



Request for Proposals

February 16, 2016

**Forest Collaborative Group Facilitator
Hood River Stewardship Crew**

Proposal and bid must be submitted by

Questions and Proposals shall be directed to:

Cindy Thieman, Coordinator
Hood River Watershed Group
3007 Experiment Station Dr.
Hood River, OR 97031
cindy@hoodriverswcd.org
541-386-6063

Introduction

The Hood River Soil and Water Conservation District (HRSWCD) is requesting proposals for a collaborative group facilitator for the Hood River Stewardship Crew, a forest collaborative group. The Collaborative is a voluntary stakeholder group that discusses and provides input on planned projects on the Hood River Ranger District of the Mt. Hood National Forest. The HRSWCD will administer this contract. The selected facilitation contractor will receive supervision and support from a subcommittee of collaborative group members including the HRSWCD.

Project Background and Description

The Hood River Stewardship Collaborative is a diverse group of local and regional stakeholders that has been active since 2011. We have a demonstrated track record of engaging a diverse group of stakeholders, having meaningful dialogue, finding collaborative agreement, and providing recommendations to the Hood River Ranger District of the Mt. Hood National Forest. The Collaborative fosters discussion and collective recommendations by meeting, conducting field trips, and reviewing resource information provided by the Forest Service or other technical resource providers. The Hood River Ranger District encompasses significant ecological complexity including both west and eastside forest types. This has made it more challenging to reach consensus, due to the more controversial nature of managing westside forest types.

The HRSWCD has been awarded an OWEB Federal Forest Health Program Collaborative Grant for the work of the Hood River Stewardship Collaborative in 2016-2017. The Collaborative will develop recommendations for forest and watershed restoration in the 6,050-acre Waucoma planning area on the Hood River Ranger District. The planning area receives high levels of precipitation and contains extensive Douglas-fir and moist mixed conifer forest. Anticipated topics of discussion for this area may include more complex stand structures and composition, functioning riparian areas, restoring the quality and extent of historic huckleberry fields, forest hydrology and agricultural connections, critical habitat for northern spotted owl, winter forage and thermal cover for deer and elk, and recreation.

Required Services

We are requesting proposals for a facilitator to lead the group through discussion of future potential management activities in the Waucoma Planning Area and reach collaborative agreement on written recommendations to the Forest Service. We will build agreement on current conditions and restoration needs through scientific presentations, meetings, and field tours; and craft collaborative recommendations including spatial mapping of our restoration priorities. The facilitator will be required to:

- Work neutrally, create an atmosphere of respect, and communicate effectively with diverse types of stakeholders and personalities,
- Consult frequently with a subcommittee of collaborative members for guidance and approval of meeting agendas and any other collaborative activities,
- Communicate regularly with the Forest Service personnel on the Hood River Ranger District to coordinate information delivery and field tours,
- Maintain timely communications with the Collaborative through an email listserv, including notification of meetings and circulation of agenda at least two weeks prior,
- Ensure written record of all collaborative discussions and any decisions is retained and stored on a group website for accessibility,
- Maintain their own office and computer,
- Provide invoices with detailed description of services, dates of service, and costs for any pre-approved meeting materials by the last date of each month to the HRSWCD.
- Obtain signed volunteer waiver forms, provided by HRSWCD, from all field tour participants, and
- Complete an interim progress report by October 28, 2016 and a final progress report by June 30, 2017, using the attached OWEB/ODF Reporting Template and project completion report requirements.

The proposal package shall include:

- a. A Statement of Work that provides detailed description of a plan for delivering collaborative group meeting design and facilitation for the period of April 2016 through June 2017. This should describe how the contractor would design, prepare for, and facilitate approximately 10-12 stakeholder group meetings for this time period. An estimated two to four of these meetings will take place as field tours to view potential areas for future forest restoration, and an estimated two of these meetings will also include presentations and dialogue with scientists on relevant forest science topics. The statement should explicitly indicate how the contractor would explore issues,

develop collaborative agreement, and achieve the delivery of final recommendations to the Forest Service by June 2017.

- b. Description and itemized cost for each task described in Statement of Work.
- c. A list of staff who will work on the project, specific previous experience in facilitation, specific previous experience with forestry/natural resource management settings, their primary role, and approximate number of hours they will spend on the project.
- d. A statement of facilitation approach—including philosophy, any specific techniques used, and any specific training and professional accreditation received.
- e. A description of previous outcomes of the contractor’s work, detailing any specific successes in helping groups achieve their desired outcomes, overcome obstacles, etc.
- f. The location of the office that will be providing service to this project.
- g. A description of previous work performed and references from three previous related projects.

Allowable costs must be directly related to the project and include staff time, mileage at .54 cents/mile, and reasonable printing and photocopying costs for meeting materials. Contractor may not bill for computing supplies or services, telephone or fax equipment, or office space.

Selection Process

Consultants must submit proposals in digital format by 5 p.m. on Friday, March 11th, 2016 to Cindy Thieman (cindy@hoodriverswcd.org). The top two candidates will be interviewed by the Collaborative Group on the afternoon of March 31st.

HRSWCD and a subcommittee of the Collaborative’s members will review proposals for the project, and may propose modifications to the selected contractor before finalizing the contract. The following evaluation criteria will be used:

- a. Extent of experience with facilitating groups and processes related to natural resource management
- b. Demonstration of ability to work neutrally, create an atmosphere of respect, and communicate effectively with diverse types of stakeholders and personalities
- c. Demonstration of ability to facilitate groups achieving outcomes (e.g. reaching their stated goals, moving past an obstacle, etc.)
- d. Demonstrable familiarity with natural resource management, and its related ecological, economic, and social aspects
- e. Knowledge of the Mt. Hood National Forest and Hood River Valley area (preferred but not required)
- f. Strength of verbal and written communications skills
- g. Cost-effectiveness of proposal
- h. Clarity, quality, and presentation of proposal

Timeline

The contract would begin in April 2016 and end no later than June 30, 2017.

Compensation

Proposals may not exceed \$32,160 for combined services, mileage, per diem, and material costs.

General Information

HRSWCD is the fiscal sponsor for the Hood River Stewardship Collaborative. As such, all bid solicitation and contracting requirements of the HRSWCD will be adhered to and the contract for this design project will be executed and administered by the HRSWCD. The Collaborative and the HRSWCD reserve the right to accept the proposals and award a contract to a responsible and qualified bidder; to postpone the acceptance of the proposal and the award of the contract for a period not to exceed thirty (30) days; or to reject any and all bids received and further advertise the project for bids. The Collaborative and HRSWCD also reserve the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

Contract Terms

Employment Status and Insurance Requirements

The selected facilitator will be an independent contractor (Contractor) and in no instance will be considered an employee of the HRSWCD. The Contractor shall maintain in force, for the duration of the contract, insurance against claims for injuries to persons or damages to property, including errors and omissions coverage, for claims that may arise from or in connection with the performance of the work by facilitator, its agents, employees, or assigns. The insurance shall cover such claims as may be caused by any negligent act or omission. This policy shall be with an admitted insurance carrier licensed to do business in the state of Oregon and shall contain an endorsement entitling the HRSWCD to not less than 30 days prior written notice of any material change, non-renewal or cancellation. Failure to maintain any insurance coverage required by this contract shall be cause for immediate termination and non-payment of this contract by HRSWCD.

Ownership and Confidentiality

The Contractor will maintain all necessary documents for the professional services to be provided to the HRSWCD. The Contractor will not make any information available to the public or any other party unless authorized by the HRSWCD. The Contractor will not be held accountable for information released by the HRSWCD or Collaborative to other parties.

During the course of the performance of this contract, the Contractor may have access to confidential materials, data, strategies, systems or other information relating to the HRSWCD, Collaborative, or private property owner. Any such information acquired by the Contractor shall not be used, published or divulged by Contractor to any person, firm or corporation or in any advertising or promotion regarding Contractor or Contractor's services, or in any manner or connection whatsoever without first having obtained the written permission of the HRSWCD, which permission the HRSWCD may withhold in its sole discretion.

Assignments/Subcontract

The Contractor may not assign or transfer this contract or subcontract for the work to be performed without the prior written consent of the HRSWCD. Subcontractors shall meet all the terms and requirements of this contract.

Indemnification

HRSWCD agrees to hold Contractor, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all third party claims, demands, and causes of action that are not caused by the acts or omissions of Contractor. Contractor shall indemnify and hold HRSWCD, and its officers, agents and employees, harmless from and against all claims, actions, liabilities, costs, including attorney fees and other costs of defense, that are a result of the work completed by Contractor for this project and not caused by the acts or omissions of the HRSWCD. In the event any such action or claim is brought against HRSWCD, Contractor shall, if HRSWCD so elects and upon tender by HRSWCD, defend the same at Contractor's sole cost and expense, promptly satisfy any judgment adverse to HRSWCD, and reimburse HRSWCD for any loss, cost, damage or expense, including attorney fees, suffered or incurred by HRSWCD.

Termination and Suspension

The HRSWCD may terminate this contract at any time with written notice if Contractor fails to perform all duties as described. However, should the contract terminate, the HRSWCD agrees to pay Contractor for services/supplies already rendered if they meet the specifications described in this agreement. Any alterations to the scope of services must be agreed to by both the HRSWCD and Contractor in writing as a change order. Contractor may terminate this contract with a written notice if the HRSWCD fails to provide compensation in accordance with the agreed upon terms.

Laws and Ordinances

In addition to provisions of the laws of the State of Oregon, Contractor shall comply with and require its subcontractors to comply with all applicable provisions of Federal, State and local statutes, ordinances, orders, rules and regulations.

Arbitration

All claims or disputes between HRSWCD and Contractor arising out of or related to the Work or this contract shall be decided by arbitration conducted in accordance with the construction industry arbitration rules of the American Arbitration Association unless the parties agree otherwise. The parties shall bear equally the administrative fees of the American Arbitration Association and the fees of the arbitrator.