



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

RFP Issue Date: November 7, 2025

Submit Response to:

Jori Liu at jhayter@ctrma.org

using the subject line **“Government Relations Consulting Services Procurement”**

All spaces below are to be filled in and this sheet must be incorporated within as the first page of the response to this Request for Proposals (RFP):

Proposer Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

Name and Title: _____

Date: _____

**CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY
REQUEST FOR PROPOSALS
FOR
GOVERNMENT RELATIONS CONSULTING SERVICES**

The Central Texas Regional Mobility Authority (the “Mobility Authority”), a political subdivision of the State of Texas, established pursuant to the request of Travis County, Texas and Williamson County, Texas, the approval of the Texas Transportation Commission and governed pursuant to the provisions of Texas Transportation Code, Chapter 370, is seeking proposals from individuals or firms (collectively, referred to as “proposers” in the context of this RFP) interested in providing state and local government relations consulting services to the Mobility Authority.

The Mobility Authority is granted broad powers under state law to develop transportation and mobility projects, including the authority to study, design, construct, operate, expand, enlarge, extend, and maintain transportation projects within the region of the Mobility Authority (currently Travis and Williamson Counties) and adjacent areas as permitted by law. Transportation projects over which the Mobility Authority exercises responsibility include but are not limited to: toll highways and facilities, freight and passenger rail facilities, airports, intermodal hubs, bicycle and pedestrian facilities, and systems of transportation projects. The powers and duties exercised by the Mobility Authority and its Board of Directors are impacted by numerous federal and state laws, rules, and regulations.

Proposers must demonstrate a history of providing expert advice to governmental agencies, including but not limited to advice concerning: identification and pursuit of funding opportunities through governmental appropriations, grants, and programs; transportation infrastructure funding and development, public hearings and developments at affiliated transportation agencies (such as Travis and Williamson Counties, TxDOT, and USDOT), bodies of Texas government, and various state agencies of the Texas executive branch; and development of legislative agendas (or priorities) for a legislative session.

Multiple individuals or firms may propose a teaming arrangement under a single proposal. In the event that the Mobility Authority Board of Directors selects a proposal which contemplates a teaming arrangement, the Mobility Authority reserves the right to enter into a single contract with all individuals or firms under the proposed teaming arrangement or may enter into separate contracts with each individual or firm under the proposed teaming arrangement.

Certain information is necessary to evaluate each interested proposer’s ability to provide the desired services. This Request for Proposals (the “RFP”) details the information that will enable the Mobility Authority to properly evaluate the abilities of the proposers. Additionally, proposers may, at the Mobility Authority’s sole option, be asked to participate in interview(s) with the Mobility Authority. The anticipated work is described herein and shall sometimes be referred to as the “services” in the context of this RFP.

I. Scope of Services:

It is expected that the consultant(s) will demonstrate an acceptable level of proficiency on the following elements:

1. Knowledge of and professional contact with relevant decision makers, including statewide elected officials, members of the Texas Legislature, members of Congress, and local elected officials;
2. Knowledge of existing and likely proposed relevant legislation and access to resources to timely and effectively track legislation;
3. Demonstration of creative strategies in developing new relationships between the Mobility Authority, federal, state and local agencies, or public/private entities that may provide a direct or indirect benefit to the Mobility Authority;
4. Experience with the legislative process;
5. Studies, understands, and reviews relevant operational and fiscal needs and objectives of the Mobility Authority;
6. Proactively plan and assist with developing a legislative agenda and implementation plan, including recommended strategy for accomplishing the Mobility Authority's objectives;
7. Assist with preparation for legislative hearings and responses to legislative inquiries;
8. Upon request, provide legislative updates at Mobility Authority Board meetings;
9. Provide the Mobility Authority with timely updates regarding the status of pending legislation and rulemakings;
10. Advise and inform the Mobility Authority of upcoming legislative committee hearings (both during the legislative session and during the interim);
11. Inform members of the Texas Legislature and their respective staffs about the Mobility Authority, its needs and objectives, and how the same relates to the goals of the members, their respective districts, constituents, and the state of Texas;
12. As appropriate, coordinate meetings for Board members, the Executive Director, and staff with federal, state and local policymakers and/or their staff;
13. Consult with the Mobility Authority communications staff in providing information and support for Mobility Authority priority projects and encourage communications with policymakers;
14. Work effectively with the Mobility Authority's general counsel, outside legal counsel, and other subject-matter experts regarding legislative objectives and assessing the impacts of proposed legislation;
15. As requested, work with state and national associations that promote transportation policy considerations (e.g., the International Bridge, Tunnel and Turnpike Association, Transportation Advocates of Texas, etc.) and advise collaborative approaches;
16. Meet with Mobility Authority internal staff as needed, especially the communications team to coordinate information presentations; and
17. Prepare for and present analysis of public outreach work to the Mobility Authority Board of Directors as requested.

II. PROPOSAL CONTENT

Proposals shall include the following information:

A. Firm Staffing and Experience

- 1) Brief history of the proposer.
- 2) Name, address, telephone number, e-mail address, and the title of the individual submitting the proposal and to whom questions or requests for additional data should be directed.
- 3) Corporate address.
- 4) A minimum of two (2) client references that the Mobility Authority may contact. Please provide name, title, affiliation; address; telephone number, and email address. The Mobility Authority reserves the right to independently contact other known clients.
- 5) Key members to be assigned to this engagement, with the anticipated role and a brief biography of each member (full resumes may be included as appendix material but should not be included in the main body of the proposal). Summary of the proposer's experience in serving as government relations consultant for public entities in the State of Texas for the past five (5) years. Specifically reference any entities represented in the transportation infrastructure area (public or private), and more specifically, the tolling industry.

B. Approach and Methodology

- 1) Summarize strategic approach to government relations, advocacy and stakeholder engagement.
- 2) Describe proposed government relations consulting services specific to the Mobility Authority.

C. Cost of Services

- 1) Summarize how the firm charges professional fees for the services described in this RFP.
- 2) Provide a fee schedule for providing the services and identify any other costs (by type) which might be incurred and expected to be paid by the Mobility Authority during the contract term.

D. Litigation

- 1) Identify any administrative proceeding and/or litigation in which the proposer is currently involved or has been involved since 2020 resulting from the proposer's services as a government relations consultant. Indicate the status or disposition of such litigation or proceedings.

- 2) Identify any litigation, complaint, or filing against the proposer since 2020 regarding equal employment, discrimination, or sexual harassment and the disposition of any such complaint.

E. Conflicts of Interest

Describe any relationship which could create a conflict of interest or have the appearance of a conflict of interest if the proposer is selected to provide government relations consulting services to the Mobility Authority. This should include, but is not limited to, other government relations clients who may have objectives or goals opposed to tolling, user-fee based funding of projects, or other objectives and activities of the Mobility Authority.

In addition to the above, proposers must familiarize themselves with and comply with the Mobility Authority's Conflict of Interest Policy for Consultants (available on the Mobility Authority's website at <http://www.mobilityauthority.com>).

III. ANTI-LOBBYING PROHIBITION

Except for questions concerning this RFP which may be submitted pursuant to Section V below, proposers shall not contact, either directly or indirectly, members of the Mobility Authority's Board, Executive Director or other Mobility Authority staff, or consultant firms actively working with the Mobility Authority on any matter related to the content of the proposal or other matter related to this Mobility Authority solicitation. Proposers may reply in writing only to questions posed by an official representative of the Mobility Authority.

Any proposer judged to be in violation of this anti-lobbying prohibition may be disqualified from being considered in this procurement.

IV. SELECTION GOVERNMENT RELATIONS CONSULTANT(S)

The Mobility Authority will make its selection of its government relations consultant(s) based on demonstrated competence, experience, knowledge, qualifications, and cost of services as reflected in the criteria set forth below.

The proposers shall be evaluated according to the following:

<i>Relevant Firm Experience</i>	<i>70%</i>
<i>Proposed Services</i>	<i>20%</i>
<i>Cost of services</i>	<i>10%</i>

The Mobility Authority may, but shall not be required to, conduct one or more interviews with one or more of the proposers. Should interviews with any proposer(s) be deemed desirable by the Mobility Authority, the proposer(s) will be so notified. A final score will be tallied, and a recommendation will be made to the Board of Directors concerning the most qualified proposer(s) to provide the services. The ultimate selection of a proposer or proposers, if any, will

be made by the Mobility Authority Board of Directors, and presentations to the Board may be required of one or more of the proposers.

The Mobility Authority anticipates announcing the selected proposer at the December 2025 Board meeting with an anticipated contract start date of January 1, 2026.

V. PROCUREMENT SCHEDULE

All questions concerning this RFP shall be submitted to the Mobility Authority in writing, via email to jhayter@ctrma.org, no later than **12:00 p.m., local time, November 14, 2025**. Responses to questions will be posted on the Mobility Authority website. Interested parties are responsible for monitoring the Mobility Authority website for information, updates, or announcements regarding this RFP.

Proposals must be submitted to the Mobility Authority in writing, via email to jhayter@ctrma.org, no later than **12:00 p.m. local time, December 5, 2025**, to be eligible for consideration. Late submittals will not be evaluated.

The full procurement schedule appears in the table below.

Event	Date
RFP Posted to the Mobility Authority website	November 7, 2025
Questions Due Submit all questions to jhayter@ctrma.org	November 14, 2025 - 12:00 pm
Responses posted to the Mobility Authority website	November 18, 2025 - 5:00 pm
Proposal Due Submit proposals to jhayter@ctrma.org	December 5, 2025 - 12:00 pm
Oral Presentations or Interviews <i>(if necessary)</i>	December 11-12, 2025
Estimated Award Date (December Board Meeting)	December 17, 2025

VI. TERM OF AGREEMENT

The Mobility Authority seeks to secure a contract with an initial term of four (4) years and an option for two renewals for up to two (2) additional years for each renewal.

VII. RELEASE OF INFORMATION AND PUBLIC INFORMATION ACT COMPLIANCE

All responses to this RFP shall be deemed, once submitted, to be the property of the Mobility Authority. Response documents may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the Mobility Authority receives a request for public disclosure of all or any portion of a proposal, the Mobility Authority will use reasonable efforts to notify the proposer of the request and give the proposer an

opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

VIII. COST OF RESPONSES.

All costs directly or indirectly related to preparation of a proposal submitted in response to this RFP and any later oral interviews and presentations required to supplement and/or clarify the proposal shall be the sole responsibility of and shall be borne by proposers.

IX. RESPONDERS ACKNOWLEDGEMENT

All written, printed, and electronic correspondence related to this RFP and all printed materials, exhibits, brochures, appendices, photographs, graphs, charts, and reports submitted as a part of the proposal are, upon receipt by the Mobility Authority, the property of the Mobility Authority and may not be returned to the proposers.

By submitting a proposal, each proposer unequivocally acknowledges that the proposer has read and fully understands this RFP, and that the proposer has asked questions and received satisfactory answers from the Mobility Authority regarding any provision of this RFP regarding which the proposer desired clarification.

X. RIGHTS RESERVED BY the Mobility Authority

The Mobility Authority reserves the rights with respect to this RFP to:

1. Modify, withdraw, or cancel this RFP in whole or in part at any time prior to the issuance of an RFP without incurring any costs obligations or liabilities.
2. Issue a new RFQ or RFP after the withdrawal of this RFP.
3. Accept or reject any and all submittals/responses received at any time.
4. Modify the dates set or projected in this RFP.
5. Terminate evaluations of submittals/responses at any time.
6. Require confirmation of information furnished by a Respondent, require additional information from a Respondent concerning its submittal/response, and require additional evidence of qualifications to perform the work described in this RFP.
7. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFP.
8. Waive any weaknesses, informalities, irregularities, or omissions in a Qualification Statement submittal/response, permit corrections, and seek and receive clarifications.
9. Issue addenda, supplements, and modifications to this RFP.
10. Disqualify any Respondent that changes its submittal/response without Mobility Authority approval.
11. Modify the RFP Process (with appropriate notice to Respondents).
12. Establish a competitive range and/or hold discussions.
13. Revise and modify, at any time before the submission deadline, the factors it will consider in evaluating a submittal/response and otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the Mobility Authority shall circulate an addendum to all Respondents setting forth the changes to the evaluation

criteria or methodology. The Mobility Authority may extend the submission deadline if such changes are deemed by the Mobility Authority in its sole discretion, to be material and substantive.

14. Hold meetings, conduct discussions, and communicate with one or more of the Respondents responding to this RFP to seek an improved understanding and evaluation of the submittal/response.
15. Add or delete work to/from the Scope of Services.
16. Retain ownership of all materials submitted in electronic format.
17. Exercise any other right reserved or afforded to the Mobility Authority under this RFP.
18. Submittals/responses received become the property of the Mobility Authority.

This RFP does not commit the Mobility Authority to enter into a Contract or proceed with the procurement described herein. The Mobility Authority assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties responding to this RFP. All such costs shall be borne solely by the Respondent. In no event shall the Mobility Authority be bound by, or liable for, any obligations with respect to the procurement until such time (if at all) as a Contract, in form and substance satisfactory to the Mobility Authority, has been authorized and executed by the Mobility Authority and then, only to the extent set forth herein. The Mobility Authority makes no representation that the Contract will be awarded based on the requirements of this RFP. Respondents are advised that the Mobility Authority may modify the procurement documents at any time.

**CTRMA GOVERNMENT RELATIONS SERVICES
RFP RESPONSE EVALUATION**

Evaluator Name: _____

Date: _____

Responding Firm: _____

EVALUATION CRITERIA	RATING (1-10)	WEIGHT	TOTAL POINTS	COMMENTS
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Firm Staffing and Experience

Level of experience representing public entities.		25%		
Level of experience in representing clients in connection with transportation infrastructure.		25%		
Level of experience in representing clients in connection with the tolling industry.		25%		
Relevant experience of key personnel resumes/bios		25%		
Total Points for Section 1				

Approach and Methodology

Strategic approach		20%		
Description of proposed services and deliverables		80%		
Total Points for Section 2				

Cost of Services

Fee Schedule		100%		
Total Points for Section 3				

Litigation Impacts

Detail provided		Pass/Fail		
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Conflicts of Interest

Detail provided		Pass/Fail		
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CALCULATION OF TOTAL POINTS

Section 1 – Experience of Firm	Total Points	Multiplied by .70	Result
Section 2 – Approach & Methodology	Total Points	Multiplied by .20	Result
Section 3 – Costs	Total Points	Multiplied by .10	Result
TOTAL SUM OF RESULTS			

Notes: The Rating Scale is 1-10, with 1 being poor and 10 being excellent