

Request for Proposals
Planning Facilitation
The Wood-Pawcatuck Watershed Association Wild & Scenic Rivers Program

Background

The Wild & Scenic Rivers program was established in 2019 and receives funding from the National Park Service (NPS) to implement measures that will protect and enhance the outstandingly remarkable values of the rivers in the 330 square mile Wood-Pawcatuck watershed. The program is run by a Stewardship Council and is guided by a Stewardship Plan. After the Council's first two and a half years of operation, we wish to reflect on how we operated and plan for the second half of the 5-year grant project. We would like to assess where our strengths are; what we need to accomplish in the next few years; and where we need to adjust in terms of programs, priorities, and administrative structure. To that end, we are seeking the assistance of a facilitator to accomplish the tasks outlined in the attached Scope of Work. Our goal is to have the Facilitation process completed by 31 May 2023. For a comprehensive overview of the Wild & Scenic Rivers program, please visit: <http://wpwildrivers.org/>

The Stewardship Council engages in affirmative efforts to utilize local small businesses, American-made products, minority-owned firms, and women's business enterprises.

Price will be one of the factors in the evaluation of responses, but the Stewardship Council is not required to take the lowest bid if other factors are important in the decision. Awards may be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to the Stewardship Council.

Questions

If you have questions concerning this RFP, please contact the following:

Chris Grube
christophergrube@aol.com

Ahren Cohen
ahren.l.cohen@gmail.com

Chip Heil
heilcw@gmail.com

To Submit a Proposal

Please provide the following information:

1. Name of individual or firm.
2. Qualifications.
3. Names and contact information for three recent clients.
4. Addressing the needs as defined in the Scope of Services, provide a description of methods to be used and the process you will follow.

5. A timeline.
6. A cost.

Send your application materials in a single PDF document to:

Peter August

pvaugust@uri.edu

&

Antonia Bryson

antoniabryson@gmail.com

We will start reviewing proposals on 31 March 2023

**Scope of Work
Planning Facilitation
The Wood-Pawcatuck Watershed Wild & Scenic Rivers Program**

The Facilitator Will:

1. Have a Hybrid/Zoom meeting with the Facilitation Team (Chris G, Antonia, Chip, Pete, Ahren, Kassi, Lauren B) to orient, review the history and context of our goals, and answer any questions the Facilitator may have. Follow this meeting with meet and greet informal session and pizza lunch for members of the full Council who wish to attend.
2. Meet (via phone or Zoom) with each member of the Stewardship Council, W&S Coordinator, Partner Organization (NPS, WPWA, DEM, STB, Narragansett Tribal) reps, and learn of their opinions on the items below. If participants prefer, they can register their input in writing to the facilitator. It would be helpful if everyone would re-read the Stewardship Plan to refresh their memory on our mission and charge.
3. When interviews are done, have a Hybrid/Zoom meeting with the Facilitation Team to answer any questions or clarify any issues that came up in the interviews.
4. Prepare a synthesis and initial interpretation of comments from interviews, as well as a bulleted list of responses.
5. Lead an in-person meeting (with a hybrid/Zoom option) with all parties to discuss the findings.
 - a. What emerged as areas of strength and opportunity among the respondents? What were areas of weakness?
 - b. Recommendations on being more effective in implementing Stewardship Plan.
 - c. Leadership skills of a new Coordinator.
 - d. Any organizational changes that need to occur to optimize functioning of the Council
6. Deliver a written report of the findings of the process and recommendations based on responses.
7. Stewardship Council reviews recommendations and meet to finalize, adopt, and implement a plan forward.

Questions and Issues the Facilitator Will Address

Council Member/Town Scale

- In what areas have Town Representatives felt they have been successful?
- What difficulties have Town Representatives encountered in their roles?
- What can we do to encourage Council town representatives to engage with their towns and to participate in Council meetings?

Council Scale

- How can Council members engage with each other to have watershed wide conversations?
- What do Council members see as the Council's greatest strength(s) and weaknesses? How do we build on our strengths and resolve our weaknesses?
- How can we improve collaboration and communication between our committees?
- How can Council committees perform better or differently to attract and retain other Council members as active participants?
- How can the Council engage the communities along the rivers to be proactive stewards of the watershed and help us meet the goals of the Stewardship Plan?
- What, if any, changes can we make as a Council to better accomplish the Action Strategies outlined in the Stewardship Plan?
- Are we fully engaging our Council partners (WPWA, STB, DEM, Narragansett Tribal)? Can we better leverage their strengths with ours? Are there other organizations in the watershed we should be engaging as partners?

Administrative

- How can the Council govern or effectively empower staff to accomplish the yearly work plans as defined in the budgets submitted to NPS?
- What leadership skills do we require in a Wild & Scenic Program Coordinator? What should be essential elements of the Job Description of the new Coordinator?
- What is the role of the Executive Committee? Are there areas where the Council needs to improve how it works? For example - administratively, operationally, outreach?
- Are fiscal operations and communications running smoothly with respect to WPWA and NPS?