



REQUEST FOR PROPOSALS STATE LOBBYING SERVICES

INTRODUCTION

The Tualatin Hills Park & Recreation District (district or THPRD) is requesting proposals for a government relations firm to represent the district before the Oregon Legislature, state, and local agencies, and coordinate with the district's federal lobbyist when warranted. The desired start date would be for a partial year beginning in January 2026, with subsequent contract terms running on a fiscal year basis (July 1 through June 30 of the following year). Proposal requirements are contained in this document. **Proposals are due at 4:00 pm on November 7, 2025.** Late proposals will not be accepted.

About the District

THPRD is the largest park and recreation special district in Oregon and provides park and recreation activities to more than 270,000 residents in eastern Washington County. THPRD's service area encompasses more than 50 square miles and includes parts of southwest Portland, the City of Beaverton, Aloha, and unincorporated areas west of Beaverton. THPRD's mission statement is as follows:

*The mission of the Tualatin Hills Park & Recreation District
is to provide high-quality park and
recreational facilities, programs, services, and natural areas
that meet the needs of the diverse communities it serves.*

THPRD offers more than 6,000 programs annually within the following categories: athletic/sports, aquatics, community and cultural education, adaptive/therapeutic recreation, historical sites, leisure sports, and outdoor education/natural areas. For more information refer to the district's website at www.thprd.org

The district's deputy general manager serves as its primary governmental relations representative and reports directly to the general manager. The deputy general manager directs THPRD's advocacy efforts in collaboration with other district staff and consistent with the legislative and funding priorities established by the district's elected five-member board of directors. The State Advocacy programmatic areas addressed in the district's most recent 2025 Legislative Platform include the following:

1. Local Agency Control & Authority
2. System Development Charges (SDCs)
3. Equitable Access to Parks and Recreation
4. Funding for Parks & Recreation and Trails
5. Climate Adaptation and Community Resiliency

The following specific advocacy priorities were also updated for 2025. These items also represent current agency priorities and staff work program items that may benefit from additional advocacy support:

- Identifying potential funding sources and applying for funds to **construct the Westside Trail bike and pedestrian bridge** over Highway 26
- Securing funding for the **expansion of the Cooper Mountain Nature Park**, to preserve rare native oak prairie and endangered wildflowers
- Developing a **strategy for annexation** of areas within THPRD's ultimate service boundary
- Working collaboratively with agencies across the state on a **long-term tax structure proposal** that provides needed operational funding and avoids tax compression

SCOPE OF SERVICES

This RFP is issued to seek proposals for supplemental legislative advocacy services to include maintaining ongoing relationships with state legislators and other stakeholders, lobbying and governmental relations services to include strategy and policy development, identification of and research regarding potential funding sources, and development and presentation of testimony, both in-person and virtually.

The selected individual or firm will be asked to proactively monitor and advocate for or against legislation as directed by THPRD's advocacy priorities and by the specific direction of the THPRD board. This process involves interaction with local and state entities both with regard to specific items of legislation and to promote positive intergovernmental relationships. Involvement and participation in regional, state, and national organizations and participating in their advocacy work is encouraged. Coordination with entities such as the Special Districts Association of Oregon and Oregon Recreation & Park Association will be necessary. Regular updates to the THPRD Board will be expected. Typically, pre-session, mid-session, and close of session reports are provided along with a tracking report maintained during the session.

PROPOSAL SUBMITTAL

Proposals must be submitted no later than 4:00 pm on November 7, 2025. Submit five (5) hard copies or one (1) digital copy of the proposal, addressed as follows:

Attn: Aisha Panas, Deputy General Manager
Tualatin Hills Park & Recreation District
15707 SW Walker Road
Beaverton, OR 97006
a.panas@thprd.org

Proposals received after the submittal deadline will not be considered. Proposals postmarked or timestamped before the deadline but received afterward will not be considered. Mailed and/or e-mailed proposals will be accepted.

Questions regarding submittals should be directed to Aisha Panas, Deputy General Manager; phone: 503-816-5804; email: a.panas@thprd.org.

Addenda

The district may issue addenda to this RFP that update or modify RFP requirements. The district will endeavor to mail addenda to all recipients of this RFP. The district cannot guarantee that all recipients will receive the addenda and is not liable for the failure to deliver addenda. Agents are responsible for checking with the district to determine if they have received all addenda.

Anticipated Schedule

The following schedule outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and the district reserves the right to change the schedule without notice.

Event	Anticipated Date
RFP Documents Published	October 10, 2025
Solicitation Protest Deadline (min. 10-days from Due Date)	October 22, 2025
Last Addendum Published (min. 7-days prior to Due Date)	October 29, 2025
Proposals Due Date	November 7, 2025
Notice of Intent to Award	November 14, 2025
Anticipated Start Date	January 2026

PROPOSAL FORMAT

Proposals submitted in response to this request should be clearly identified and to the point. Emphasis should be placed on specific qualifications of the people actually performing the work and the organization's ability to manage the work.

Proposals shall include the following headings to assist in the evaluation:

1. Cover Letter

Provide a letter of introduction signed and dated by the authorized representative of the organization submitting the proposal. Provide a statement that your proposal will be valid for a minimum period of 90 days; and acknowledge receipt of any addenda issued during the RFP process.

2. Basic Qualifications

Provide general information relative to the organization's size, history, areas of expertise and proposed service team structure. Proposers shall have knowledge of THPRD and its policy priorities, facilities, and services. Proposers shall also

demonstrate strong working relationships with legislators and members of their staff, knowledge of legislative fiscal and policy priorities, and effective relationships with other lobbyists and advocates. References to applicable awards, associations, product samples, etc. may also be included.

3. Ability to Perform

Provide an overview of the organization's specific experiences on similar efforts with description of how work is managed to meet requirements and schedule. Demonstrate the organization's capabilities, innovative approaches and/or special methodologies used to complete similar work. Provide information about the organization's ability to develop issue papers, advocacy strategies, and communication plans consistent with THPRD's platform. Describe previous efforts to manage and lead diverse groups of interested parties toward a common goal.

Respondent shall include a list of the primary contact person and key personnel associated with the items to be provided in the scope of work. Information, such as a resume, should be included for key personnel, which describes responsibilities and duties performed for similar work scopes.

Conflict of Interest: Please provide a list of all of your firm's current clients. Describe how your firm identifies potential or defined conflicts of interest. To help us identify potential conflicts of interest, applicants are asked to indicate whether they represent any clients in the following sectors: alcohol, cannabis, firearms, petroleum/fossil fuels, or other areas that may be inconsistent with THPRD's focus on health and wellness and environmental stewardship. If your firm represents clients with these interests, please explain how your firm mitigates any potential harm to the clients involved.

4. Performance History

Provide at least three (3) clients, within the last five (5) years, for similar projects that directly relate to the scope of services to be offered by your firm. Proposers are notified that THPRD may solicit and secure background information based upon information included in the RFP response. References should include:

- Name of organization and contact person
- Contact telephone number
- Contact email address
- Type of work and scope of services provided
- Original contract value

5. Compensation Information and Fees

Present the proposed cost of the services and the proposed method of compensation. List hourly rates for personnel assigned to the work, total expected personnel expenditures, support services, and if applicable, any subconsultant fees. Reimbursement expectations shall be stated.

6. Corporate Responsibility

It is THPRD's intent to contract with socially and environmentally responsible businesses. In addition, THPRD values and supports diversity, and is dedicated to advancing equity in public contracting. Proposals should address the individual's or firm's alignment with the following THPRD values:

- Leading with equity, with special attention to racial equity
- Environmental stewardship
- Commitment to community vision

To promote these values, emphasis will be given to proposals that demonstrate, through practices and examples, a commitment to sustainability practices, diverse workforce demographics, and any measurable steps taken to ensure a diverse internal workforce and commitment to community service (e.g., charitable programs, scholarships, economic development, etc.). Proposals shall include a current list of clients to ensure there are no conflicts of interest with the district's values and advocacy priorities.

THPRD expects thoughtful consideration of all the above Corporate Responsibility criteria in the preparation of proposals.

Proposing firms are encouraged to use the State's COBID website (<https://oregon4biz.diversitysoftware.com/>) for identifying potential MWESB sub-consultants.

7. Appendix

- Complete and include the non-collusion affidavit attached as Exhibit A.
- List any requirements or provisions contained in this RFP that you believe are unfair or prejudicial, or limits competition, please explain your opinion.
- Provide insurance policy limits for the following kinds of insurance: Workers' compensation and employers' liability; and Commercial or Comprehensive general liability.

PROPOSAL CONDITIONS

RFP not Basis for Obligations

This RFP does not constitute an offer to contract and does not commit the district to the award of a contract to anyone, or to pay any costs incurred in the preparation and submission of proposals. The district reserves the right to reject any or all proposals that do not conform to the requirements stated herein. The district also reserves the right to cancel all or part of this RFP for any reason determined by the district to be in the public interest.

RFP Protests

Any protests to this RFP must be in writing and received by the district not less than ten (10) days prior to closing, including any extensions to the closing date. The protest must conform to ORS 279B.405.

Contract Terms

Contracts resulting from this RFP will materially conform to the district’s Professional Services Agreement, incorporated into this RFP by reference and available for review from the district, subject to the district’s right to negotiate as described in this RFP.

SELECTION PROCESS

Proposal Evaluation

THPRD will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. The district will then rank the proposals. Contract negotiations will occur with the highest ranked consultant. In the event these negotiations are unsuccessful, the district will terminate the negotiations and will begin negotiations with the second highest ranked consultant. Proposing consultants will be notified when the district has selected a consultant and negotiations have been completed.

Criterion	Weight or Points
Cover Letter	Pass / Fail
Basic Qualifications	25 points
Ability to Perform	25 points
Performance History	20 points
Compensation and Fees	15 points
Corporate Responsibility	15 points
TOTAL	100

EXHIBIT A

NONCOLLUSION AFFIDAVIT

State of _____)
) ss.
)
County of _____)

Services requested
in RFP: **State Lobbying Services**

I am _____(title) of _____(name of firm), and I am authorized to make this affidavit on behalf of this firm and its owners, directors and officers.

I state that:

- (1) The price(s) and other information included in this proposal has been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer, except as disclosed on the attached appendix;
- (2) Neither the price(s) nor other information included in this proposal has been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed prior to the award of the contract(s);
- (3) No attempt has been made, nor will any attempt be made, to induce any firm or person to refrain from submitting a proposal, or to submit a proposal containing less competitive terms than those contained in this proposal;
- (4) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by Tualatin Hills Park & Recreation District in awarding the contract(s). I understand and this firm understands that any misstatement in this affidavit may constitute a fraudulent misstatement of the facts relating to the submission of this proposal.

Name of Company: _____

Signature/Position: _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public for _____
This commission expires: