



516 Third Avenue • Room 1200 • Seattle, WA 98104
206.296.1020 • info@kingcountyfloodcontrol.org
www.kingcountyfloodcontrol.org

KING COUNTY FLOOD CONTROL DISTRICT ADVISORY COMMITTEE FACILITATOR REQUEST FOR PROPOSALS

I. PURPOSE OF REQUEST

The King County Flood Control District (“District”) is requesting proposals to facilitate the Flood District’s Advisory Committee (“Advisory Committee”) budget discussions in 2017. The contract with the selected facilitator will be effective from approximately April 10, 2017, through December 31, 2017. The estimated fee for this contract shall not exceed \$27,000.

The District reserves the right to hire the selected facilitator (“Facilitator”) in the years subsequent to 2017, pursuant to this Request for Proposals (“RFP”), as appropriately modified, as long as the Facilitator and the District agree upon the scope of services, assigned individuals, budget and compensation for future services. The future services will be provided pursuant to new contracts or amendments to contracts.

II. TIME SCHEDULE

The District will follow the following timetable for the 2017 services, which should result in a selection of a facilitator in early April, 2017.

Issuance of RFP: March 20, 2017.

Deadline for Submittal of Proposals: 12:00 p.m., March 31, 2017.

Interviews of one or more proposers: April 4, 2017 and April 5, 2017.

Notification of selected facilitator: On or about April 5, 2017.

Commencement of services: Early April, 2017.

III. INSTRUCTIONS TO PROPOSERS

- A. The District is **requiring both electronic and hard copy submittals** for this solicitation. Electronic submittals shall be delivered through email to melani.pedroza@kingcounty.gov. Six hard copy submittals shall be provided and delivered to the District Clerk:

Melani Pedroza, Acting Clerk
King County Flood Control District
King County Courthouse
516 Third Avenue, 12th Floor
Seattle, WA 98104-3272

- B. All proposals must be received by 12 p.m., March 31, 2017. It is the responsibility of the submitter to ensure timely delivery of submittals.
- i. The hard copy submittal shall be in a sealed envelope and clearly marked: Request for Proposals - Advisory Committee Facilitator.

- ii. The email submittal shall include the Request for Proposals – Advisory Committee Facilitator title, and due date and time in the subject line of the submittal email.
 - iii. The District will use the time stamp on the submittal email to determine timeliness.
 - iv. Submitters are responsible for ensuring timely delivery of submittals.
 - v. The District is not responsible for submitters’ technical difficulties in submitting electronically.
 - vi. Late submittals will not be evaluated.
- C. Proposals should be simple and concise. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness and clarity of content. Printing on both sides of paper, and use of recycled paper is desirable whenever practicable.
- D. All proposals must include the following information:
- i. The names of all individuals who will be providing services and providing administrative support for the services, describing for each individual his or her services or responsibility.
 - ii. The specific experience of each named individual.
 - iii. A description of and schedule for services or tasks including the number of hours required to complete each service or task.
 - iv. The budget for each service or task.
 - v. References, preferably from elected officials and employees of governmental agencies.

IV. EVALUATION CRITERIA

- A. The proposals will be evaluated on the following qualitative factors:
- i. Responsiveness of the proposal to the description of scope of services in RFP.
 - ii. History of successfully completing contracts of this type, history of meeting projected deadlines, and experience in similar work.
 - iii. Price.

V. SCOPE OF SERVICES

- A. This contract will include facilitation of the Advisory Committee budget discussions. Meetings will begin in late April or early May and may run through fall of 2017. The frequency and duration of the Advisory Committee meetings are estimated at 3 hours, with 1.5 hours of travel per meeting. The Facilitator will provide all services listed below for meeting preparation and facilitation. The Facilitator will participate in regular planning or preparation meetings between each Advisory Committee Meeting, including meetings as requested by the Executive Director. Facilitator will prepare Advisory Committee meeting meeting summaries, including editing for final documentation. The Facilitator will also prepare final summary report of District budget funding recommendations made by the Advisory Committee.
- B. The Flood District is the client of record and the Executive Director will direct the Facilitator performance of this RFP.
- C. The Facilitator will work with the Executive Director to develop of the agendas for the Advisory Committee meetings and review minutes prior to finalization.

D. Schedule:

- i. **Initial Advisory Committee member outreach.** Contact each Advisory Committee member to clarify member expectations of the Facilitator. **Deliverable – confirm committee roles and decision-making processes by late April, 2017.**
- ii. **Develop Advisory Committee meeting calendar.** Work with the Executive Director and Advisory Committee members to develop committee work schedule. Assume five total committee meetings of three hour duration **Deliverable – committee meeting calendar.**
- iii. **Developing agendas and approach for Advisory Committee meetings.** Meet with the Executive Director on agenda development, and strategy or issue resolution between committee meetings. Work the Executive Director to define each committee meeting's goals and to help ensure clarity of materials and presentations. On-going through fall of 2017. **Deliverable – agendas.**
- iv. **Facilitate Advisory Committee Meetings.** Facilitate meetings ensuring productive participation of Advisory Committee members. On-going through fall of 2017. **Deliverable – meeting facilitation.**
- v. **Write up meeting summaries.** Meeting summaries will include key points, follow-up tasks, and next steps. Review and revise meeting documentation with the Executive Director. Each summary will be completed one week after meeting. **Deliverable –meeting summaries.**
- vi. **Prepare final budget recommendations of Advisory Committee.** Work with Executive Director on edits, develop summary of decisions, including potential sub-report to express alternative views. Final summary completed two weeks after final meeting. **Deliverable – budget recommendations of Advisory Committee.**
- vii. **Briefings to District.** Participate in occasional discussions with Executive Director, the District Executive Committee member(s), or staff to the District Executive Committee member(s), as needed. **Deliverable – to be determined.**

VI. **COMPENSATION**

- A. The Facilitator must submit monthly an itemized billing statement in a form specified by the District. At a minimum, the billing statement must describe the services or tasks performed, and state the names of, hours spent by, and charges for each person performing services or tasks. The District will pay a proper billing statement thirty (30) days after receipt.
- B. Total compensation shall not exceed \$27,000 for the contract period.