



## MEMORANDUM

Date: xxxxx , 2022  
To: Oregon Consensus Affiliated Practitioner Team  
From: Cat McGinnis, Communications Project Manager/Project Associate, Oregon Consensus  
Subject: **Solicitation of Interest: Assessment - Office of the Chehalis Basin and Chehalis Basin Board**

## BACKGROUND

The Chehalis Basin Strategy is a collaborative, science-based process that was created to address the dual challenges of damages caused by extreme flooding and degraded aquatic species habitat. The Strategy is a partnership of agency, tribal, and independent scientists, private landowners, utility managers, fishers, farmers, and foresters, and local leaders who are imagining and examining new paths forward. The Strategy was launched shortly after the devastating floods of 2007 and 2009 that shut down parts of I-5 and destroyed property, put communities and public health and safety at risk, cost hundreds of millions of dollars in economic damages and lost revenue, and further degraded fish and wildlife habitat.

Building on the success of a Work Group convened by Governor's Gregoire and Inslee, in 2016, the Washington State Legislature created the Office of Chehalis Basin and the Chehalis Basin Board: a new framework to advance the Chehalis Basin Strategy. The Office of Chehalis Basin was created to aggressively pursue implementation of an integrated Strategy for long-term flood damage reduction and aquatic species restoration in the Chehalis River Basin. The Office administers funding provided by the Legislature to implement the Chehalis Basin Strategy. The Office is located within the Department of Ecology. The Chehalis Basin Board is responsible for overseeing the implementation of the strategy and developing biennial and supplemental budget recommendations to the governor. The Chehalis Basin Board consists of seven voting members:

- Two members appointed by the Governor;
- One each appointed by the Chehalis Tribe and the Quinault Indian Nation;
- Three members appointed by the Chehalis River Basin Flood Authority.
- Five State agency directors' representatives also serve as non-voting, ex officio members (Ecology, WDFW, WSDOT, DNR, SCC)

The Office of Chehalis Basin and the Chehalis Basin Board have asked the National Policy Consensus Center (NPCC) to support them in their process of selecting a new facilitator. The selection process will take place in two phases with the first being selection of a neutral facilitator to conduct an assessment. The assessment is intended to serve two purposes as follows: 1) take advantage of the moment of transition to reflect on the Office and Board's work and process to date 2) allow the selected facilitator to get to know key participants and for participants to work alongside the selected facilitator to become familiar with their style and

approach. As a second phase and pending a successful assessment process there will be an opportunity for contracting to provide ongoing facilitation.

## **TIME COMMITMENT AND BUDGET**

The current solicitation is for a situation assessment only. Work on this assessment is expected to begin in July 2022 and continue through September 2022 with a summary of assessment findings expected to be presented to the Office of the Chehalis Basin and Chehalis Basin Board members in the Fall of 2022. The selected practitioner would work with the Selection Committee to develop an interview list and protocol. We estimate approximately 35 individual and small group stakeholder interviews. We estimate the total time commitment for a single senior practitioner will not exceed 100 hours for interviews; 15 hours for synthesis of findings and presentation to office leadership and board members. The project budget can accommodate some travel for a select number of interviews and meetings with office leadership and the Board. It is assumed that the majority of interviews will be conducted virtually. If the assessment determines that a collaborative process could be helpful, it is possible, but not guaranteed that the assessment provider could be selected to conduct a collaborative process.

## **QUALIFICATIONS**

Qualified providers will have demonstrated experience bringing together groups with diverse and conflicting perspectives surrounding complex natural resource issues to achieve successful resolution and outcomes. Familiarity with Federal and State (Washington) natural resource and land use laws/rules, and knowledge of Tribes and treaty rights, is preferred. The successful candidate should also possess strong experience facilitating boards with diverse representation and experience working in a political and legislative context. Valued facilitator characteristics include: confidence, discipline, ability to challenge assumptions and encourage participation, proven organizational skills and the ability to remain impartial and be an active listener.

## **INFORMATION REQUESTED AND PROPOSAL REQUIREMENTS**

1. The attached Candidate Overview Form completed for your firm.
2. A three-page (*maximum*) description of your firm, and qualifications and experience relevant to this project.
3. A separate rate sheet that identifies your firm and *hourly* rates for the people who will be working on the project. Also include the minimum billing time increment (for example 0.1 or 0.25). *No additional information should be included on the rate sheet.*

Materials must be submitted by email, and may be in Word or PDF format.

If you are interested in working on this project, please submit your materials to Cat McGinnis [mcginnnc@pdx.edu](mailto:mcginnnc@pdx.edu) with a cc to Laurel Singer ([laurels@pdx.edu](mailto:laurels@pdx.edu)) by **noon on XXXXXX** E-mail submissions only are requested.

The anticipated timeline for contractor selection is within **XXXXXX** after the solicitation deadline. If you have any questions about the project, please contact Peter Harkema at (503) 725-8191 or [laurels@pdx.edu](mailto:laurels@pdx.edu).

Thank you for considering this opportunity.