

**Request for Proposals**  
**#2018-812**  
Advocacy – Lobbyist  
City of Conroe  
August 5, 2018

**Background**

The City of Conroe (City) is requesting proposals from interested independent contractors to provide lobbying services for the 2019 session of the Texas Legislature.

The City is a home rule municipality with a population in excess of 80,000 persons located in Montgomery County, Texas and was recognized by the US Census Bureau as the fastest growing large city in the US in 2016. Preservation of local control as traditionally exercised by home rule municipalities is a principal concern of the City. Conroe also closely follows legislation in the following areas of critical concern to the community:

- Property taxation including appraisal and revenue caps
- Economic development by Type B development corporations
- Land use and development regulation

The City is a member of the Texas Municipal League and generally supports the legislative priorities of the TML.

The City Council has a Legislative Committee made-up of the Mayor and two Council members. This committee coordinates the City's response to legislation affecting the City.

More information about the City of Conroe can be found on the city website at: <http://www.cityofconroe.org>

**Contact Information**

Any questions concerning this request for proposals should be directed to:

Paul Virgadamo, City Administrator [pvirgadamo@cityofconroe.org](mailto:pvirgadamo@cityofconroe.org)

## **Due Date and Timelines**

All responses to RFP# 2018-812 must be received at the City of Conroe by 2:00 PM on August 23, 2018. RFP responses received after the specified time and date will be returned unopened. The City anticipates selecting a lobbyist in September, 2018.

## **Scope of Work and Deliverables**

The City seeks an individual, or individuals, to perform lobbying services for the 2019 session of the Texas Legislature as a part of a lobbying team. The initial contract period will be from October 1, 2018 – September 30, 2019. Thereafter, the City reserves the option to extend the period of the underlying contract to include the interim and subsequent legislative sessions.

In addition to the contract lobbyist, the Mayor, Council Members, City Administrator and other City staff may act on behalf of the City to participate in specific legislative efforts and provide testimony as appropriate.

The City Council will adopt legislative priorities for the 2019 Legislative session and the selected lobbyist will be responsible for representing the City on these priorities and other legislative matters, which arise during the session. The City Administrator serve as the main point of contact for the lobbyist.

Services to be provided include the following:

- Assist in strategy development for advancing the City's legislative priorities;
- Arranging meetings with key legislators and state leadership offices;
- Review legislative bills, including bill drafts and bill draft requests, to determine bills of interest to the City. Provide analysis of how proposed legislation affects the City or seek guidance on impact.
- Monitor specific bills potentially affecting the City. Provide reports on the status of the legislation, making recommendations on any needed action or seeking guidance on the City position.
- Serve as lead lobbyist on assigned bills, either brought by the City or potentially affecting the City or its members:
  - Develop and recommend legislative strategies.
  - Draft and provide written information for any communications to members or legislators.
  - Meet with legislators to provide information and the City's position statement, if any, and advocate for the City's positions.
- Provide updates to the City Council Legislative Committee and the City Council.

## **Submittal of Proposals**

Proposals must be submitted in writing to the City at the following address:

Conroe City Secretary, P.O. Box 3066, Conroe, Texas 77305 or

delivered to the office of the City Secretary in the City Hall at 300 W. Davis Street, Conroe, Texas.

All proposals must be in a sealed envelope bearing the notation "RFP# 2018-812 ADVOCACY – LOBBYIST PROPOSAL".

Proposals must include the following:

- Description of your experience in providing lobbying services – including the state budget. Include an example when you served as a lead lobbyist and describe the actions taken and outcome.
- Description of your experience in working with municipal law issues and other relevant legislation under consideration.
- Description of your experience in complying with lobbying laws and regulations.
- Provide a sampling of written testimony or legislative report.
- Resume and qualifications.
- Total contract fees and consideration broken down by rates, and specify labor and non-labor costs (if applicable).
- List of current or recent clients for whom lobbying services have been provided.

### **Selection Criteria**

Selection of a contractor will be based on criteria that include, but are not limited to:

- Extent to which the proposal fulfills the City's stated requirements.
- Lobbyist's ability to deliver services as stated in this RFP and capacity to effectively represent the City if there are other lobbying commitments.
- The lobbyist's experience and record of past performance in effectively lobbying the Texas Legislature.
- The lobbyist's experience in representing organizations similar to the City and working with a member-based, organization.
- Proposed cost of providing the lobbying services.

The City of Conroe may at its discretion choose to discontinue the RFP without obligation to prospective contractors.