.

### **FISCAL IMPACT**

The total annual amount of the contract will not exceed \$130,000. The total annual amount includes a monthly retainer of \$10,000 and up to \$10,000 in annual expenses. Annual expenses will be subject to approval by the City on a case-by-case basis. Funds to support federal legislative representation services are budgeted in the General Fund Group in the City Manager Department. Services are used to support various departments, with the annual cost incurred in the City Manager Department partially offset by revenues received from other department and funds. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

### **SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



THOMAS B. MODICA  
CITY MANAGER