

Construction Management Association of America Southern California Chapter & Foundation

SEEKS MANAGEMENT PROPOSALS FOR ASSOCIATION MANAGEMENT SERVICES

The CMAA Southern California Chapter and Foundation invite proposals from qualified firms/proposers (Consultants) to provide consulting services to assist with association management support services.

HISTORY OF ASSOCIATION

CMAA was formed in 1982 to establish standards for managing construction projects. Construction management is rooted in traditional project management practices and requires a unique body of skills and professional knowledge to perform successfully. CMAA seeks to ensure that all professionals within the Architecture / Engineering / Construction (AEC) industry are prepared to succeed regardless of the scope, scale, or complexity of any project or program.

MISSION & VISION

The Construction Management Association of America (CMAA) is an industry association dedicated to the practice of professional construction management. CMAA represents more than 17,000 members 30 regional chapters across the country, including federal/state/local government and private sector owners, construction consultants, technology suppliers, academia, and legal organizations.

Our Vision is to be the voice of the program and construction management industry and the premier resource for professionals working in the built environment. Our Mission is to promote, support, educate, and develop professionals who lead the delivery of programs and projects within the built environment..

CHAPTER & FOUNDATION

The Southern California Chapter of CMAA is organized as a non-profit 501(c)(6) organization with a wholly owned subsidiary charitable Foundation 501(c)(3). The Chapter is one of the largest chapters in the Country with approximately 2,000 local members. The Chapter and Foundation hold approximately 50 total virtual and in-person events per calendar year including breakfast of champions, mixers, educational seminars, legal update seminars, sustainability seminars, Committee on Diversity Equity and Inclusion events (CODE), dinner programs, and specialty annual events including an Awards Gala, a Golf Fundraiser, an Owner's Night, a Rising CM Conference, and a Chapter Volunteer Holiday Party. The Chapter territory includes Orange County, Los Angeles County, Riverside County, San Bernardino County, Ventura County, Santa Barbara County, and San Luis Obispo County.

PROPOSAL TIMELINE

The following timeline will apply to this RFP. The Chapter may provide a one month overlap timeline between the individual or company awarded this Contract and the current consultant. That time may be used to share information and ensure that all milestones will be met once formal handoff of association duties is complete. It is the consultant's responsibility to gather all support documents during that time period to ensure a seamless transition.

Request for Proposals issued	August 18, 2023
Proposals due	September 18, 2023
Shortlist notification	September 20, 2023
Interviews	September 22, 2023
Notification of selection	October 1, 2023

The timeline above is subject to change. The Chapter reserves the right to cancel the RFP as determined to be in the Chapter's best interest.

TERM OF THE AGREEMENT

The term of the Consultant Services Agreement (Agreement) shall be for one (1) year, commencing on the date of full execution of the contract. The Chapter Executive Committee shall have the right, at its sole option, to extend the term of the Agreement for up to two (2) additional one-year terms. Future solicitations are at the sole discretion of the Chapter Executive Committee.

PROPOSAL SUBMISSION INFORMATION

For questions regarding this RFP, please contact Yashar Hooshvar, the 2022-2023 Chapter President. Questions are due no later than seven (7) calendar days prior to the proposal due date. Your proposal including price proposal shall be submitted via email to Yashar Hooshvar in electronic PDF format no later than **5:00pm on the date shown in the Proposal Timeline above.**

Name: Yashar Hooshvar, Chapter President
Phone: 949-300-6579
Email: yashar.hooshvar@mottmac.com

SUMMARY OF ASSOCIATION STATUS / CONCERNS

The Chapter currently operates ten (10) committees targeted at various member services, strategic objectives and growth goals, and the Foundation has several additional committees focused on fundraising events to support its internship program and selection of scholarship recipients. These committees work to deliver events, seminars, programs, and outreach and are core services provided by the Chapter and Foundation. Committee chairs are volunteer professionals from the industry. They require support in coordinating, marketing, leading and reporting on each of their goals and event offerings. This effort is supported by the association manager and will be covered under this RFP. These committees are overseen by an Executive Committee for both the Chapter and the Foundation. See Exhibit A for more information on the Executive Boards and Board Committees.

DESCRIPTION OF MEETINGS

Chapter Executive Committee and Board meetings are held typically once per month. The Foundation Board meetings are held bimonthly. The meetings are generally held virtually and once or twice per year in-person at the location of one of our monthly dinner programs, prior to the program. A sample calendar showing a 12-month outlook is included in the Exhibit D of this document.

SCOPE OF SERVICES

Association management services will require the Consultant to serve as the coordinating single point of contact for all Chapter and Foundation business. Consultant shall provide association management services to the Chapter and its Foundation, with the concurrence of its respective Executive Committees, in the following specific areas:

ASSOCIATION MANAGEMENT:

- Handle all inquiries made by phone, email or otherwise to the Chapter and/or forward to appropriate person to reply: membership, certification, events, special activities, Foundation, etc.
- Distribute Chapter and Foundation materials as requested by inquiries.
- Handle all Chapter and Foundation communication received; distribute as appropriate.
- Database and mailing list management
 - The Chapter President will send the current Chapter Membership Roster monthly for email database updates.
 - Consultant to update Chapter email list monthly to ensure that all new members are in the system.
 - Consultant to update Student email list quarterly to ensure that all interns, scholarship recipients and student chapter contacts are up to date.
 - Consultant to track, report, and provide accounting of donations and contributions to the Foundation
- Establish and maintain confidential e-distribution list.
- Upload confidential Client Data, database, mailing list, and Chapter and Foundation archival materials to the file storage system every thirty (30 days).
- Ensure and coordinate Chapter and Foundation websites are updated with current event information and on-line registration capabilities.
- Arrange and maintain Chapter and Foundation e-mail addresses, phone numbers and voicemails.
- Assist with membership development.
- Outreach to other industry associations as directed by the Boards to share information and collaborate consistent with chapter policies.
- Interface with CMAA National to understand policies and procedures as they relate to Chapter management.
- Maintain Chapter and Foundation Bylaws.
- Organize trade show materials on the Chapter's behalf.
- Maintain, inventory and store branded items such as tablecloths, brochures and giveaway items.
- Order name badges for each Board member annually
- Collaborate with other industry associations to develop mutually beneficial partnerships.
- Monthly reporting to Executive Committee on any relevant Chapter business including but not limited to, confirmed schedule of events, collaboration agreements with other associations and other Chapter business.
- Assist with management of the Chapter and Foundation social media accounts.

EVENT COORDINATION: Organize all Programs, Seminars, and Events including the Annual Project Achievement Awards Gala (in coordination with appropriate Chapter and Foundation Committees)

- SPEAKER CONFIRMATION:
 - Work with Chapter Committees to select, invite, confirm presenters
 - Schedule and confirm speakers for educational seminars, dinner presentations, and other educational / networking programs. Collect contact information from Board members, online research or other resources and make outreach calls and emails to invite and confirm speakers 3-9 months before each event.
 - Collect Bio information and PowerPoint presentation from Speaker / Presenter and deliver to host /emcee.
 - Post Presentation to Chapter website after event

- Consultant will confirm a Board member or committee volunteer be present to host the event.
- FACILITY COORDINATION:
 - Select the appropriate Facility for programs;
 - Negotiate and manage facility/banquet contracts – the Executive Committee will be responsible for execution of contracts with the facility. Facility contract terms shall be negotiated by the consultant.
 - Confirm setup and food service meets expectations and negotiated terms
 - Negotiate terms that protect the financial interest of the chapter and make prudent use of chapter funds
- ADVERTISING:
 - Design, format and distribute all event fliers (website, social media and e-distribution).
 - Distribute event advertising no less than five (5) times per event to each appropriate channel
 - Begin distribution of advertising no less than three (3) months before event date
 - Order appropriate logo branded giveaway or gift items for speakers, members, Board appreciation and trade shows
 - Obtain sponsor logos for all promotional materials
- REGISTRATION MANAGEMENT:
 - Administer online and email registration for event
 - Provide contact for all registration: mail, e-mail, website
 - Prepare attendance list
 - Prepare name badges
 - Prepare event registration list with amount due/received
 - Provide appropriate check-in staff for events and ensure check-in volunteers know correct procedures (check for member/non-member status, pricing, etc.) and communicate with membership in a positive, customer-service forward manner. This individual will be responsible to bring name badges, speaker gifts, Chapter logo materials such as a tablecloth, walk in registration support documents and setup welcome table. This individual will be present to complete all registration activity.

FINANCIAL MANAGEMENT:

- a. Track income and expenses on a monthly basis.
- b. Monitor investment options; invest reserves.
- c. All functional and record keeping requirements for:
 - (1) Accounts Payable.
 - (2) Accounts Receivable.
 - (3) Investment of Reserve Funds.
 - (4) Monthly Asset Report.
- d. Oversee filing of annual 990 forms for not-for-profit and charitable organizations; issue annual 1099 to appropriate unincorporated vendors.
- e. Monthly dues billing:
 - (1) Prepare invoices.
 - (2) Process payments.

- (3) Update records with changes.
- (4) Contact delinquents.

f. Miscellaneous:

- (1) Facility deposits, down payments, and out-of-pocket expenses for events will be negotiated by the Consultant but paid for by the Chapter Executive Committee.
- (2) Receipts and registration information shall be documented by the Consultant and forwarded to the Chapter Executive Committee at conclusion of each event.
- (3) Track and collect outstanding accounts receivable resulting from each event and forward to the Chapter Executive Committee.
- (4) Negotiation of vendor contracts for advertising, events or other chapter needs will be completed by the Consultant and executed by the Chapter Executive Committee.
- (5) Process payments for event registrations, sponsorships, vendors and other chapter and Foundation business.
- (6) Reconcile cash/credit card payments to registered event attendees.
- (7) Coordinate with vendors for any Chapter or Foundation support needs.

Financial Management Tasks	As Needed	Monthly	Quarterly	Annually
Processes and Procedures				
• Recommendations	X			
Bookkeeping Services				
• Record journals		X		
• Post general ledger		X		
• Post cash receipts and cash disbursement ledgers	X			
• Perform event reconciliations	X			
• Reconcile bank statements		X		
• Financial statements – management use		X		
• Prepare 1096 and 1099s				X
• Attend quarterly finance committee meetings			X	
Tax Services				
• Preparation of Form 990				X

BOARD OF DIRECTORS SUPPORT:

- Liaison to Chapter and Foundation Boards and Committees.
- Ensure that all Chapter and Foundation policies and documents are archived.
- Attend Chapter and Foundation Board and Committee Meetings as available.
 - Act as a resource to Boards and Committees for CMAA policies, procedures, standards, share what other CMAA Chapters or other similar trade organizations are doing.
 - Assist Boards & Committees in achieving their goals and objectives.
 - Assistance to the President of the Chapter and Foundation in preparing for the annual Strategic Planning Session.
 - Attend the annual Strategic Planning Session for the Chapter and Foundation.

- Provide electronic handouts of minutes, agendas, financial reports, and other documents as directed by the Chapter and Foundation Executive Committees.
- Produce committee event fliers, market/distribute to membership, provide event scheduling, venue coordination, and outreach support for all committee activities as directed by Executive Committees as per Chapter Guidelines established for Committee operations.
- Work with committees of the Chapter and Foundation to provide support and coordination in line with their respective goals.
- Chapter Board meetings are held monthly and require facility coordination for in person meetings and attendance by the Consultant.
- Foundation Board meetings are held every-other-month and require facility coordination for in person meetings and attendance by the Consultant.

ADDITIONAL FOUNDATION SUPPORT:

See Exhibit C for committees within the Foundation and a list of program support services for which the Consultant is expected to provide assistance.

GOLF TOURNAMENT SERVICES:

Supporting Chapter Golf Committee with scheduling venues and planning annual charitable golf tournament. Listed of expected, but not limited, scope of services are:

- Support Golf Committee / Golf Consultant Meetings
- Manage Registration & Sponsors
- Provide Registration Updates & Reporting
- Track & Report Sales Activities
- Maintain Master Sponsorship Database
- Attend Golf Tournament and handle Cash / Opportunity Board
- Prepare a Financial Plan for the Event consistent with the established budget
- Prepare financial statements upon final reconciliation of the event

CMAA CHAPTER AND FOUNDATION ANNUAL GALA & PROJECT AWARD

Supporting Chapter Gala Committee with managing and scheduling Annual Gala and project achievement awards as listed under Event Coordination. Listed of expected, but not limited, scope of services are:

- Committee Meetings
- Website Management and Email Marketing (Social Media)
- Notify CMAA National of date
- Submit date request / notification to National CEO & President
- Update / publish Project Awards Application by Chapter Board
- Facilitate planning meetings
- Prepare Save the Date notice and prepare invitations
- Work with Gala Committee to select / invite / contract Emcee if applicable
- Venue Management, secure venue, food menu, and logistics
- Vendor management such as florist, entertainment, photographer, A/V, etc.
- Coordinate the services of a photographer
- Volunteer scouting and coordination
- Event Registration Pre & Onsite

- Soliciting and Managing Event Sponsors
- Receive and distribute Project Award Submissions to the Chapter
- Prepare and distribute Scholarship checks on behalf of the Foundation as part of the event
- Notify Project Award winners and sell awards / tables
- Notify Scholarship winners
- Order awards: Project Award Winners
- Program and Collateral Management
- Send Gala award instructions to Project Award and Scholarship Winners
- Update website with award recipient photos
- Support A/V consultant's needs as the AV consultant leads the AV and related activities
- Prepare a Financial Plan for the Event consistent with the established budget
- Prepare financial statements upon final reconciliation of the event

TECHNOLOGY:

- Manage and maintain a central server, containing networked resources essential for the smooth and rapid exchange of information to members and visitors at the CMAA Southern California Chapter website (www.cmaasc.org) and CMAA Southern California Foundation Website (www.cmaascfndn.org). This will include, but no limited to:
 - Hosting the Association website, providing easy and secure access to the web editor who will develop and maintain the content for the organization's web presence;
 - Developing and maintaining the Chapter's confidential online membership directory and working with the web editor to develop and implement an appropriate policy for accessibility and security of this information;
 - Developing and maintaining an online reservation procedure for each event;
 - Working with the executive committee and Foundation Board to develop an online marketing flyer in advance of each event;
 - Completing other duties as necessary to assist the organization in furthering its web presence.
 - Host a cloud-based file-sharing account that provides the Chapter and Foundation Board members access to all organization files
- Use budget software that is easily accessible to the executive committee so that updates may be quickly shared.

Additionally, the Consultant may be asked to perform any other tasks that serve or benefit the Chapter and Foundation as mutually agreed to between the Consultant and Executive Committee and/or Foundation.

Consultant shall maintain open office hours Monday through Friday 8:00 am-5:00 pm and receive phone calls and email communication from Chapter members during those times. Membership is managed through the national office of CMAA and all membership inquiries and payments will be redirected to the National office contact person.

PAYMENT TERMS

Fixed Fee. With respect to the Services, the Chapter shall pay to the Consultant a fixed fee during the term of the Agreement. The Fixed Fee will be paid in equal monthly installments on or before the first day of each month, commencing on the final month of the term of the Agreement.

Hourly Fee. With respect to Board directed activities outside the stated scope of services, the Consultant shall notify the Chapter ahead of time for any work deemed to be outside their scope of work, and only proceed when directed in writing. The Chapter shall pay the Consultant an hourly fee to be negotiated, only upon prior approval by the Executive Committee. The Consultant will keep records of the time spent by on the Board directed activities and will provide to the Chapter on a monthly basis a breakdown of the time spent on such activities, together with an invoice of such Hourly Fees.

Reimbursable Expenses. The Chapter will reimburse the Consultant for those expenses described on Exhibit B attached hereto (the "Reimbursable Expenses"). Consultant shall be reimbursed by Chapter for any reasonable and customary expenses incurred which are directly associated with the services as outlined in this agreement or as approved by the Chapter Executive Committee in writing. These expenses will be reimbursed with no markup. Mileage/travel is not considered a reimbursable expense. Consultant shall not commit Chapter funds to a vendor or third party without the prior written approval of the Chapter's Treasurer. The Chapter Treasurer may approve these expenses consistent with Chapter policy and procedures if other members of the Finance Committee are unavailable.

The Consultant will submit to the Chapter on a monthly basis an invoice of such Reimbursable Expenses.

INDEPENDENT CONTRACTOR

Consultant shall comply with all applicable, federal, state and local laws, rules regulations and ordinances. Consultant assumes exclusive liability for and shall pay, before delinquency, all taxes, including but not limited to FICA, FUI, SUI, worker's compensation and any other taxes, payroll deductions, licensing or other requirements of governmental entities required in connection with the services performed herein.

In performing the services required by this consulting agreement, the Consultant shall act at all times as an independent contractor. Nothing contained herein shall be construed or applied so as to create the relationship of principal and agent, or of employer and employee between the Chapter and Consultant. Furthermore, Consultant shall have no authority to enter into agreements on behalf of the Chapter or otherwise bind the Chapter with third parties.

Prior to scheduling or promoting any event or service of another competing organization with the Chapter, Consultant agrees to notify Chapter sixty (60) days in advance of any potential conflicts of interest events or promotion which Consultant intends to participate including those resulting from Consultant providing consulting services to other competing (similar goals or audience) clients. Consultant will not operate an organization that sponsors competing events in the Chapter territory (as defined above) as long as Consultant is under contract with the Chapter.

INSURANCE

Consultant will maintain all necessary insurance, including (without limitation) coverage for workers' compensation up to the state statutory limits, Business Automobile Liability for a single limit of \$1,000,000 for injury and/or death and/or property damage, Cyber Liability Insurance limit of \$1,000,000 per claim and in aggregate, as well as a General Commercial Liability of \$1,000,000 per incident and \$2,000,000 in aggregate.

All of the Consultant's insurance policies shall be endorsed to name the Chapter and Foundation as additional insured. Chapter may require Consultant to furnish certificate of insurance to Chapter evidencing the insurance required herein. Consultant is responsible for all payment of all insurance premiums as a non-reimbursable expense.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Neither party will disclose at any time any confidential information obtained by such party from the other party hereunder, except and only to the extent disclosure is required by law or necessary to perform the Services and/or the Board Directed Activities herein.

OWNERSHIP OF DATA: The names and other identifying information regarding the Chapter's actual and prospective members, volunteers, attendees, exhibitors, vendors, and sponsors, and all contracts related to any event (collectively, "Client Data") will be the property of Chapter, even if developed in whole or in part by the Consultant as part of this scope of work. To the extent that the Consultant may secure any ownership rights in Client Data by operation of law or otherwise, Consultant hereby assigns to the Chapter all such rights, title and interest. The Consultant may use Client Data only as necessary to carry out its obligations and any scope of work. The Consultant shall provide an online backup of all Client Data and Chapter archival materials to the Chapter cloud-based storage system every thirty (30) calendar days. Promptly upon termination for any reason, the Consultant will return all Client Data in the Consultant's possession or control to the Chapter and then purge all of its systems and records of the Client Data.

CONFIDENTIALITY: Client Data as defined above, as well as all financial information regarding Chapter events, will, to the extent not generally publicly known, be considered to be Confidential Information and as such will be maintained in confidence by the Consultant and not disclosed to any person except as necessary for the Consultant to perform its obligations. Promptly upon termination for any reason, all Confidential Information will be returned to the Chapter and purged from all of the Consultant's systems and records.

PROPOSAL FORMAT (20 Pages maximum)

Section 1 – Cover Letter (2 pages maximum)

Shall be a maximum two-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation, or joint venture; and the name, address, and telephone number of the contact person who will be authorized to make representations for the organization.

Section 2 – Table of Contents (1 page maximum)

Shall include an outline of the proposal, identified by sequential page number, and section title as described herein.

Section 3 – Corporate Documentation (2 pages maximum)

Shall include the following:

- 1) Summary that demonstrates organizational stability and strength, including a description/statement of the organization outlining the structure (sole proprietorship, corporation, etc.).

- 2) Indemnification and Insurance Affirmation

Consultant shall include a statement affirming the proposer's acceptance to comply with the Indemnification and Insurance Provisions contained in the Expenses and Contract Information Section of this RFP. The Consultant shall procure, maintain, and provide to the Chapter proof of insurance coverage for all the programs of insurance along with associated amounts specified in the RFP.

- 3) Performance History/References

List a minimum of three (3) references for whom comparable services were provided to in the last ten (10) years. Include the name of the firm/association, name of the contact, telephone number of the contact, email

address of contact, brief description of the services provided and your firm's role, and the start and completion date.

Section 4 – Qualifications and Experience (10 pages maximum, including resumes)

Shall include the following:

1. A brief summary of the firm's history, its capabilities, and its recent relevant experience over the last ten years.
2. Describe your demonstrated experience with similar associations.
3. Organizational chart identifying the experienced senior individual as the supervisor/administrator of the Consultant's staff who will be responsible for the delivery of services in accordance with the Scope of Services described above, and any other staff that will be responsible for activities.
4. Resumes of key staff.

Section 5 – Standard Services and Work Plan (3 pages maximum)

Shall include the proposer's approach to providing the service deliverables described in the Scope of Services section of this RFP. Please include a communication protocol plan.

Section 6 – Fee Proposal (2 pages maximum)

Provide a fee proposal as outlined in the Payment Terms Section of this RFP. Fee proposal shall include fees for the initial year and 2 additional one-year optional terms. The Chapter has the right to negotiate the fee proposal terms with the selected Consultant.

APPENDICIES

Exhibit A: Summary of Chapter Board, Executive Committee, and Foundation Board

Exhibit B: Reimbursable Expenses

Exhibit C: Foundation Scope of Services

Exhibit D: Sample Calendar of Events

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EXHIBIT A

SUMMARY OF CHAPTER BOARD, EXECUTIVE COMMITTEE, AND FOUNDATION

The structure of the Chapter leadership is as follows:

EXECUTIVE BOARD	
President	<p>The President shall be the chief elected officer of the Chapter and shall preside at all meetings of the Board of Directors, Executive Committee and membership of the Chapter. The President shall perform and discharge the duties as the Board of Directors from time to time may prescribe. The President shall be an ex officio member of all committees except the nominating committee. It shall be the duty of the President to appoint all committees. The President shall have served a minimum of two years on the Executive Committee prior to his/her taking office. The President will be elected as Vice President and serve in that capacity for one year after which he/she will automatically become President. If necessary, the President's term as a member of the Board shall be automatically extended to complete his/her term of office. The President is responsible for providing leadership, representation and long-range planning for the Chapter and is the liaison between CMAA and the Chapter. The President shall attend all Board of Director Meetings.</p> <p>The President oversees and ensures that the Board of Directors adheres to the mission and objectives of CMAA. The President shall be responsible for the preparation of the Chapter's Annual Report and shall respond to inquiries from the Chapter membership.</p> <p>The President automatically becomes the Past President and remains an Officer in the year following his or her term of office as President.</p>
Vice President	<p>The Vice President shall perform and discharge such powers and duties as the President and the Board of Directors from time to time may prescribe. The Vice President shall perform the duties of the office of the President in the absence of the President. The Vice President shall become President on the commencement of the succeeding year of office. The Vice President shall attend all Board of Director meetings, unless excused by the President.</p> <p>Additional duties per this policy: The Vice President chairs the Project Awards Committee and as such organizes the Annual Awards Banquet in coordination with the Chapter Foundation.</p>
Treasurer	<p>The Treasurer shall be responsible for oversight and reporting of all monies of the Chapter, shall ensure collection of all assessments, and shall have custody of the funds and other assets of the Chapter, subject to the discretion and control of the Board of Directors. The Treasurer shall be responsible for a correct and accurate accounting of all monies received and dispersed and for the reporting of the financial condition of the Chapter. The Treasurer shall report the financial condition of the Chapter to the Board of Directors, to the Chapter, and to CMAA. The Treasurer shall report to the Board of Directors at its regular meetings. The Treasurer shall be responsible for overseeing work performed by an accountant</p>

	<p>or accounting firm approved by the Executive Committee. The Treasurer interacts with CMAA executive committee on financial matters. The Treasurer shall become Vice President on the commencement of the succeeding year of office. The Treasurer shall attend all Board of Director meetings unless excused by the President.</p> <p>Additional duties per this policy: Prepares the Chapter’s annual budget in coordination with the accounting consultant. Receives monthly bank statements from the Chapter’s banking institution and forwards same to the accounting consultant. Communicates regularly with the accounting consultant to understand monthly financial reports. The Treasurer works with the accounting consultant to ensure completion of required tax filings on behalf of the Chapter.</p>
Secretary	<p>The Secretary shall be responsible for the taking and keeping of minutes reflecting the proceedings at all meetings of the Chapter and of the Board of Directors. The Secretary records and publishes the minutes of the previous meeting in a timely manner; announces Board of Directors meetings to Directors.</p> <p>The Secretary shall perform and discharge the duties pertaining to the office and such other powers and duties, as the President and the Board of Directors may from time to time prescribe and request. The Secretary shall report to the Board of Directors at its regular meetings. The Secretary shall be responsible to keep a complete roll of the names and addresses of the Board of Directors and the members of the Chapter and to inform CMAA of the same. The Secretary shall become Treasurer on the commencement of the succeeding year of office. The Secretary shall attend all Board of Director meetings unless excused by the President.</p> <p>Additional duties per this policy: The Secretary assists in the preparation of the Chapter’s Annual Report.</p>
Past President	<p>In the year following his or her term of office as President, the President becomes the Past President. He or she remains an Officer and shall attend all Board of Director Meetings. The Past President will perform and discharge duties as the President or Executive Committee may prescribe.</p> <p>Additional duties per this policy: The Past President is the chair of the Nominating Committee and liaison to the Chapter Foundation.</p>
CHAPTER COMMITTEES	
CCM	<p>Oversees the activities of the CCM Committee and assures that the activities of the Committee are consistent with the direction of the Board of Directors and the policies and directives of the Construction Manager Certification Institute (CMCI). The CCM Committee Chair shall coordinate with the CMCI representative at CMAA. The CCM Committee Chair will develop and implement programs, informational presentations, and other aids to promote CCM.</p>
CMIT/Emerging Leaders	<p>Works with the Student Outreach, CCM and Mentorship Committee Chairs to encourage CMIT membership in the Chapter and CMAA, and assists CMITs in becoming active members of CMAA and future CCMs.</p>
CODE	<p>Works with CMIT and Student Outreach Committee Chair to attract and train new talent, including women and minorities to the construction industry.</p>

	Coordinates with National CODE Committee to implement initiatives and assists Membership Committee Chair with recruitment of women and minority members. He or she recommends potential women and minority board nominees to Nominating Committee to maintain a diversified board.
Education	Works with program consultant to develop educational workshops for the Chapter. He or she assists the program consultant in coordinating any other special programs the Board of Directors authorizes; and chairs all Education Committee meetings.
Legal/Legislative	<p>Provides review of legislation from a legal standpoint in coordination with the legislative committee. The Legal Committee Chair also leads the effort in developing topics for legal seminars that educate the membership about the applicable construction laws as they pertain to the practice of Construction Management. He or she chairs the Legal Committee meetings and participates in the legal seminar programs. He or she also coordinates with CMAA's National Legal representative to ensure coordination between the efforts of the national office and the Chapter.</p> <p>Provides guidance and leads the effort to gather information on local and statewide legislative issues and public policies affecting the construction industry in general and the construction management field in particular. The Legislative Committee Chair advises the Board of Directors and informs the membership of pending and recent changes in the applicable law. He or she chairs the Legislative Committee meetings. He or she also coordinates with CMAA National's Legislative representative to ensure coordination between the efforts of the national office and the Chapter.</p>
Membership	Coordinates membership recruitment, follows up with prospective members, and emails membership applications and information as requested. He or she provides a monthly New Member update and summary to the Board of Directors, the Chapter and CMAA based on the confidential listing of chapter member names and addresses maintained by CMAA's national executive staff. The Membership Committee Chair interacts with the CMAA national membership representative. The Membership Committee Chair assists with membership surveys and volunteer recruitment.
Owners	Works with local owner agencies to develop owner focused programs, recruit owners to participate in Chapter proceedings and events, coordinate Owner recognitions at the Annual Gala.
Programs	Works with program consultant to develop dinner and networking programs for the Chapter. He or she assists the program consultant in coordinating any other special programs the Board of Directors authorizes; and chairs the Program Committee meetings.
Student Outreach	Works with local universities to ensure that CMAA and the Chapter have a presence at the respective university student functions, encourages student membership in the Chapter and CMAA, and assists students in becoming active members of CMAA.
Social Media	Develops content strategy, blogging and community participation leadership. Responsible to curate relevant content to reach our membership, develop and expand community and outreach efforts, engage in dialogues, answer questions where appropriate, and oversee design of landing pages, profiles, and blogs. Additionally, he or she will capture online reviews, monitor online ratings and

	trends, and compile reports showing results and make recommendations for revising strategies when appropriate.
Director At-Large	Works with Board of Directors in a voting role.

The structure of the Foundation leadership is as follows:

Foundation President	The Chair shall be the chief officer of the Foundation and President of the Foundation and shall preside at all meetings of the Board of Directors and be responsible to the Board. The Chair shall see that all orders and resolutions of the board of Directors are carried into effect. The Chair may execute all contracts, deeds, and records or certificates required by law or by orders of the Board of Directors. Such duties as noted above may be delegated in the discretion of the Board of Directors.
The Secretary/Treasurer	The Secretary/Treasurer shall perform such duties as are incident to the office of Secretary/Treasurer, including serving as the point of contact for budget development by the Board of Directors and for preparation of financial reports and delivery of the same to the Board of Directors. The Secretary/Treasurer shall be responsible for ensuring that proper notices of Board of Directors meetings are provided and written minutes are developed and approved for each Board of Directors meeting. The duties of the Secretary/Treasurer, under authority of the Board of Directors, may be assigned in whole or in part to an Assistant Treasurer.
Fundraising Committee	Whose duty shall be to solicit funds from Foundations and individuals to build the endowment and finance Foundation programs. Subcommittees may include: Planned Giving, Events & Activities, and Solicitation & Recognition.
Investment Advisory Committee	Whose duty shall be to create an investment strategy for the endowment and then monitor the funds for adherence to achieve established goals.
Scholarship Committee	Whose duty shall be to provide set rules and regulations for providing scholarships and awards and then selected qualified recipients. Subcommittees may include Rules and Selection.
Audit Committee	whose duty shall be to select a Certified Public Accountant to perform an independent audit of the Foundation.
Intern Committee	whose duty shall be to administer the Foundation's intern program.
Additional Committees	In addition to the standing committees, special committees may be established and appointments made by the Chair, subject to the approval of the Board. Special committees shall be of limited duration.

EXHIBIT B

REIMBURSABLE EXPENSES

The following expenses shall be deemed to be Reimbursable Expenses hereunder*:

1. Postage.
2. Printing including stationery, large volume copying reports, and computer records.
3. Photocopying
4. Mailing labels
5. Long-distance telephone calls
6. Meeting costs, meals, space rental, set up, etc.
7. Supplies unique to Chapter and not used by other consultant clients, e.g. special size envelopes, special folders, etc.
8. Speakers' fees and expenses.
9. Legal and audit fees as required
10. Purchased promotional and advertising programs.
11. Audio visual production and services.
12. Art work and photography.
13. Outside editorial copy for publications.
14. Credit card processing fees
15. Mileage – IRS Standard Rate
16. Public Storage Fee
17. Website Redesign, management, and updates
18. Webmaster Services

*This list highlights key areas only and is not intended to be all-inclusive. All expenses will be reimbursed at cost with no markup.

The following expenses are included in the Fixed Fee and therefore are not deemed to be Reimbursable Expenses hereunder:

1. Rent, utilities, depreciation of office.
2. Office equipment.
3. Insurance, property, and liability to specified limits.
4. Telephone systems, equipment. and repairs.
5. General office equipment maintenance.
6. Employer expenses of Consultant employees: salaries, benefits, and employer taxes.
7. Equipment loans and rental.
8. Computer hardware.
9. Receptionist.
10. Other common charges associated with building occupancy and operation.
11. Items specifically identified in the scope of services.
12. Equipment and software required to provide the scope of services.

EXHIBIT C

FOUNDATION COMMITTEES SCOPE OF SERVICES

The following are committees within the Foundation and a list of support services for which the Consultant is expected to provide assistance. Please note that this list outlines the scope of services, which may be subject to change.

Scholarship Committee (SC)

- Support Scholarship Committee in bimonthly meetings (6x per yr)
- Provide outreach to select scholarship sponsoring firms
- Work with SC to make any revisions to application and selection process
- Manage SC selection process
- Notify scholarship applicants of selections
- Obtain scholarship winner information - headshots, quotes, commitments
- Provide Scholarship information for Social Media Committee (SMC) posts
- Coordinate issuance of check to students and seating at Gala
- Coordinate activities with Scholarship Committee members
- Track dollar value, quantities, and types of scholarships approved by Foundation Board
- Issue Scholarship eblasts
- Post application to website with updates

Internship Committee (IC)

- Support Internship Committee in monthly meetings (12x per year)
- Provide outreach to select internship sponsoring firms
- Confirm sponsoring firms for the program year and confirm firm point of contact information
- Work with IC to make any revisions to application and selection process
- Manage overall intern selection process
- Reach out to IC for applicant rating and to confirm shortlist candidates
- Set up and schedule shortlist candidates for Interview event
- Coordinate IC, hosts, shortlist candidates, and sponsoring firms for Interview Event
- Work with Sponsoring Firms to obtain their intern rankings and match interns with firm
- Notify internship applicants of selections
- Coordinate and obtain signed commitment letters from both sponsoring firms and interns
- Schedule, setup, and confirm hosts for Internship Orientation Event
- Assist in identifying and scheduling of Internship Program field trips
- Schedule, setup, provide facility coordination, and confirm hosts and attendees for Internship final Presentation Event including agenda
- Issue and obtain Internship Program end survey questionnaire from both sponsoring firms and interns
- Obtain intern information - headshots, quotes, and presentations
- Provide Internship information for Social Media Committee (SMC) posts
- Coordinate issuance of match payment to students (2x per year, per intern) and Gala seating
- Coordinate activities with Internship Committee members
- Track dollar value, quantities, and types of internships approved by Foundation Board
- Update Internship Manual and Flyer for the following year
- Issue Internship eblasts
- Post application to website with updates

Student Outreach Committee (SOC)

- Support Student Outreach Committee in bimonthly meetings (6x per year)
- Coordinate CMIT and CM Outreach Presentations w/Foundation and Chapter Committees
- Coordinate activities with Student Outreach Committee members
- Track dollar value for field trips, presentations, videos, etc. approved by Foundation Board
- Update database of institution contacts
- Manage distribution of all notifications to students and institutions
- Confirm Student Chapter applications are current and up to date with contact information

CM Rising Conference

- Schedule and participate on event planning calls
- Provide outreach to prior conference sponsoring firms
- Work with SOC to make any revisions to competition and scholarship RFP
- Manage SOC competition and scholarship selection process
- Notify short-listed teams and individual applicants of selections
- Obtain student and school information - headshots, quotes, commitments
- Provide Competition information for Social Media Committee (SMC) posts
- Coordinate issuance of award payments
- Manage online registration and support
- Manage event income/reconciliation from sponsorships.
- Catering Management
- Track dollar value for event approved by the CM Rising Committee
- Issue CM Rising eblasts
- Post RFP/Registration to website

Workforce Development Initiatives - Emerging Leaders and Mentorship Programs

- Support NEW Workforce Development Initiatives in bimonthly meetings
- Support development of mentorship and emerging leaders programs
- Support MOUs between institutions and the Foundation for our program offerings
- Provide outreach to sponsoring firms and students who have participated in our programs
- Facilitate contact between mentors and proteges
- Facilitate selection of emerging leaders in coordination w/Chapter CMIT Committee
- Schedule emerging leaders educational sessions in coordination w/Chapter EDU Committee
- Help facilitate emerging leaders panel presentation for CA CM Rising Conference

Annual Fundraising Event

- Attend select Fundraising Committee Meetings (6x per year)
- Website Management and Email Marketing (Social Media)
- Facilitate event planning meetings
- Prepare Save the Date notice and prepare invitations
- Work with Fundraising Committee to select / invite / contract Emcee if applicable
- Venue Management, secure venue, food menu, and logistics
- Vendor management such as gaming tables, dealers, entertainment, photographer, etc.
- Assist with obtaining event insurance and permits as needed
- Event Registration Pre & Onsite
- Soliciting and Managing Event Sponsors
- Program and Collateral Management

- Prepare a Financial Plan for the Event consistent with the established budget
- Prepare financial statements upon final reconciliation of the event

Database Management

- Provide Database Management for students participating in our various programs, student chapters, selected and non-selected interns, scholarship winners and non-selected scholarship candidates, donors, potential donors, Foundation Board members, and committee volunteers to allow for tracking and maintaining contact.

EXHIBIT D

SAMPLE CALENDAR OF EVENTS

DATE	EVENT TYPE	TOPIC
January 24	Legal - RIV	Bid Protest
January 25	Dinner	Airports (BUR,SNA,LGB)
February 1	Dinner	Owners Night
February 8	Legal	Construction Law Update
February 15	BoC	South Bay Cities COG
February 22	Seminar	Constructability
March 1	BoC RIV	City of Riverside
March 8	Dinner	LACCD
March 15	Seminar	What Owners Want / Alternate Delivery Methods
March 22	Legal	Risk, Claims and Contractors
March 23	BoC	POLB – Gerald Desmond Bridge
April 11	BoC	MWD of S CA
April 12	Seminar	Change Orders
April 12	Dinner	LAWA
April 18	BoC	UCI / UCLA
April 19	Seminar	Scheduling / Estimating
April 26	Foundation	Gala
May 2	BoC	CSU P3
May 16	Dinner	LA County DPW
May 23	Dinner	OCTA
May 24	Seminar	Leadership
May 30	BoC RIV	County of RIV & County of SB
June 7	Legal Seminar	Prevailing Wage
June 13	BoC	Caltrans D7 - SB1
June 14	Seminar	Safety
June 14	Dinner	Regional Rail
June 21	BoC ONT	IE Transportation Panel
July 12	Dinner	METRO Highways
September 6	BoC	CSU
September 12		Tech Expo
September 17	Foundation	Golf Tournament
September 20	Seminar	P3 ½ day
September 20	BoC RIV	IE CCD panel
September 27	Dinner	CHAPTER ANNUAL MEETING – POLB / POLA
October 4	BoC RIV	IE K-12 Bond Program Update
October 11	Legal	CM Professional Liability
October 17	BoC	LADWP – water & power
October 24	BoC ONT	IE Cities
October 25	Seminar	Design-Build
October 31	BoC	ONT Airport
November 1	DINNER	OWNER / CM Banquet
November 7	Seminar	Proposal Writing
November 8	Seminar	Negotiation
November 15	Foundation	Hiring Fair
November 22	BoC	LAWA – P3