CITY OF LIBERTY LAKE, WASHINGTON

REQUEST FOR QUALIFICATIONS

STATE LEGISLATIVE ADVOCACY AND GOVERNMENT RELATIONS SERVICES

RFQ No.: 2026-001
Issue Date: September 1, 2026
Responses Due: September 15, 2026

1. Introduction

The City of Liberty Lake, Washington, is seeking statements of qualifications from experienced government relations professionals or firms to provide state legislative advocacy and strategic government relations services.

The City is particularly interested in a consultant with demonstrated success representing smaller Washington municipalities and securing state funding for local infrastructure, public safety, parks, transportation, economic development, and other community priorities.

The selected consultant will serve as an extension of the City's executive leadership team, providing year-round strategic advice, direct legislative advocacy, funding support, and assistance to City staff and elected officials.

2. City Background

Liberty Lake is a growing community in Spokane County with a strong emphasis on infrastructure investment, quality public services, economic vitality, and long-term financial sustainability.

As a smaller city with limited internal legislative affairs capacity, the City seeks a consultant who can provide targeted, high-value representation in Olympia and help position City priorities effectively with legislators, state agencies, and other decision-makers.

3. Scope of Services

The City's primary areas of emphasis are funding advocacy, executive and elected official support, strategic advice and reporting, legislative agenda development, and interstate economic competitiveness.

A. Funding Advocacy

The consultant will:

- Identify state funding opportunities aligned with City priorities, including capital budget requests, transportation funding, infrastructure programs, public safety funding, parks and recreation investments, economic development programs, and other appropriate sources.
- Develop strategies to position priority City projects for legislative or agency funding.
- Advocate directly with legislators, legislative staff, the Governor's Office, state agencies, and other relevant decision-makers.
- Assist the City in developing persuasive funding requests, legislative materials, project descriptions, talking points, and supporting documentation.
- Monitor budget proposals and amendments affecting City projects or funding opportunities.
- Advise the City on timing, political considerations, partnerships, and other factors that may improve the likelihood of securing funding.
- Coordinate, when appropriate, with regional partners, legislative associations, neighboring jurisdictions, and other stakeholders.

B. Executive, Elected Official, and Strategic Advisory Support

The consultant will:

- Provide year-round strategic counsel to the City Council, City Administrator, and designated staff on legislative priorities, political conditions, governmental relationships, and recommended City engagement.
- Prepare City officials for effective advocacy by developing concise briefings, talking points, testimony, correspondence, presentations, and other materials for meetings with legislators, agency officials, and key partners.
- Organize and facilitate targeted legislative and agency engagement in Olympia, within the legislative district, and at City meetings or workshops when requested.
- Monitor and promptly analyze legislation, budgets, agency actions, and emerging policy issues that may materially affect City operations, revenues, expenditures, infrastructure, economic development, or strategic priorities.
- Maintain regular communication and deliver concise in-session updates, periodic off-session strategic briefings, and an end-of-session report documenting outcomes, funding secured, unresolved issues, and recommended next steps.

C. Legislative Agenda Development

The consultant will assist City leadership in developing a focused annual legislative agenda that:

- Identifies a limited number of high-priority funding and policy objectives.
- Clearly communicates the City's needs and desired outcomes.
- Aligns City priorities with anticipated legislative and agency opportunities.

- Positions City projects and initiatives for multi-year advocacy where appropriate.

D. Interstate Economic Competitiveness and Protective Tax-Zone Legislation

Recognizing Liberty Lake's location at the Washington-Idaho border and its economic relationship with nearby cross-state communities, the consultant will:

- Research, develop, and advance state legislative concepts—including a cross-state border economic zone, business-tax exclusion zone, safe-harbor zone, or comparable mechanism—designed to preserve Liberty Lake's ability to attract, retain, and expand businesses.
- Identify and analyze proposed or existing state laws, tax policies, regulations, and administrative actions that could place Liberty Lake businesses at a competitive disadvantage relative to businesses in nearby Idaho communities.
- Develop draft policy frameworks, bill language, fiscal and economic-impact narratives, briefing materials, and coalition strategies needed to establish narrowly tailored exemptions, exclusions, credits, safe harbors, transition provisions, or other protections for qualifying border-area businesses.
- Build and coordinate support among legislators, state agencies, regional economic-development organizations, business representatives, and similarly situated Washington border communities.
- Monitor relevant legislation and rulemaking; recommend timely amendments, opposition, or alternative approaches; and advocate for measures that protect Liberty Lake's economic-development opportunities while remaining legally and administratively workable.

4. Desired Qualifications

The City is seeking a consultant or firm demonstrating:

- Significant experience representing Washington cities, counties, special-purpose districts, or other public agencies.
- Established working relationships with members and staff of the Washington State Legislature, the Governor's Office, and state agencies.
- Demonstrated success securing state capital, transportation, infrastructure, or programmatic funding for local governments.
- Strong understanding of Washington municipal government, legislative processes, state budgeting, and state funding programs.
- Experience advising elected officials and senior public-sector executives.
- Ability to communicate complex legislative developments clearly and concisely.
- Capacity to provide responsive, personalized service appropriate for a smaller municipality.
- Ability to identify and manage potential conflicts of interest involving other clients.

5. Statement of Qualifications

Responses should be concise and should include the following:

A. Firm Overview

Provide a brief description of the firm, its history, ownership, location, and government relations practice.

B. Key Personnel

Identify the individual or individuals who would directly serve the City. Describe their experience, responsibilities, legislative relationships, and anticipated level of involvement.

The City places significant weight on the qualifications of the individuals who will actually perform the work.

C. Relevant Local Government Experience

Describe experience representing Washington municipalities or comparable public agencies, particularly smaller cities.

Identify current or recent municipal clients and describe the nature of the services provided.

D. Funding Advocacy Experience

Provide examples from the past five years demonstrating successful advocacy for state funding benefiting local governments.

For each example, identify:

- Client;
- Project or funding objective;
- Funding source;
- Amount secured, where publicly available; and
- Consultant's role in achieving the result.

E. Approach

Describe the firm's proposed approach to:

- Developing and advancing City funding priorities;
- Supporting elected officials;
- Maintaining legislative relationships;
- Communicating legislative developments; and
- Providing year-round strategic advice.

F. Availability and Responsiveness

Describe how the firm will remain accessible to City leadership, particularly during periods of rapid legislative activity.

G. Conflicts of Interest

Identify current clients whose interests could reasonably conflict with the City of Liberty Lake and describe how potential conflicts would be addressed.

H. References

Provide at least three references from Washington local government clients for whom similar services have been provided.

6. Compensation

The City anticipates entering into a professional services agreement based primarily on a fixed monthly or annual retainer.

Respondents should provide a proposed fee structure identifying:

- Monthly retainer;
- Annual total cost;
- Services included within the retainer;
- Any reimbursable expenses;
- Any services that would be charged separately; and
- Hourly or project rates applicable to work outside the standard scope.

The City prefers a predictable, substantially all-inclusive fee structure.

The City may negotiate the final scope and compensation with the highest-ranked respondent.

7. Evaluation Criteria

Statements of qualifications will be evaluated using criteria including:

Criterion	Weight
Demonstrated success in securing state funding	30%
Experience representing Washington local governments	25%
Qualifications and relationships of assigned personnel	20%
Proposed approach and understanding of City needs	20%
References and overall quality of submission	5%

After evaluating submitted SOQ's, the City may interview one or more finalists.

Compensation may be considered as part of the final selection and negotiation process but will not necessarily be the primary basis for selection.

8. Contract Term

The City anticipates an initial contract term of 18 months, with the option to extend the agreement upon mutual agreement of the parties.

The City expects services to be provided year-round, recognizing that work intensity will vary with the legislative calendar.

9. Submission Requirements

Statements of qualifications (SOQ's) should not exceed ten pages, excluding any resumes and references.

Hard copies of SOQ's will not be accepted. Responses should be submitted electronically in PDF format to:

Cody Melnrick
Procurement Specialist
cmelnrick@libertylakewa.gov

SOQ's must be received no later than **5:00 pm on Tuesday, September 15, 2026**.

Submit questions regarding this RFQ to the contact identified above by **5:00 pm on Thursday, September 10, 2026**.

10. Selection Schedule

The anticipated schedule is:

Activity	Date
RFQ issued	Sep 1, 2026
Deadline for questions	Sep 10, 2026
Responses due	Sep 15, 2026
Finalist interviews, if conducted	Sep 22, 2026
Consultant selected	Sep 23, 2026
Council contract authorization	Oct 6, 2026
Services begin	Oct 19, 2026

The City reserves the right to modify this schedule.

11. General Conditions

The City reserves the right to reject any or all responses, waive minor irregularities, request additional information, conduct interviews, negotiate with one or more respondents, or cancel this solicitation when determined to be in the City's best interest.

The City will not reimburse respondents for costs associated with preparing or submitting qualifications.

The selected consultant must comply with applicable City contracting requirements and Washington law.

The City of Liberty Lake encourages participation by qualified firms of all sizes and backgrounds.

12. Desired Relationship

The City is seeking more than a legislative monitor. It is seeking a trusted advisor who can understand Liberty Lake's priorities, identify realistic opportunities, open doors, when necessary, prepare City leaders to advocate effectively, and help convert strong local projects into successful state funding requests.

The successful consultant should demonstrate the ability to provide senior-level attention, candid strategic advice, and measurable value to a smaller municipality with limited internal government-relations capacity.