

Request for Qualifications and Proposal for Support Services for the Spokane River Regional Toxics Task Force (SRRTTF)

Background Information

The 2011 Washington NPDES wastewater discharge permits issued by the Department of Ecology for facilities discharging into the Spokane River include the requirement for creation of a Spokane River Regional Toxics Task Force (Task Force). The Task Force was formed in the late 2011/early 2012 time period, and a Memorandum of Agreement (MOA) was established. The Task Force maintains a web site (www.srrttf.org) that can provide additional information about the work of the Task Force. A copy of the MOA can be obtained via the following link. (<http://srrttf.org/wp-content/uploads/2012/10/OB5A38-compressed.pdf>)

In late 2016 the Task Force completed the development of a Comprehensive Plan for its work on a going forward basis. A copy of the Comprehensive Plan can be obtained via the following link. (http://srrttf.org/?page_id=6228)

The Task Force is beginning the transition from having developed its Comprehensive Plan to implementing its Comprehensive Plan. As such, the support services needed by the Task Force are also transitioning. It is anticipated that the Task Force will continue its efforts for several years.

Services Needed

The following services are needed to support the on-going operation of the Task Force as the organization transitions from the plan development phase to the plan implementation phase of its work. The Task Force is looking for an individual or team of individuals who can perform the essential tasks listed below¹. Ability to perform the optional tasks is desirable but not essential. The Task Force envisions that a number of the services could be provided by one or more people with unique combinations of skill sets. It is anticipated that involvement in this effort will begin on July 1, 2018 and continued need for services would be reviewed annually.

Essential Tasks:

- I. Administrative and Communications Support
 - a. Note-taking and meeting summaries (assume 4 - 6 meetings per year of half days to full days in duration)
 - b. Secure meeting venues (locations alternate between Spokane County's WRC and the LLSWD's Offices)
 - c. Maintain the Task Force's email lists

¹ Additional tasks may arise as SRRTTF implementation moves forward

- d. Post meeting materials on Task Force’s website (assume a total of 6 meetings per year)²
 - e. Post workgroup products and relevant Environmental Assessment Program’s (Ecology) reports on the website (eg., scopes of work, outreach concepts, powerpoint presentations, reports)
 - f. Email blasts to Task Force members regarding meetings, report availability, request for review, and relevant grant opportunities
- II. Executive Coordination³, Program Management and Facilitation
- a. Project coordination and oversight of work group tasks, scopes of work, contractors and schedules.
 - b. Coordination with Administration and Contracting Entity (ACE) in the execution of all contracts⁴ and project deliverables.
 - c. Identify and solicit advice from technical consultant(s) and the Task Force Community Technical Advisor
 - d. Process Management
 - i. Maintain roster of Task Force members (signatories to the MOA, voting and non-voting members)
 - ii. Develop agendas for full Task Force meetings and coordinate between work group activities and agenda content for full Task Force meetings (assume 4-6 meetings per year)
 - iii. Provide proper notice of full Task Force meetings in accordance with the MOA and any subsequent addendums to the MOA.
 - iv. Coordinate with meeting facilitator to plan and execute full Task Force meetings (including agenda preparation).
 - v. Evaluate Task Force processes on an ongoing basis and recommend management and process changes to the Task Force to promote efficiency and successful outcomes.
 - vi. Track progress in accomplishing goals of Comprehensive Plan and provide continued implementation focus for the Task Force – report regularly at Task Force meetings and prepare a brief annual summary reviewing implementation activities of the Task Force.
 - e. Facilitation
 - i. Facilitate full Task Force meetings (4 - 6 meetings per year)
 - ii. Ensure Task Force works in accordance with the intention of the Memorandum of Agreement (MOA) and subsequent addendums to the MOA (including decision-making protocol, dispute resolution and monitoring for quorum attendance at SRRTTF meetings where decision-making is anticipated).

² Assumption that individual workgroups will distribute materials by email directly within their small teams.

³ Candidate should demonstrate leadership skills and content knowledge regarding water quality, toxics, regulatory policy, etc.

⁴ Assume ACE to continue to provide financial services including: invoicing, full budget tracking, funding.

Optional Tasks:

- I. Grant writing and reporting
- II. Assistance in Outreach and Communications

Selection Process

The requested information is to be provided electronically to Chris Page at the e-mail addresses provided in the cover letter by 5:00 PM PDST on May 11, 2018. In addition, if you intend to potentially bid on this work, please notify Chris as soon as possible so that if any additional materials or information are developed relative to this Request before May 11th, you can be advised of it. A sub-group of the Task Force will rank all proposals received based on the criteria contained in Attachment A. From this ranking, they will develop a short list of leading candidates and present the ranking results and rationale to the full Task Force. The Task Force will then identify candidates that it wishes to interview.

Interviews

The full Task Force will conduct candidate interviews. The Task Force expects at a minimum that the candidate(s) will make a presentation and that any other identified key personnel be present for the interview as well. The candidates may be asked to provide additional or supplemental information for review after the initial submittal of qualifications and the interview. Any revisions made to the selection criteria will be provided to the candidates prior to the interview.

Submittal Contents

The submittal to the Task Force shall include the following information as well as the response to the criteria provided in Attachment A.

- Name of individual/individuals/firm/firms providing the response to the Request for Qualifications
- Names of key people proposed for this activity
- Name of the contact person and title
- Contact information of contact person (address, phone number, and e-mail address)
- Proposed approach and budget for the work identified above
- Rate schedule for the participants proposed for this activity
- Overall budget for this activity based on the information provided above
- A description/qualifications of each individual you are proposing for the work and, if you are proposing a team of individuals, clearly identify the role(s) of each member of your team

