

December

2020



# Request for Proposals

To Provide Lobbying Services for the Port of  
Lake Charles

Submittal Deadline: December 15, 2020

Lake Charles Harbor & Terminal District  
Lake Charles, Louisiana

## 1. Introduction

The Port of Lake Charles is soliciting proposals from interested firms qualified in providing the Port with federal lobbying services regarding issues of importance to the Port. The Port will select a firm on the basis of best value to the Port, including various criteria such as experience, qualifications of staff, record of delivering legislative and regulatory results on behalf of clients, and cost. The contract will commence on February 1, 2021 for two years with one two-year option at the sole discretion of the Port, for a possible total of four years. The Port's Board of Commissioners must approve the award of any contract resulting from the Request for Proposals (RFP).

## 2. Overview

The Port is an independent political subdivision of the State of Louisiana created by action of the Louisiana Legislature in 1924 and authorized by Louisiana Revised Statutes 34:201 et seq. The Port is the 12<sup>th</sup> largest port in the United States based upon tonnage traversing the Calcasieu Ship Channel. Presently, the Port owns and manages five public marine terminal facilities commonly designated as the Port of Lake Charles.

The Port provides the infrastructure for marine terminal facilities designed to accommodate a wide range of cargoes. Some of these facilities are owned and operated by the Port; some are owned by the Port and leased to private terminal operators.

Cargoes shipped through Port facilities are classified into two primary categories, bulk cargoes and break-bulk cargoes. Bulk cargoes include primarily dry bulk commodities such as petroleum coke, barite, rutile and grains. These cargoes are loaded through one of the Port's bulk terminals, with the most active bulk terminal being Bulk Terminal No. 1. Break-bulk cargoes are unitized cargoes such as bagged flour, bagged rice, lumber, and linerboard. Break-bulk cargoes typically move through the transit sheds, berths and warehouses in the area of the Port known as City Docks.

The Port owns approximately 5,400 acres in Southwest Louisiana. These properties include leased acreage to both traditional and non-traditional port related tenants, spoil disposal sites, and acreage available for future development. During 2019, lease revenues accounted for approximately \$17.6 million, or 44% of total Port operating revenues.

## 3. Scope of Services

Provide strategic advice and planning in the development of a comprehensive federal government affairs strategy for the Port and the Calcasieu Ship Channel, including but not limited to:

- Contribute proactive and creative suggestions for federal policy and funding opportunities to advance the Port's initiatives and legislative/business priorities, fully utilizing the firm's staff resources in strategic brainstorming
- Developing implementation plans on how to advance the initiatives of the Port and the Calcasieu Ship Channel



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- Assisting in the drafting of legislative language
- Collaborating with Directors and staff to advance the Port and Channel's federal priorities and interests
- Proactively engaging with federal lawmakers, staff and agencies in pursuit of the Port and Channel's federal priorities and interests
- Identifying key Congressional and federal agency relationships for the Port and assist in creating opportunities to build and strengthen those relationships
- Strategically contacting Congressional Members and staff, Congressional committee and subcommittee staff and the administration, and provide notes from meetings

Communicate regularly with the Port, including but not limited to:

- Regular calls with the Port Directors and staff on the firm's activities in Washington DC on behalf of the Port. Written monthly reports of the firm's activities on behalf of the Port and Channel
- Track key federal legislation and federal agency regulations relevant to the Port and the Channel and/or their interests.
- Monitor and/or participate in meetings of Washington DC-based port groups (e.g. American Association of Port Authorities, National Waterways Conference, etc.).

Be knowledgeable of how federal activities impact the Port and the Channel:

- Understand how federal activities impact operations and competitiveness.
- Develop ability to communicate the Port's views with federal audiences effectively and accurately both orally and in writing.
- Write correspondence for federal audiences including letters, briefing materials, testimony, public comments, or other items as requested.

Conduct other work as assigned, such as assisting with meetings for Port officials or staff.

## 4. Proposal Submission Information

All proposals are to be submitted no later than 3:00 pm on December 15, 2020 at the Port's Administration Building located at 1611 West Sallier St., Lake Charles, LA 70601. Each firm must deliver a pdf copy of the proposal in accordance with all requirements set forth in this RFP. **Late Proposals will not be accepted.**

The Port will consider only responsive proposals from qualified firms for a contract award. A responsive proposal is a proposal that complies with requirements stated in this RFP. A qualified firm is one that demonstrably possesses the experience, qualifications of staff and record of delivering legislative and regulatory results on behalf of clients.

Based upon an assessment of the technical qualifications of responding firms, the Port will request selected respondents to appear for interviews on December 21, 2020.



The Port at its sole discretion will award the contract to the firm submitting the most advantageous proposal, taking into consideration each proposal's relative merits. A contract will only result when a proposal has been approved by the Board of Commissioners of the Port.

All questions will be submitted to [sdavis@portlc.com](mailto:sdavis@portlc.com) with a deadline for questions of December 10.

Interested firms should prepare a written proposal for services based upon the scope of work noted in section 3 above. Proposals should clearly demonstrate an understanding of the scope of services and should reflect the proposer's ability to perform the work requested. Include the following sections:

1. Introduction
  - a. Firm, team or joint venture along with relevant history and overall services
2. Capabilities
  - a. Provide a description of the types of services
  - b. Describe capabilities of the firm to provide the services and complete the work
3. Client Reference List
4. Strategic Approach
5. Project Team
6. Cost Proposal and Billing Schedule

The Port reserves the right to amend this RFP and to reject any or all of the proposals submitted.

## 5. Selection Criteria:

A committee comprised of the seven members of the board of commissioners will evaluate the proposals and determine which firms will be requested to provide oral presentations. The evaluation criteria will include, but is not limited to, the firm's understanding of the Port, understanding of the scope of services in section 3, along with the firm's specialized knowledge, qualifications, experience and resources to successfully complete the services.

Submission of the Proposal:

The proposal may be submitted via email to [sdavis@portlc.com](mailto:sdavis@portlc.com).

The proposal must be received by 3:00 PM CST December 15, 2020. Each firm shall submit one pdf copy of their proposal for review. Each proposal will be evaluated. This is not a public call for bids; therefore, there shall be no public opening of RFPs. All materials provided to the Port shall become property of the Port and will not be returned to the firm.

Schedule: Dates are tentative and subject to change:

<u>Task</u>	<u>Target Date</u>
Request for Proposal	December 3, 2020
Proposals Due	December 15, 2020
Oral Presentations	December 21, 2020



Award Contract	December 21, 2020
Contract Execution	January 15, 2021
Effective Date of Contract	February 1, 2021

## 6. Terms and Conditions:

### RFP POLICIES AND PROCEDURES

- Anyone who intends to submit a proposal must contact the Port directly and specifically request a copy of this RFP by mail, phone or email. Contact Shaunna Davis at the Port of Lake Charles:

Shaunna Davis  
1611 West Sallier Street  
Lake Charles, LA 70601  
337-493-3538

### Liability for Errors and Omissions:

- While the Port has employed considerable effort to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate by the Port, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve firms from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### Oral Presentation:

- The Port may request firms to make an oral presentation of its proposal. However, the terms of the proposal may not be changed during these oral presentations.

## 7. Questions:

Questions pertaining to this request for RFP must be directed in electronic format via e-mail to [sdavis@portlc.com](mailto:sdavis@portlc.com). All questions will be considered. Those that are considered to add clarity to the RFP will be addressed in writing with the question and answer provided to all firms.

