



REQUEST FOR QUALIFICATIONS/PROPOSALS:
LEGISLATIVE AFFAIRS & GOVERNMENT RELATIONS
SERVICES

October 4, 2024

Detroit/Wayne County Port Authority
130 E. Atwater Street
Detroit, MI 48226
313-259-5091

I. INTRODUCTION

The Detroit/Wayne County Port Authority (the “Port Authority”) is a public corporation formed under Public Act 639 of 1978 and incorporated by the City of Detroit and Wayne County in 1978. It is governed by a five-member Board of Directors that includes two appointees by the Mayor of the City of Detroit, two appointees by the Wayne County Commission, and one by the Governor of the State of Michigan.

The Port Authority engages with the State of Michigan regularly on many fronts. Half of its operational budget is appropriated annually by the legislature. In addition, the Port Authority seeks state grants for capital investments, decarbonization programs, and environmental remediation, among other things. The Port Authority also engages with the Michigan legislative and executive branches to advance maritime and economic development priorities, and will need assistance in arranging meetings with key department officials, governor advisors and cabinet members, senators and representatives, and legislative committees. The Port Authority also seeks to maintain strong relationships with its Detroit and Wayne County representatives and senators in Lansing.

Through this Request for Qualifications (“RFQ”), the Port Authority seeks to engage a legislative affairs and government relations firm with great experience and a proven record of advancing client initiatives in Michigan. **Importantly, the Port Authority seeks a firm that does not represent entities and interests that work at cross purposes with the Port Authority’s goals. Therefore, respondents should be prepared to disclose all client representations and agree to disclose any and all future conflicts of interest.**

II. SCOPE OF SERVICES

The selected firm will be expected to:

- A. **Understand and Communicate Port Authority Goals and Initiatives.** Invest time to fully comprehend the Port Authority’s operations, plans, goals and initiatives.
- B. **Seek State Funding:** Develop and implement strategies to secure state funding for the Port Authority’s annual appropriation, special appropriations, pilot plans, projects and initiatives.
- C. **Advocate for Legislation:** Assist the Port Authority with the introduction and enactment of Port Authority requested legislation and support or provide commentary on legislation that affects the Port Authority’s goals and interests.
- D. **Arrange Meetings:** Facilitate and arrange meetings with relevant state officials, legislators and occasionally local officials to advance the Port Authority’s interests.
- E. **Regular Updates.** Participate in regular virtual or in-person meetings (usually weekly) to exchange information about the Port Authority’s operations, initiatives and future plans

and to provide the Port Authority with recommendations, and updates on legislation, executive initiatives and state budgets.

- F. **Filings.** Prepare and submit any filings or certifications required by law or regulation related to lobbying.

III. SUBMISSION REQUIREMENTS

All respondents must adhere to the following format. Proposals should be clear, concise, and complete. All submissions must be sent electronically to: mschrupp@portdetroit.com and include the following:

A. Firm Introduction and Cover Letter

1. Identify key staff for the project. Identify the key staff who will be working with the Port Authority.
2. Include a statement that the proposal is valid for ninety (90) days.
3. Be signed by an official authorized to bind the firm.

B. Experience and Expertise

Provide a detailed description of the firm's experience in seeking state funding, including specific examples of past successes. In particular, please provide:

1. Experience in developing a legislative strategy and advocating for statutory initiatives, with examples of relevant legislative changes achieved.
2. Description of the firm's ability to strategically arrange meetings with state officials and legislators, including examples of past engagements and outcomes.

C. Key Staff Resumes

Provide resumes of key staff who will be assigned to represent the Port Authority, including their relevant experience, areas of expertise, and specific roles in previous lobbying efforts.

D. Pricing Options

Provide:

1. Detailed pricing options for the services outlined in the Scope of Services. This should include hourly rates, retainer fees, and any additional costs that may be incurred.
2. In the case of fixed fee arrangements, please include a description of the expected level of services associated with the fixed arrangements (including monthly reports, standing meetings, strategic planning documents, research, etc).

E. References:

Provide contact information for at least three references from clients with similar needs or projects. The references should be able to speak to the firm's ability to achieve results in lobbying and advocacy efforts.

F. Potential Conflicts of Interest:

Identify entities or persons represented by the firm whose interests provide a potential or actual conflict with the interests and goals of the Port Authority. In particular, identify representations of entities involved in trucking, railroads, and any port authorities, maritime terminal operators, bridge operators, or related trade and industry groups. Any contract signed will include an ongoing duty to disclose future potential and actual conflicts of interest. The Port Authority will not disqualify a firm that has conflicting representations, however, those relationships will need to be disclosed and could form the basis for terminating representation.

IV. REGISTRATION, QUESTIONS AND ANSWERS

A. **Registration.** Firms interested in participating in this RFP process should send an email to: mschrupp@portdetroit.com, with "RFQ for Legislative Affairs & Government Relations Services" in the regarding line. Please include:

- Firm Name
- Contact Person
- Email and Cell Phone

Registered firms will receive email addenda and responses to questions submitted.

B. **Questions and Answers.** Questions regarding this RFP may be submitted no later than 5pm October 18, 2024. Answers along with questions (but not the identity of the questioner) will be emailed to registered firms and posted on the Port Authority website by 5pm October 23, 2024.

V. SUBMISSION INSTRUCTIONS

- **Deadline:** All responses to this RFQ must be received by 4pm, October 25, 2024.
- **Electronic Submission Only:** Submit an electronic copy of your submission to: mschrupp@portdetroit.com, with the "RFQ for Legislative Services Consultant" in the regarding line.
- **Contact Person:** Each submission must include a primary contact person for this RFP, including the name, title, mobile number and email address.

VI. EVALUATION CRITERIA

Submissions will be evaluated based on the following criteria:

1. Demonstrated experience and success in seeking state funding and advocating for statutory amendments.
2. Qualifications and expertise of key staff.
3. Cost-effectiveness and clarity of pricing options.
4. Quality and relevance of references.
5. Absence of conflicts of interest.

VII. SCHEDULE

- **RFP Issued:** October 4, 2024
- **Questions Due:** 5pm October 18, 2024
- **Q&A Posted:** 5pm October 23, 2024
- **Proposal Due:** 5pm October 30, 2024
- **Interviews (if necessary):** November 6-7, 2024
- **Selection and Negotiations:** November 7-15, 2024
- **Board Approval:** December 5, 2024
- **Dates subject to change.**

VII. ADDITIONAL INFORMATION

The Port Authority reserves the right to request additional information or clarification from firms, conduct interviews, and negotiate terms prior to making a final selection. This RFQ does not constitute a commitment by the Port Authority to award a contract.

VIII. DISCLAIMERS

The Port Authority reserves the right to reject any or all responses to this RFQ and to waive any informalities or irregularities in the submission process. All materials submitted in response to this RFQ become the property of the Port Authority and may be subject to public disclosure. The Port Authority assumes no liability to any person or entity for costs incurred in responding to this RFQ.

IX. NO CONTACT DURING RFQ PERIOD

Potential responders to this RFQ are cautioned not to communicate with Board Members or employees of the Port Authority during the pendency of this RFQ until an award is made. Violations of this requirement could result in disqualification of the firm or individual involved.

The Port Authority appreciates your interest in providing services and your efforts in submitting a proposal.

Respectfully,

Mark Schrupp
Executive Director
Detroit/Wayne County Port Authority
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