



City of Woodinville, Washington

REQUEST FOR STATEMENT OF QUALIFICATIONS: WOODINVILLE CITY COUNCIL RETREAT FACILITATOR

Deadline: January 15, 2018, 5:00pm PST

INTRODUCTION

The City of Woodinville is soliciting Statements of Qualifications from experienced facilitators for the purpose of working with City staff to plan and facilitate a strategic planning retreat with City Council in or around the month of March 2018. The overall goal of the effort is to help identify, clarify, synthesize, and prioritize key strategic goals and objectives for the City for its upcoming two-year budget cycle.

Leading up to the retreat, the facilitator will conduct individual interviews with each of the seven (7) City Council members, the City Manager, and key leadership team members. A joint meeting with the City's several citizen advisory Commissions will be held so the facilitator can collect information from those key advisory groups. The facilitator will use the information collected from the preliminary interviews and meetings to create the retreat agenda with staff input.

Following facilitation of the retreat, the facilitator will submit a written report of the event and digest the information into a draft "Key Strategic Goals and Objectives" document. Firms should have relevant experience in facilitating local governing body retreats and with producing similar summary documents.

GOALS OF THE RETREAT

The goals of the retreat are:

1. To have full, engaged participation of all Council Members and key leadership team members in the retreat.
2. To identify City's key Strategic Goals.
3. To identify City's key Objectives for achieving Strategic Goals.
4. To build teamwork and cohesiveness among Councilmembers and staff with respect to the differences in learning, communication, and leadership styles.
5. To provide summary documents

SCOPE OF WORK

The City will arrange the retreat facility, organize and develop the informational notebook to support the agenda items, provide flip charts and easels, a LCD projector as well as refreshments and lunches.

The proposed scope of work for the facilitator would be as follows:

- 1.) Initial interviews. These interviews would be entirely confidential and would be used to identify the range and depth of issues and concerns. Information elicited through the interviews will be helpful in establishing an agenda for the Council retreat.
 - Estimate: minimum 11 hours
 - 45 minutes per Council Member, City Manager, and designated senior staff members, with 15-minute break per interview for notes/ break.

- 2.) Commission meeting. This would be a joint special meeting of the City's Planning Commission, Parks Commission, and Tree Board to solicit comments and input into the process.
 - Estimate: maximum 1 hour for Joint-Commission Meeting
- 3.) Proposed agenda: Upon completion of the initial interviews and joint-Commission meeting, a meeting with the City Manager will occur to discuss and finalize the agenda.
 - Estimate: maximum 2 hours
- 4.) Facilitation: Retreat will be held on a single day in mid-March. The exact date would be determined by the City Manager and facilitator following the creation of the agenda and taking into consideration the availability of the participants.
 - Estimate: maximum 9 hours
- 5.) Prepare and revise retreat summary. Upon completion of the retreat a complete recap of Council discussions and agreements will be prepared by the facilitator and submitted to the City Manager. Included should be a digested draft version of the key Strategic Goals and Objectives that were agreed upon.

COMPENSATION

Professional fees, compensated at a rate to be negotiated per hour plus identified incidental costs for facilitation services for the 2018 City Council retreat, including travel, lodging and meals during travel. Services will include pre-retreat research and preparation, facilitating the Council Retreat, and providing retreat summary documents to the City Manager.

EVALUATION CRITERIA

The City of Woodinville will evaluate proposals based on the following criteria:

- The firm's ability to perform the work;
- Demonstrated experience with similar projects;
- Demonstrated ability to communicate and work effectively with clients
- Skill level and experience of assigned staff to work with the City; and,
- Responsiveness to this request for qualifications.

If deemed necessary or desirable by the City, interviews with short-listed firms may be conducted prior to final selection. If required, interview would likely be held January 22-26, though exact date and time TBD.

The City of Woodinville reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Woodinville, and the respondents to this request have no appeal rights or procedures guaranteed to them.

AGREEMENT FOR SERVICES:

The selected firm will be expected to enter into a standard Professional Services Agreement through May 2018, although the City expects this project will be completed well before that time. The selected firm will have or be able to obtain a certificate of insurance, in the amount of \$1 million in commercial general liability insurance with an aggregate of \$2 million, with a policy endorsement

which names the City of Woodinville as additional insured.

APPROXIMATE TIMELINE

December 21, 2017	RFQ Issued
January 15, 2018, 5:00 pm	Statements Due
Week of January 15, 2018	Statement Review/Interviews Scheduling
Week of January 22, 2018	Interviews (if necessary)
Week of January 29, 2018	Contract Negotiation
February 15, 2018	Contract Signed/Work to Commence

This schedule is tentative and may be changed based on the number of proposals submitted. Qualifications will be evaluated immediately with final selection targeted for early to mid-February 2018.

SUBMITTAL PROCEDURE

Qualified applicants may submit a proposal via our online purchasing portal, e-mail, or U.S. mail, **due January 15, 2018 by 5:00 pm.**

Submittals must include:

- Firm's name and contact information
- Qualifications for each of the five (5) service areas under Scope of Services
- Resume of facilitator and other proposed project personnel
- 2 references from organizations where you provided similar services
- 2 examples of previous relevant projects and summary documents

Submit proposals via the following means:

- Preferred - Public Purchase Online Portal: www.publicpurchase.com
- Email to: kellyem@ci.woodinville.wa.us
- U.S. Mail to:
City of Woodinville
Attn: Kellye Mazzoli
17301 133rd Ave NE
Woodinville, WA 98072

QUESTIONS

Questions about this proposal may be directed to Kellye Mazzoli, Assistant to the City Manager, at kellyem@ci.woodinville.wa.us. Copies of the RFQ may be obtained by visiting the City's website at www.ci.woodinville.wa.us or our online Purchasing Portal at www.publicpurchase.com.