



**April 15, 2025**

**Request for Proposals  
Professional Government Relations  
(Federal Lobbying) Services**

**Contract No. 25-05**

## **General Information**

The Rhode Island Turnpike and Bridge Authority (RITBA) manages the Newport Pell, Jamestown Verrazzano, Mount Hope and Sakonnet River Bridges, along with ten (10) small bridges and a section of Route 138 which runs from North Kingstown and continues through Jamestown. RITBA is a quasi-public corporation having a distinct legal existence from the state of Rhode Island. The powers of RITBA are vested in a five (5) member Board of Directors, which is authorized, pursuant to its enabling act and bylaws, to undertake the planning, development, management and operation of the assets for which it is responsible.

## **Summary of Scope of Services**

RITBA is seeking representation at the federal level with a focus on securing capital and programmatic funding to enhance and maintain its transportation infrastructure. The scope includes:

1. Congressional/Legislative Strategy
2. Executive Branch Advocacy
3. Long-term Grant Planning
4. General Legislative Monitoring

## **Congressional/Legislative Strategy**

This effort includes meeting with RITBA's Executive Director to determine the organization's short-term and long-term priorities. The consultant would also recommend specific federal funding options for future grants and appropriations. The consultant will engage members of the House and Senate Appropriations Committees and appropriate authorizing committees in support of RITBA's funding initiatives. In addition, the consultant would organize informational meetings in Washington and Rhode Island to educate the Members and staff on the safety, economic development, and tourism benefits of RITBA's funding requests.

## **Executive Branch Advocacy**

The consultant will engage key federal agency staff at the Department of Transportation and White House staff on behalf of existing RITBA projects and future initiatives. The consultant will also communicate directly with senior political appointees with jurisdiction over these issues to advance RITBA's agenda. In addition, the consultant will work with agency staff to facilitate the flow of federal dollars and arrange contacts for RITBA personnel with federal departmental officials in Washington and regional personnel responsible for Rhode Island.

## **Long-term Grant Planning**

In conjunction with the facilitating the flow of already approved obligated and unobligated federal funds, the consultant will initiate a long-term grant planning program for RITBA. The consultant will structure a system by which RITBA would apply for identified grants through federal agencies to address organizational priorities on an annual basis.

## **General Legislative Monitoring**

The consultant must have well established lines of communication with the primary Congressional Committees with jurisdiction over infrastructure and transportation. This would enable the consultant to monitor and participate in the appropriations and grant debate at the earliest possible point, in advance of the development of legislative proposals. The consultant will provide periodic reports on the progress of funding efforts, financing alternatives, and the federal component of RITBA's priorities. The consultant will work with RITBA's Executive Director as a focal point of the organization's funding and outreach activity in Washington, serving as a coordinator among the Authority and the federal agencies, in order to present a unified message at the federal level.

Services required of the consultant shall be personally provided by the principals of the consultant

as identified in the response that shall be specified between the Consultant or Consultant's Firm and RITBA. Any reports, information, data, statistics, procedures, studies, or other form of communication or information provided by the consultant shall be the exclusive property of RITBA. Consultant or Consultant's Firm shall provide all equipment, personnel and expert sub-consultants needed to fulfill the requirements for representing RITBA. RITBA reserves the right to not award a contract for any work herein; issuance of this RFP solicitation does not guarantee any subsequent award. Furthermore, RITBA reserves the right to hire any additional subject matter experts as needed for specialty items.

### **Request for Proposals Requirements**

RITBA requires that the Firms keep the proposal to no more than five (5) single sided 8 ½ x 11 pages, no less than size 12 font, excluding:

- Cover Letter (one page, single sided)
- Table-of-Contents
- Dividers
- Executive Summary (one page, double sided)
- Resume(s) (one page, double sided)
- Professional References

RITBA will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted Firms.

Firms shall submit their proposal by email to [procurement@ritba.org](mailto:procurement@ritba.org)

The proposal must be submitted no later than **1:00PM EDT, April 24, 2025**. Late submissions will **not** be accepted. In order to control the dissemination of information regarding this Request for Proposals (RFP), Firms interested in submitting proposals shall not make personal contact with any member of RITBA staff or Board of Directors regarding this RFP.

RITBA accepts no financial responsibility for any costs incurred by a Firm in either responding to this RFP, or in participating in oral presentations or in any meetings with RITBA prior to being hired. The proposals in response to this RFP become the property of RITBA and may be used by RITBA in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firm's may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If a Firm does not submit a redacted public copy, RITBA assumes that Firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the Firm certifies that it has fully read and understands the RFP, has full knowledge of the Scope of Services to be provided, and accepts the terms and conditions under which the services are to be performed.

RITBA reserves the right to interview some, all or none of the Firms responding to this RFP based solely on its judgment as to the Firm's proposals and capabilities. RITBA reserves the right to reject any and all submittals, to request and consider additional information from Firms, and to reject any and all submittals on any basis without disclosing the reason. No Firm may withdraw their submittal for at least one hundred twenty (120) days after the time and date set for submission. RITBA reserves the right to waive any irregularities and technical defects. RITBA reserves the right to modify, amend or waive any provisions of this RFP, prior to the issuance of a contract. By this

RFP, RITBA has not committed itself to employ Firms for any or all of the above-described services, nor does the suggested Scope of Services or term of agreement require that Firms should be employed for any of those purposes. RITBA reserves the right to make those decisions after receipt of responses. RITBA's decision on these matters is final. RITBA reserves the right to terminate any relationships with Firms if it determines that such action is in its best interests. RITBA may award one or more contracts for any combination of services including specific tasks within a subcategory.

## **SUBMITTAL AND EVALUATION CRITERIA**

A Selection Committee comprised of RITBA staff will review proposals. This committee will review all proposals meeting the minimum requirements of this RFP and select a firm to present to the Board of Director.

### **Fees**

RITBA strongly prefers a retainer arrangement for these services. Describe your Firm's proposed fee structure for the applicable years identified under this RFP. Include the hourly rate for the partners, associates, or employees to be assigned to RITBA activities (if applicable) and the costs of various reimbursable and expenses. Please be as specific as possible. **Pursuant to R.I. Gen. Laws 37-2-70(b), Legal Firms must certify that the rate of compensation does not exceed the rate of compensation charged by the Firm to its preferred public or private clients.**

### **A. Additional Requirements**

#### **Campaign Finance Compliance**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

#### **Major State Decision-Maker**

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the General Assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as

an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

**Title VI Solicitation Notice:**

RITBA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.