



REQUEST FOR PROPOSAL (RFP) CBIA GOVERNMENT AFFAIRS CONSULTANT

1. SUMMARY AND BACKGROUND

The Collier Building Industry Association (“CBIA”) is an IRC 501 c(6) organization representing the collective voice of the Collier County building industry serving as the primary advocate on behalf of the industry. CBIA also provides members pathways to continuing education, relationship building and opportunities to be of service to our community.

CBIA represents over 300 local companies. Our primary members include builders, developers, remodelers, engineers, architects and planners working in the construction industry. Also represented are associate members which include industries that provide ancillary goods/services directly to the construction industry. CBIA is one of 800 state and local associations and operates under the auspices of the Florida Home Builders Associations and the National Association of Home Builders.

CBIA is currently accepting proposals for a government affairs consultant (individual or company) to lobby and act as a liaison on behalf of CBIA with local government entities on regulatory issues affecting the industry. The purpose of this Request for Proposal (RFP) is to solicit proposals from potential candidates who best represent the needs of CBIA described herein.

2. CONSULTANT SCOPE OF WORK

- Identify and evaluate local and state regulatory issues concerning CBIA and the industry.
- Facilitate, evaluate and prepare CBIA positions/recommendations for CBIA Executive Vice-President, Executive Committee and Board of Directors.
- At the direction of CBIA, attend and/or provide summary of key meetings focused on CBIA issues which could include but not be limited to Collier County Board of Commission, Collier County Planning Commission, Collier County Development Services Advisory Committee, Fire District Commission Meetings, Naples and Marco

Island City Council meetings and other meetings affecting construction/building identified by CBIA.

- Assist in the preparation of local commission candidate surveys.
- Provide monthly status updates to and as necessary attend CBIA Board of Directors meetings.
- Attend Government Affairs Committee and Builder Round Table meetings as directed by CBIA.
- Assist Governmental Affairs Committee Chair in agenda preparation
- Other related duties as required by CBIA.

3. BIDDER QUALIFICATIONS

Bidders must provide the following items as part of their proposal for consideration:

- Specific experience working in southwest Florida region with an emphasis on Collier County particularly with Collier County Growth Management, Naples/Marco Island Building Departments.
- Recent working knowledge of regulatory environment and issues in southwest Florida.
- A management methodology based upon RFP requirements.
- Resume, vitae of candidate (s)

4. PROPOSAL GUIDELINES

This Request for Proposal (“RFP”) represents the requirements for consulting services. Proposals will be accepted until March 30, 2014. Completed applications should be submitted via email to Kathy@cbia.et or via mail to CBIA, 3200 Bailey Lane, Suite 110, Naples Florida 34105.

Upon selection of consultant or consulting firm, all contractual terms and conditions will be established by CBIA; including but not limited to scope of work, term, budget and schedule.