



601 Pennsylvania Avenue NW, Suite 900, Washington, DC 20004 202-434-8266 cardinalinfrastructure.com

November 25, 2020

Mr. Neil Krutz
City Manager
City of Sparks
431 Prater Way
PO Box 857
Sparks, NV 89432-0857

Dear City Manager Krutz,

Cardinal Infrastructure, LLC is excited to be considered for a 24-month contract extension (AC-5525 dated 10/22/18) for Federal Lobbying and Legislative Services for the City of Sparks. Attached, please find a proposed scope of work, budget, and terms for your consideration. Cardinal Infrastructure is a Washington, DC-based federal advisory group, specializing in representing local governments at the federal level. A boutique firm, our experienced advisors help secure federal funding for a variety of state and local projects, including public lands, transportation, housing, community development, public works, policing, and education. We have deep expertise in examining local and state programs to assess their potential eligibility for funding from a wide variety of federal sources, helping expedite the award of grants and post-grant administrative approvals. The firm has over twenty years of experience working at the federal level to advance local and regional policy and projects.

I am proud of the firm's successful track record in helping the City of Sparks take advantage of federal funding opportunities and solve problems within the federal legislative and executive branches. We look forward to continuing this relationship, advancing the City's project and policy priorities in 2021 and beyond. Attached is a proposal for review and consideration; please let me know if I may provide additional information or answer any questions.

Sincerely,

Anja Graves
Partner/Member

Scope of Services

The City of Sparks (City) is engaging Cardinal Infrastructure LLC (Consultant) to provide lobbying and legislative services to represent the City on legislative and political issues of importance to the City.

In conjunction with the City, the Consultant will develop appropriate strategies and advocate for Sparks' priorities in Washington, DC. The Consultant's principal objective is to maintain and build relationships with key federal officials and administration offices, and work to identify possible funding sources in an effort to secure federal capital and operating funding for a variety of project and programs sought by the City.

The Consultant will work with staff and Members of the Sparks' federal congressional delegation as well as staff of congressional committees to secure project funding and federal policy that will benefit the City of Sparks.

The Consultant shall perform the following duties and others as assigned:

- Develop short-term and long-term strategies with the City pertaining to funding and other federal issues.
- Work with the City regarding the political and financial feasibility of its legislative priorities and develop appropriate strategies in consultation with Sparks Legislative Committee with input with the Sparks Council and Department Managers.
- Draft materials and correspondence to support advocacy for the City's legislative platform, appropriations, federal requests, and grant applications.
- Assist the Mayor, City Council, and City staff with coordination and interfacing with federal agencies and congressional officials.
- Represent the City in Washington, DC by communicating the City's legislative and funding agenda to the appropriate elected representatives, key committee members, federal agencies and other organizations/individuals as needed.
- Provide written updates to the City on pertinent legislation, progress on City priorities at least once a month, or as requested by the City.
- Participate in the crafting of itineraries and facilitate meetings between City officials, council members and Washington DC delegate staff and various agencies.
- Track the development of federal statutes and regulations that may affect the City, advise on positions the City may take and help communicate these positions to congress and administration departments.
- Serve as a liaison to supporting organizations and associations to coordinate on policy and regulatory advocacy efforts.
- Provide timely telephone or e-mail updates to designated City staff, provide status reports during the legislative session, and attend meetings as requested.

Budget and Terms

The contract shall cover the period of December 1, 2020 through November 31, 2022 (two years) and contains the option to renew these services for an additional 2 terms of 2 years per term under mutual consent of both parties.

The proposed budget for the work outlined above is \$5,000 per month for the contract period. This represents the basic fee for professional services and will be billed and paid monthly. In addition, the Contractor may bill the City up to \$5,000 per year for direct, documented expenses including travel to Sparks to meet with City officials, business meals, overnight express, telephone, and messenger service. A summary of work performed will accompany each invoice.