
**PROFESSIONAL SERVICES AGREEMENT 25-017-CA
FEDERAL LOBBYING CONSULTING SERVICES**

THIS AGREEMENT (the “Agreement”) is made and entered into by and between the City of Rio Rancho (the “City”), a municipal corporation and political subdivision of the State of New Mexico, and Van Scoyoc Associates, Inc. the “Consultant”), a District of Columbia corporation, as of the date indicated below.

WHEREAS, the City issued an RFP for Federal Lobbying Consulting Services, RFP 24-008-CA, on May 12, 2024, containing the scope of work attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the Consultant submitted a proposal in response to RFP on June 7, 2024; and incorporated herein by reference and

WHEREAS, The City and the Consultant negotiated certain terms regarding the services to be provided pursuant to the RFP 24-008-CA, resulting in the scope of services, labor and direct costs fee proposals, attached hereto as Exhibit A,

NOW, THEREFORE, in consideration of the premises and the respective obligations set forth herein, the parties agree as follows:

1. ENGAGEMENT; SCOPE

The City hereby engages the Consultant to provide the services described in Exhibit A, attached hereto.

2. TERM; TERMINATION

(a) Unless sooner terminated, this Agreement will be effective for a period of one year or until project completion.

(b) Notwithstanding anything to the contrary contained herein, the City may terminate this Agreement at any time by giving the Consultant such written notice as may be reasonable under the circumstances. Upon receipt of such written notice, the Consultant shall cease all work undertaken hereunder, except as may be necessary to provide for an orderly transition of such work. The Consultant may terminate this Agreement at any time with 60 days written notice to the City.

(c) Upon any termination of this Agreement, the Consultant shall provide a final invoice to the City, showing all costs incurred but unpaid, and the City shall pay such costs, as shown therein. The Consultant shall forthwith deliver all files, reports, and other materials concerning the services provided, maintained or controlled by the Consultant at the time of such termination, subject to all applicable federal and state law.

(d) The Consultant shall have no claim, right or cause of action against the City for termination of this Agreement by City in accordance with the provisions of this paragraph, except as may be otherwise expressly provided with respect to the Consultant’s earned but

unpaid costs as of the date of such termination.

(e) Nothing herein shall be construed as relieving the Consultant from liability to the City for damages sustained by the City as a result of a breach of this Agreement by the Consultant, and the City may withhold any payments otherwise due to the Consultant as a set-off against all or part of such damages, until such time as the exact amount of damages due the City from the Consultant is determined and that amount paid to (and/or withheld by) the City in full.

3. COMPENSATION AND PAYMENT

For services rendered hereunder, the Consultant shall invoice the City monthly for services provided in accordance with the Consultant's fee schedule included in Exhibit B. Consultant shall submit monthly invoices to the City showing the amount of compensation due, the amount of any New Mexico gross receipts taxes and the total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after the City's receipt of the invoice.

4. RELATIONSHIP OF PARTIES

The Consultant (and each agent, employee and Consultant employed or engaged by the Consultant to fulfill the Consultant's obligations hereunder) shall be an independent Consultant performing professional services for the City and not an employee of the City or an agent of the City for any purpose beyond the specific engagement for services set forth herein. As independent Consultants, the Consultant and its agents and employees shall not qualify for or receive any employee benefits from the City, including but not limited to leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to City employees.

5. STANDARD OF PERFORMANCE

The Consultant agrees and represents that it has the personnel, experience, and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Consultant shall perform the work described herein in accordance with the professional skill and care ordinarily provided by competent members of the same profession practicing under the same or similar circumstances and professional license.

6. DELIVERABLES AND USE OF DOCUMENTS

All work, work product, and deliverables produced under contract with the City shall remain the exclusive property and shall inure to the benefit of the City as work for hire; the Consultant shall not use, sell, disclose or obtain any other compensation for such work for hire. In addition, the Consultant may not, with regard to all work, work product, deliverables or work for hire required by this Agreement, apply for in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of the City.

7. EMPLOYEES AND SUBCONSULTANTS

The Consultant shall be solely responsible for payment of wages, salary or benefits to any and all employees or Consultants retained by the Consultant in the performance of the Services. Consultant

agrees to indemnify, defend and hold harmless the City for any and all claims that may arise from the Consultant's relationships to its employees and subconsultants.

8. INSURANCE

The Consultant shall procure and maintain, at its own expense, all necessary or appropriate insurance coverage for itself and its agents and employees. But not by way of limitation, the Consultant shall maintain in force throughout the term of this Agreement, the following insurance policies:

- (a) a professional liability insurance policy in an amount not less than One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate, written on a "claims made" basis, covering the Consultant's errors and omissions in performing its services hereunder; and
- (b) a commercial general liability insurance policy (ISO Form CG 0001) written on an occurrence basis and covering liabilities arising out of the performance of the Consultant's services hereunder, including those provided by independent Consultants, with coverage for products and completed operations, personal and advertising liability, and liability assumed under an insured contract, with coverage for any one occurrence or claim of not less than One Million Dollars (\$1,000,000), and Two Million Dollars (\$2,000,000) aggregate.
- (c) The coverage required under this Section may be provided by two or more separate policies, if they together provide the coverage required. Such property and commercial general liability insurance must be endorsed as primary/non-contributory as to any insurance maintained by the additional named insurers and have a severability of interests clause.
- (d) Should any insurance proceeds be insufficient to fund the repairs or replacement of any damage, the shortfall shall be funded by the Consultant. All deductibles and retentions are the sole responsibility of the Consultant to pay. The Consultant will have the sole responsibility for fulfillment of the conditions of the policy, including but not limited to reporting of claims. The Consultant acknowledges that obtaining property and commercial general liability insurance, in no way, limits its potential liability.
- (e) The amount of necessary insurance shall be re-evaluated every three (3) years to adjust for inflation and the Consultant hereby agrees to update any obtained insurance in accordance with this provision of the Contract and the RFP.
- (f) The Consultant shall provide to the City a certificate of insurance or declarations page(s) demonstrating compliance with the foregoing.
- (g) The City shall be named as an additional insurer under the commercial general liability policy.

9. ASSIGNMENT AND DELEGATION

The Consultant shall not delegate or subcontract any portion of the services to be performed hereunder without the prior written approval of the City or customary in the provision of the Consultant's services. Nor shall the Consultant assign or transfer any interest in this Agreement

without the prior written consent of the City; provided, however, that, notwithstanding the foregoing, amounts due hereunder from the City to the Consultant may be assigned to a bank or trust company. Notwithstanding anything to the contrary contained herein, no assignment or transfer of funds and/or the Consultant's right to payment hereunder shall bind the City to pay any person other than the Consultant for services provided hereunder.

10. RECORDS AND AUDIT

The Consultant shall maintain appropriate accounts and records to adequately identify and account for all services provided and costs chargeable to the City hereunder and such other records as may be required by law. Subject to applicable federal and state law, such records will be made available to the City and/or its authorized representative(s) during regular business hours, upon reasonable request, and will be retained for two (2) years after the termination of this Agreement, unless provided otherwise by the City in writing.

11. APPROPRIATIONS

The terms of this Agreement and all amounts payable hereunder are contingent upon sufficient appropriations therefore by the City's Governing Body. If sufficient appropriations are not made, the City shall notify the Consultant of the termination of this Agreement in accordance with the provisions of paragraph 2, above.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Consultant in the performance of this Agreement shall be kept confidential and shall not be revealed or made available to any person by the Consultant without the prior written approval of the City.

13. COMPLIANCE WITH LAWS AND POLICIES; CONFLICT OF INTEREST

(a) In the performance of their obligations hereunder, the parties shall obey and abide by all applicable laws, rules and regulations, and with all applicable ordinances, polices and procedures.

(b) The Consultant hereby covenants, warrants, and represents that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. Without limiting the generality of the foregoing, the Consultant shall comply with all applicable legal or regulatory provisions concerning conflicts of interest.

(c) Both parties shall abide by all applicable federal and state laws, rules, regulations, and executive orders pertaining to equal employment opportunity; pursuant thereto, shall assure that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from employment with, participation in, be denied the benefits of or be otherwise subjected to discrimination under, any program or activity performed under this Agreement; and to promptly take appropriate steps to correct any deficiency that may be found to occur in compliance with such laws and rules.

14. RELEASE; INDEMNITY

By its receipt of final payment of all amounts due under this Agreement, the Consultant shall release

the City, and its officers and employees, from all liabilities, claims, and obligations whatsoever, arising from or under this Agreement. The Consultant shall indemnify and defend the City and hold the City harmless for and from any and every claim, action, liability, loss, damage or suit, caused by the negligent acts or omissions, the Consultant in performing (or omitting to perform) services hereunder, including claims for payment with respect to work for items not properly specified in the Consultant's work product.

15. FORCE MAJEURE

Neither the City nor the Consultant shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

16. LICENSES

The Consultant shall maintain all required licenses, including without limitation all necessary professional and business licenses, throughout the term of this Agreement. Consultant shall require and shall assure that all of the Consultant's employees and subconsultants maintain all required licenses, including without limitation all necessary professional and business licenses.

17. NOTICES/POINT OF CONTACT

For the City, the sole points of contact under this Agreement shall be the City Administration. Any notice required or permitted to be given hereunder shall be sufficient if mailed to the address shown below or faxed to the number shown below for the party receiving notice, or to such other address or fax number of which such party has duly notified the other party in accordance with the provisions of this paragraph.

<p>For Notice to the City: City of Rio Rancho Peter Wells Deputy City Manager 3200 Civic Center Circle Rio Rancho, New Mexico 87144 Telephone: (505) 891-5002 Email: Pwells@rrnm.gov</p>	<p>For Notice to the Consultant: Van Scoyoc Associated, Inc. H. Steward Van Scoyoc Chairman, Founder, and CEO 800 Maine Avenue, SW Suite 800 Washington, DC 20024 Telephone: (202) 638-1950 Email: Stuvs@vsadc.com</p>
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19. MERGER; AMENDMENT

This Agreement represents the entire agreement between the parties with respect to the matters addressed herein, and all prior agreements, covenants, and understandings between the parties concerning the same have been merged into this written Agreement. This Agreement shall not be altered, modified, changed, or amended except by a written instrument executed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective as of the date executed by both parties.

CITY OF RIO RANCHO

VAN SCOYOC ASSOCIATES, INC.

By: 
Matthew B. Geisel, City Manager

By: 
H. Stewart Van Scoyoc, Chairman, Founder, and CEO

Date: 28/July/2024

Date: July 24, 2024

APPROVED AS TO FORM:


Josh Rubin, City Attorney

2. Appendix B – Cost Proposal

Objective Cost Analysis. (Monthly cost to the city)

- a. Primary Consultant: Average 12 hours/month x \$300/hour = \$3,600.00 per month total not to exceed.
- b. 2nd Team Member: Average 6 hours/month x \$100/hour = \$600.00 per month

TOTAL MONTHLY RETAINER: \$4,200/month

- c. Expenses: VSA would offer to cap at \$300 yearly. Long-distance, pre-approved travel, if required, would be in addition to these amounts.

YEARLY NOT TO EXCEED COSTS: \$50,700.00 (*unless long distance travel is requested by the City*)

Cost Reasonableness.

The costs reflects our efforts to meet and exceed your expectations in executing your federal strategy as outlined in this proposal and serve as your representatives in Washington DC. Our Cost Proposal encompasses our total effort and your access to the dedicated team on a continual basis during the contract. It also incorporates our ability to utilize the entire team of experts at VSA as needed on special issues and leveraging the expertise of the entire firm. This is included at no additional cost as we see it as our internal method of doing business and providing additional value to our clients.

The estimate accounts for a dedicated Vice President; Jim Crum and a Director of Government Relations; Ms. Maggie McGrane.