

Request for Proposals  
Lobbyist  
Montana Association of Planners  
September 21, 2016

1. Introduction

The Montana Association of Planners is seeking proposals from independent contractors to provide lobbying services for the 2017 session of the Montana Legislature.

2. Background Information

The Montana Association of Planners (MAP) is an association of professional planners from public and private entities, planning board members and interested citizens. Though most often associated with guiding future land use and development, local planning efforts also include planning for public facilities and service needs, historic preservation, housing, environmental protection, transportation, parks and recreation, and economic development. Planning provides options and tools for communities to achieve their vision of the future. MAP takes no position for or against growth, but rather promotes planning as a positive and proactive way to address change in our communities.

Our mission is to advocate excellence in planning that creates and sustains diverse, active and engaged communities, economies and landscapes. We strive to achieve this by:

- Empowering a diverse membership;
- Providing professional development opportunities; and
- Putting planning knowledge into the hands of citizens and elected officials.

For more information about MAP, go to our website:

[www.mtplanners.org](http://www.mtplanners.org)

MAP has a Legislative Committee comprised of general members and members of the Board of Directors. The committee's priority is to be a source of credible and relevant information to legislators and others on planning and land use issues. The role of the committee includes responding appropriately to certain bills when it is consistent with MAP's mission and the interests of its members to take a position on a bill. The Committee also has an interest in carrying out the goal of educating and informing the Legislature by providing information on specific bills as well as specific issues before, during and after each legislative session.

MAP will issue position papers for subject areas that are commonly the focus of legislative changes. Subcommittee chairs will research topics, take information from

MAP members and other appropriate sources, formulate recommendations, and draft position papers. Subcommittee chairs are normally appointed for the following topics: zoning, annexation, subdivision, tax-increment financing, and growth policies, or additional topics determined by the Legislative Committee.

### 3. Scope of Work

Provide lobbying services before, during, and after the 2017 session of the Montana Legislature on an annual basis. MAP intends to enter a contract for a one-year cycle that will include several months prior to the 2017 Session, the 2017 Session, and the remainder of 2017. MAP's long-term intent is to have a lobbyist under contract for both the Session and Non-Session years to help manage legislative issues on an ongoing basis. Services will be targeted towards identified priority legislative proposals. MAP does not necessarily intend to propose legislation for the 2017 session, but may work cooperatively with legislators and other organizations to propose legislation. The MAP Legislative Committee will monitor proposed legislation and prioritize bills for the lobbyist. The Co-Chairs of the MAP Legislative Committee will serve as the primary point of contact for the lobbyist. Services to be provided include the following:

- a. Present testimony advocating for MAP's position on identified legislation. The MAP President, Legislative Committee Chair(s) and MAP members will also provide testimony whenever possible.
- b. Communicate with other lobbyists and legislators in order to provide credible information about planning and land use and advocate for MAP's position on proposed legislation. Convey MAP's position papers/policy statements to legislators in one-on-one meetings and group situations.
- c. Monitor activity related to identified legislation and provide the Legislative Committee Chair with: reports on the status of legislation (at least biweekly and more often if needed); calls for action and/or testimony by MAP members; and requests for guidance on MAP positions on proposed legislation. MAP will actively solicit support from its members in the form of email, letters and testimony at committee hearings.
- d. Brief the Legislative Committee on a weekly conference call and monthly through a report, and be available to answer questions at meetings of the committee to be held in Helena or by teleconference.
- e. Provide guidance (bullet points) re: messages to be delivered by MAP members by email, letter or through written testimony.
- f. Be responsible for appropriate reports and registration with the Commissioner of Political Practices as required by Title 5, Chapter 7, parts 1 through 3, MCA.

### 4. Schedule

The proposed duration of the contract is November 1, 2016 through November 1, 2017. Based on MAP's experience in the first year contract period, it intends to extend the

contract to cover lobbying services during the interim between legislative sessions from November 2017 to November 2018. The anticipated timeline for the solicitation and evaluation of proposals and contracting is as follows:

<u>RFP Process Timeline</u>	<u>Dates</u>
RFP Advertise:	September 23 – October 7
Proposals due by 5:00 PM:	October 28
Evaluate and Select:	October 31 – November 4
MAP Board Decision:	By November 8

#### 5. Submittal of Proposal

- a. Proposals must be submitted by email in a Word or PDF file to MAP President Andrew Hagemeyer: [landsolutions2@blackfoot.net](mailto:landsolutions2@blackfoot.net) by October 28, 2016 at 5:00 pm.
- b. Proposals must include:
  - i. Resume
  - ii. Description of your experience working with relevant legislation.
    1. Title 76, MCA. Please highlight your experience working with the Subdivision and Platting Act and legislation governing zoning, and local growth policies.
    2. Other relevant legislation.
  - iii. Description of your experience providing lobbying services related to legislation under consideration by the Montana Legislature.
  - iv. Description of your experience representing organizations similar to MAP.
  - v. Description of your past, current, and proposed compliance with the laws governing lobbyists.
  - vi. Discussion of your capacity to assume new business. Discuss whether or not you perceive any conflicts between the positions of current and prospective clients and how you propose to address potential conflicts regarding proposed legislation. Discuss ethical issues related to lobbying and the principles that you use to guide your decisions on ethical issues.
  - vii. Rates, billing method, and total contract cost.
  - viii. References

#### 6. Budget

MAP has budgeted \$20,000 for this contract.

#### 7. Questions

Questions regarding this solicitation may be directed to MAP President Andrew Hagemeyer: [landsolutions2@blackfoot.net](mailto:landsolutions2@blackfoot.net)

## 8. Selection Criteria

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

- a. Cost of Services
- b. Experience effectively representing organizations similar to MAP
- c. Experience with relevant legislation
- d. Experience lobbying the Montana Legislature
- e. Ability and capacity to effectively represent MAP in light of other lobbying commitments