

AUTHORIZATION OF CHANGE IN SERVICE

CONTRACT NUMBER / CONTRACT NAME:	218-354 Federal Government Relations Services	
CITY REPRESENTATIVE:	Kristy Stark, Communications Intergovernmental Relations	
CONTRACTOR:	The Normandy Group, LLC	
CONTRACT EFFECTIVE DATE:	October 1, 2018	City Council Resolution 2018-178R
THIS AUTHORIZATION DATE:	September 30, 2020	AUTHORIZATION NO.: 1

DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:

The City hereby amends this Agreement to include the Scope of Services and Deliverables set forth in Exhibit 1 updated July 2020, attached hereto for all purposes. The Agreement term is extended an additional 24-months or until October 1, 2022.

Original Contract Amount:	\$300,000	For Initial 24-month Term
Previous Increases/Decreases in Contact Amount:	0.00	
This Increase/Decrease in Contract Amount:	\$300,000	September 30, 2020 to October 1, 2022
Revised Contract Amount:	\$600,000	

CONTRACTOR: The Normandy Group, LLC

Signature

Date

Print Full Name / Title (if not in individual capacity)

CITY:

Bert Lumbreras
Signature

Date

City Manager
Print Name/Title

City Department Use Only Below This Line (PM, etc.).

Account Number(s):	Amount	Date
#	\$	
#	\$	
#	\$	

EXHIBIT 1 – SCOPE OF SERVICES AND DELIVERABLES

Updated July 2020

The Normandy Group (Normandy) agrees to provide the City of San Marcos (City) with the following federal government relations services in the scope of this agreement:

- Support the City in any post-COVID 19 related response/recovery/stimulus efforts at the federal level. This includes assisting with the implementation of federal funds secured via Congressional legislation such as the CARES Act. It also includes positioning the City to successfully pursue additional streams of federal funding that may arise throughout the course of the current crisis and keeping our Congressional delegation apprised of any situations that arise on which they may be of assistance.
- Continue to support disaster recovery efforts by working with members of the Congressional delegation and Executive Branch officials on administering already obtained disaster related assistance and also helping to identify and pursue additional federal funding.
- Support the continued development of San Marcos Regional Airport, which includes pursuing federal and state funding to help address the airport's infrastructure needs. This will include monthly strategy calls/meetings to ensure appropriate action items.
- Support federal initiatives that promote diverse, affordable housing choices for the community's local work force. This includes identifying best practices by engaging with Congressional offices, federal agencies, national associations and other municipalities;
- Support federal action to encourage the protection and preservation of spring flows and the rivers in San Marcos;
- Assess pending infrastructure and economic development projects that may be eligible to receive federal funding; determine which of such projects are most likely to qualify for funding under applicable federal transportation, public works and annual appropriations bills or federal grants;
- Advise and assist the City as appropriate to enhance the City's submission and chances of approval of funding or grant requests; ensure that key staff and Texas members of the House of Representatives and Senate are informed of all pending applicable City projects.
- Support federal grant programs that advance police and fire public safety programs for assistance with equipment, training and personnel;
- Prepare a strategy on how to best position the City's projects to increase the likelihood of approval of funding during any applicable fiscal year during the term of this Agreement;
- Educate City staff to better understand applicable forms and white papers on projects;
- Facilitate meetings between the City and federal officials in the executive and legislative branches, both in Washington, D.C. and Texas. This will include at least one annual City "fly-in" to Washington – circumstances permitting.
- Monitor regulatory developments and advise of opportunities for San Marcos to submit comments on proposed rule changes and their impacts.
- Coordinate post-award grant debriefings with agency staff to secure feedback on the scoring of City applications, and how they might be improved for resubmission in the next application cycle if initial applications are not awarded.

- Prepare monthly reports to highlight efforts underway on behalf of the City, detail successes, list upcoming events and provide a compilation of pending federal grant solicitations that may of interest to the City; this would include a year-end annual report for presentation to City Council.
- Ensure that the City has an ongoing presence in Washington, D.C.