

Pacific County Request for Proposals

Consulting Services for Assisting the Development of a Voluntary Stewardship Program

I. PURPOSE OF THIS PROJECT

Pacific County will be developing a Voluntary Stewardship Program as required under Chapter 36.70A.705 RCW. The County opted into the program in 2012 under Resolution No. 2012-003. The County will be the primary lead in preparing the Voluntary Stewardship Program and Work Plan, but it is intending to supplement its efforts by seeking proposals from qualified consulting firms to complete the Scope of Work contained in this Request for Proposal.

The County elected to enroll the entirety of unincorporated Pacific County, and all of its watersheds, in the program. The Willapa watershed, WRIA #24, was nominated as the priority watershed. A work plan, developed by the Watershed work group and incorporating all requirements in RCW 36.70A.720, must be developed by August 2018.

II. SCOPE OF WORK

The Department of Community Development is seeking the submittal of proposals from qualified consulting firms to assist the County in preparing specific work products related to a Draft and final Work Plan as outlined in its contract with the Washington State Conservation Commission.

The consultant responding to this Request for Proposal will work with County staff, watershed group, and, if applicable, any other consultants hired by the County to complete the Scope of Work.

There are three tasks to the Scope of Work. Applicants can submit for the entirety of the Scope of Work or individual task(s). The County reserves the right to fulfill this RFP by task and, as a result, may award each task to a separate applicant.

This Scope of Work assumes the estimated funding for Year 2 will be available in full beyond the biennium that ends June 30, 2017. If the funding is not available or reduced, the contract(s) will be renegotiated based upon the actual level of funding awarded to the County. The initial contract(s) will expire June 30, 2017, but may be extended to September 2018, pending available funding and upon mutual agreement between the parties.

Task A. Facilitation

The facilitator will begin as soon as possible upon the completion of the contract process and once County requirements are met. The workgroup meetings are public and anticipated to be held on average, once per month, with the possibility of up to six (6) additional meetings during the contract period.

The facilitator will:

- Keep meetings running effectively and efficiently, attend to the agenda, keep order, and assure that meetings start and end on time.
- Help resolve potential conflicts and reach consensus through effective meeting facilitation techniques.
- Debrief with DCD after each meeting by submitting notes and a summary of each meeting within two (2) weeks of the meeting.
- Adhere to project schedule and budget.
- Coordinate with the watershed work group and County staff.
- Abide by Open Public Meetings Act requirements and making a good faith effort to ensure that all watershed work group members are in compliance.
- Ensure that any clarification or information required by the WRITING PEOPLE necessary to develop the work plan is addressed by the Watershed work group.
- Clearly communicate the feedback, input, and recommendations from the Watershed work group to the WRITING PEOPLE and any other information necessary to develop the work plan.
- Coordinate with the other contractor(s), if applicable, to provide information for the quarterly progress report submitted to the State Conservation Commission.

Estimated Budget: Year 1 – \$67,500

Year 2 - \$45,000

Estimated Schedule: 1 public meeting/workshop per month

Task B. Document Development

The contractor will be responsible for writing the work plan based upon input from the watershed work group, technical advisors, and public comment. They will ensure that the work plan is in compliance with RCW 36.70A.720, in partnership with the facilitator and the County.

Two drafts and final work plan are required, schedule to be determined by the watershed work group but must have a minimum of one month between drafts. The final draft must be ready to submit by **May 2018**.

The contractor will be required to be present at a minimum of seven (7) public meetings:

- Two (2) visioning workshops/meeting
- Two (2) open houses
- To present the first draft to the Watershed work group
- To present the second draft to the Watershed work group
- To present the final draft to the Watershed work group

Estimated Budget: Year 1 - \$45,000

Year 2 - \$36,000

Estimated Schedule: final draft for submittal due by **May 2018**

Task C. Technical Review and Assistance

The contractor will be required, upon request by the County or other contractors, to perform technical review of any documents, presentations, or science presented to the Watershed work group and prepare a written summary of the review performed. The technical review work will be outside of any other participation in the process as a stakeholder, member of the work group, or a public attendee.

At least one summary will be required for the first two drafts of the work plan to address any deficiencies or items of concern to be considered by the work group during their review.

Estimated Budget: Year 1 - \$7,500

Year 2 - \$6,000

III. PROPOSAL FORMAT AND CONTENT

Each proposal submitted shall contain the following information organized in the following format:

A. Transmittal Letter:

The letter will state the firm's name, physical address, mailing address, telephone number, email, contact person, website address, type of entity, and tax identification number.

B. Narrative

- **Project/Management Approach.** A description of the approach the firm will use for completing each task listed under II. Scope of Work. If not submitting a proposal for all tasks, it shall be indicated by a Not Applicable. The project approach will also identify what tasks or resources the consultant will require of the County to complete the Scope of Work.
- **Project Budget.** An estimated budget the firm requires to complete each Task listed under the Scope of Work, if applicable. The County will negotiate the final budget amount with the selected respondent(s).

C. Format and Submittal

The proposal shall not exceed 10 pages, including the transmittal letter. Proposals must be submitted before 12:30 p.m., April 7th, 2016. Proposals delivered by mail, hand, or courier by the due date are acceptable; however, the County will not accept facsimiles and electronic submissions.

Submittal address is:

Department of Community Development
Pacific County
P.O. Box 68
South Bend, WA 98586
(360) 875-9382

All proposals should be clearly marked on the outside of the envelope: "Pacific County Voluntary Stewardship Program." Copies shall be duplex-printed and will not use plastic or non-recyclable covers or bindings.

D. Application Process

Proposals will be reviewed and firms selected will be contacted by April 4th to schedule an interview/presentation time for the week of April 11th.

E. Inquiries Regarding this Proposal

Questions regarding this Request for Proposals and the submittal process should be directed to Faith Taylor-Eldred, ftaylor@co.pacific.wa.us, or Megan McNelly, mmcnelly@co.pacific.wa.us, or by calling 360.875.9356.

IV. Evaluation Criteria and Selection Process

A. Selection Criteria

The county will consider proposals only from firms that demonstrate the relevant background and experience with Voluntary Stewardship Programs. The County will evaluate the proposals it receives based on the following criteria:

- Relevant experience of the firm and individuals who will work on the project
- Project approach and coordination with the County work program
- Overall quality of the Request for Proposal response and interview
- Budget

B. Decision

The interview panel will rate each proponent based on the selection criteria, quality of the interview, and budget. The County will then enter into contract discussions with the top-ranked respondent. If the County is unable to reach a satisfactory agreement with the top-ranked consultant, contract discussions will terminate and the County may select another consultant. The Board of County Commissioners will have the final authority on contract terms and the selection of the consultant.