

June 17, 2014

TO: Interested Parties

FROM: Dallas Regional Mobility Coalition (DRMC)
James McCarley, Interim Executive Director

SUBJECT: Request for Proposal (RFP) for DRMC Executive Director Position

The Dallas Regional Mobility Coalition (DRMC) is seeking a permanent Executive Director (ED) to coordinate meetings and activities of the Coalition. This RFP will further describe requirements of the position along with expectations for continuation and enhancement of DRMC within the Region.

DRMC was formed in 1989 through the leadership of then Dallas County Judge Lee Jackson. He worked with elected and business leaders from cities and counties within the Dallas TxDOT District for provide a monthly forum for local officials to find areas of consensus on major policy and funding issues associated with roadway and transit challenges. As the organization progressed over the years, these efforts assisted in a smoother working relationship with mobility providers, including TxDOT, DART, NTTA, DCTA, and the Regional Transportation Council (RTC).

DRMC is a voluntary coalition with membership of the local governments and ex-officio positions as provided in DRMC By-Laws (copy attached). Funding for the Coalition is based on a per capita fee from each Member agency with adjustments for some entities as provided in the By-Laws. Accounting and financial assistance is provided by one of the Member agencies and coordinated by the Treasurer of DRMC (Member of the Executive Committee) and the Executive Director.

The current stated Mission of DRMC is:

The Dallas Regional Mobility Coalition (DRMC) is an organization of cities, counties and public transportation agencies in a five-county region (Dallas, Denton, Collin, Rockwall and Ellis) that advocates for transportation policy, funding and solutions on a local, state and federal level.

The DRMC supports policies and initiatives that:

- 1) Invest in infrastructure to keep our region competitive with other state and foreign markets***
- 2) Achieve more efficient movement of people and goods***
- 3) Improve our air quality by reducing congestion***
- 4) Recognize that our quality of life depends on adequate and efficient transportation***

GENERAL POSITION REQUIREMENTS

While the position is not necessarily full-time, the ED is expected to dedicate as much time as required to the following key tasks:

- The overall concept for the ED position provides the ED receives an agreed to 'fee' through a contract or other agreement. All expenses of DRMC are handled by the ED with some items (based on annually adopted budgets) eligible for reimbursement in addition to the contract amount. Such items will be specifically identified in the contract.

- In consultation with officers of DRMC and consistent with the by-laws (copy attached), manage the day to day affairs of DRMC based on a work plan developed and adopted on an annual basis. The work plan will identify specific activities expected by the Executive Committee to advance DRMC priorities. Recently identified areas of major interest for DRMC include:
 - monitoring of major mobility projects in the Dallas TxDOT District with emphasis on priority projects selected by DRMC annually
 - advocating for legislation and policy issues to advance DRMC projects and transportation funding, including annual legislative programs developed through the DRMC Legislative Committee
 - promoting better use of existing transportation elements such as freeway management techniques, better roadway incident command by local governments and providers, and advancing air quality issues associated with roadway and transit use such as Travel Demand (TDM) programs for local government and business operations
 - monitoring RTC activities and providing an opportunity for input from DRMC member agencies on major RTC policy issues and positions
 - monitoring and participating in regional transit issues involving DART, DCTA, and the T along with pending programs to implement high-speed rail in the Region
 - continued monitoring and assistance regarding NTTA tollways and recently implement 'managed lane' projects

- Develop monthly meeting Agendas (DRMC traditionally does not meet in the month of July and conducts one joint meeting with the Tarrant Regional Transportation Coalition (TRTC) usually at the first of each year) in consultation with DRMC leadership. DRMC provides a meeting venue with the ED responsible for arranging refreshments and AV needs (reimbursable). The meetings are scheduled a year in advance and usually occur on the first Friday of each month
- Attendance, as necessary, at meetings of the Regional Transportation Council (RTC) of the NCTCOG, Texas Transportation Commission (TTC), Dallas Area Rapid Transit Board (DART), North Texas Tollway Authority (NTTA), and such other entities as necessary and appropriate
- Preparation of agendas, reports, recommendations, draft position papers, etc., for the Executive Committee of the DRMC, and keeping of minutes of its proceedings
- Execution of the mandates and directives of the DRMC Executive Committee
- Maintaining and expanding DRMC membership and participation by county and city governments in the Dallas TxDOT District
- Promoting 'Associate Memberships' for DRMC as provided in the DRMC By-Laws
- Provision of advice and assistance to all participants in DRMC on issues related to advancing projects identified by DRMC for project monitoring
- Detailed monitoring of specific projects as may be identified by the Executive Committee
- Monitoring regional, state, and federal legislative activities impacting regional mobility
- Provision of clerical and administrative support to the Committee and its Officers for DRMC related activities as part of Consulting Agreement
- Provision of advocacy for projects and policies as may be identified by the Executive Committee.
- Preparation of periodic reports to DRMC Participants
- Availability and coordination of presentations to Civic Groups on mobility issues in conjunction with DRMC officers and Executive Committee Members
- As necessary, coordination of resolution of issues among technical staffs of agencies and local governments relating to DRMC monitored projects and/or programs

- Managing the DRMC website (www.dallasmobility.com) to keep information current, including timely distribution of relevant news related to transportation and mobility. DRMC Monthly Agenda packets and material are distributed by email and through the website

GENERAL KNOWLEDGE EXPECTATIONS

The successful candidate for the DRMC ED should have knowledge regarding local, state, and federal government operations, including developing and maintaining relationships with key leaders at those levels with officials impacting and/or controlling mobility funding and policy development. This knowledge should extend beyond elected officials and include agencies at those levels impacting the same issues.

While the effectiveness of this general knowledge is a result based evaluation, the ED is expected to participate as appropriate in the political process to further DRMC advocacy positions and issues.

PROPOSAL REQUIREMENTS

A proposal for the DRMC ED position should include:

- Background of the candidate along with information regarding any individuals working with the candidate as part of the DRMC agreement
- Explanation of candidates knowledge, skills, and abilities to address the DRMC Mission and areas of interest
- A list of any other relationships and/or clients and any potential conflict with those relationships and DRMC interests
- A proposed annual contract amount of these services
- Availability to 'start' in the role of DRMC ED

The proposal is to be submitted no later than July 5 via one of the following methods:

- By email in PDF or Word format to James McCarley at ccu9@airmail.net
- By mail to: ***(Include 6 copies of proposal if by mail and disk/flash drive with proposal)***
 - James McCarley
 - 7522 Campbell Rd., Ste. 113-205
 - Dallas, Texas 75248
- Questions regarding the proposal may be addressed to James McCarley at the above email address or by phone (214-632-5019)

SELECTION PROCESS AND TIMING

After receipt of proposals no later than July 5, screening will be completed of the written proposals by July 12 along with any requests back to proposer for additional information.

The DRMC Governance Committee will select which proposers will be interviewed by the Committee. These interviews will be completed prior to the end of July with the anticipation of a selection for the ED position by the first of August. Commencement of the agreement/contract is anticipated by later than late August or the first of September, 2014.