



# City of Doral

## Request for Proposals

### Legislative Lobbyist Services

### RFP No. 2021-12

**NOTICE:** Pursuant to Article V of the City’s Code of Ordinances, the City of Doral (the “City”) hereby gives notice of its intent to seek sealed bids from interested parties in response to this Request for Proposal for “**RFP No. 2021-12 – Legislative Lobbyist Services**” (the “RFP”) to provide the services described herein. Proposals must be received by **10:00 am on Tuesday, May 25<sup>th</sup>, 2021.**

**All submittals shall be publicly opened and recorded on 10:00 am, Tuesday, May 25<sup>th</sup>, 2021.** Late submittals shall not be accepted or considered. Proposals must be submitted electronically through DemandStar or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The city may reject any or all bids and re-advertise.

### **PROJECT OVERVIEW**

By way of this RFP, the City is soliciting Statements of Qualifications from qualified and interested parties for the provision of Legislative Lobbyist Services. Through the process described herein, persons and/or firms interested in assisting the City with the provision of the Services must prepare and submit a qualifications packet in accordance with the procedure and schedule in this RFP. The City will review submittals only from those persons and/or firms that submit a State of Qualifications packet that includes all the information required to be included as described herein (in the sole judgment of the City). All questions and/or comments should be directed to Procurement at the following email at [procurement@cityofdoral.com](mailto:procurement@cityofdoral.com).

All inquiries must reference “**RFP No. 2021-12 – Legislative Lobbyist Services**” in the subject line. No phone calls will be accepted in reference to this RFP.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFP, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website ([www.cityofdoral.com](http://www.cityofdoral.com)) under Procurement. To obtain the solicitation interested parties must follow the link to download the document.

The City's tentative schedule for this Request for Proposals is as follows:

**Cut-off Date for Written Questions:** **May 7<sup>th</sup>, 2021 at 5:00 P.M.**  
[procurement@cityofdoral.com](mailto:procurement@cityofdoral.com)

**Deadline for Submittals & Bid Opening:** **May 25<sup>th</sup>, 2021 at 10:00 A.M.**  
From your computer, tablet or smartphone  
<https://global.gotomeeting.com/join/114048725>  
You can also dial in using your phone  
United States: +1 (312) 757-3121  
Access Code: 114-048-725

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/114048725>

During this conference all work will be discussed. The Procurement Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the RFP. All times noted are in Eastern Standard Time (EST).

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Connie Diaz, MMC  
City Clerk