



Chatfield Watershed Authority

2022 Request for Qualifications for Lobbying Services

DATE ISSUED: October 19, 2022

DEADLINE FOR SUBMISSION: October 26, 2022

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info@coloradowater.org

Chatfield Watershed Authority
RFQ for Lobbying Services
October 19, 2022

RFQ for Lobbying Services

COVER PAGE

Agency/Organization Name:

Address:

Phone:

Contact Name:

Contact Phone:

Contact Email:

Total Proposal Budget:

Chatfield Watershed Authority

RFQ for Lobbying Services

Background

The CHATFIELD WATERSHED AUTHORITY (“CWA”) offers this Request for Qualifications to respondents who are interested in service as the lobbying partner for the organization. This resulting contract is expected to be for nine months, with a possibility of extension.

Chatfield Reservoir is located 15 miles southwest of Denver, Colorado. The Chatfield Watershed spans parts of Jefferson, Douglas, and El Paso Counties, and includes municipalities, towns, and other populated areas, such as Castle Rock, Castle Pines, Larkspur, Littleton, Louviers, Perry Park, Roxborough Park, and Sedalia. The basin-wide group of counties, municipalities, special districts, private, and other entities, known as the Chatfield Watershed Authority, was established through an intergovernmental agreement (IGA) after the Chatfield Reservoir total phosphorus standard was adopted in 1984. In April 2016, the Authority amended the IGA and bylaws, providing for restructuring of its Board and governance. As such the Board is comprised of elected officials from Jefferson and Douglas Counties and Town of Castle Rock, a wastewater district representative and at-large representative. The 5-member Board is responsible for fiscal and policy matters and meets five times per year. A variety of standing committees may be developed to support issues requested by the Board. The Technical Advisory Committee (TAC) is a standing committee that generally meets monthly to support the Authority’s technical matters. Management of CWA is comprised of consultants reporting to the Board. Administrative and management services are provided under separate contract from this scope of work.

The Chatfield Reservoir receives drainage from the South Platte River basin and Plum Creek basin. The South Platte River is the major water source to Chatfield Reservoir, typically contributing over 75% of the inflow to the Reservoir.

Project Overview

CWA is seeking a contractor that can provide services in the areas of Government Affairs Management, Lobbying, Policy Analysis, and Legislative Monitoring.

- Work with CWA to identify and pursue legislative options to secure additional funding, particularly funding related to the Keep Colorado Wild Pass.
- For legislation initiated by CWA, lobbyist activities include but are not limited to: identifying and preparing sponsors, preparing and assisting witnesses, preparing fact

sheets/one-pagers, arranging communication with key legislators, preparing bill drafts and amendments, negotiating with other lobbyists and organizations, and other related activities necessary to achieve CWA's goals.

- Represent CWA positions to the General Assembly, other lobbyists, and other potential partners and adversaries on key legislation.
- Educate members of the Colorado General Assembly about CWA and its mission.

Contracting Opportunity

This contract is expected to be offered for approximately November 1, 2022, to July 1, 2023, with the possibility of extension.

Request for Qualifications

The applicant lobbyist must have experience in the following areas:

- Success in advancing legislation for clients, specifically in the water/state park space.
- Experience working with the Colorado Department of Natural Resources and Colorado Parks and Wildlife.
- Outstanding reputation with legislators and clients.
- Excellent communication, reporting, and interpersonal skills.
- Understanding of Colorado water quality regulations is strongly preferred, but not required.

Please address the following narrative questions (not to exceed 4 pages):

- Firm overview: Please provide a brief overview of your firm/organization and its primary areas of focus.
- Lobbying and policy analysis experience: Brief description of your organization's experience, approach, and management.
- Bio of individual who will be working on the project: Please provide names, credentials, and experience for the individual who will be primarily responsible for work under this contract.
- COI: Do you have any know, current conflicts of interest, and do you perceive any based on your existing clients? How does your organization handle conflicts of interest?
- Primary contact name, email, and phone number.

Required documents:

1. Cover page
2. Completed narrative
3. At least one reference. Please provide at least one reference from a client of a past project.
4. At least one relevant work sample (e.g. fact sheet, client listing of bills, list of successful legislation passed, etc.). Work samples may be submitted in any format, such as print, links, etc.

Review

The review will identify the applications that most effectively meet the requirements of this RFQ. The work will be offered, if at all, to the contract whose application conforming to the RFQ will be most advantageous to CWA, price, and other facts considered by the CWA Board of Directors. CWA is requesting responses within seven days from the RFQ issue date, given the limited time before the 2023 legislative session commences.

Timeline

October 19, 2022:	RFQ issued
October 26, 2022:	RFQ responses due
October 28, 2022:	RFQ responses reviewed by CWA Board of Directors
October 31, 2022:	Applicants notified
November 1, 2022:	First date that contract could begin, depending on timing of the Board's review.
July 1, 2022:	Expected date for contract to end, depending on timing determined by the Board.

Submission Information:

Please submit your completed application in PDF format (not to exceed 5 pages total, including cover page but excluding attachments) to:

info@coloradowater.org

The deadline for applications is **October 26, 2022, at 5:00 P.M.**

Written inquiries regarding this RFQ will be accepted through October 25, 2022, at 4:00 P.M. Please email Diane Kielty at info@coloradowater.org with questions.