



To Protect and Promote the Health and the Environment of the People of Kittitas County

REQUEST FOR QUALIFICATIONS

Summary of Project

As of June 2, 2014, all new uses of ground water in Kittitas County are required to be adequately mitigated. Mitigation may include obtaining a portion of a senior (pre-1905) water right appropriate to offset the new ground water withdrawal. The County intends to offer mitigation through a county-owned and operated water bank starting December 1, 2015.

Kittitas County Public Health Department (KCPHD) has formed a Citizen's Advisory Committee (the Committee) to formulate a recommendation on the quantity of water to be issued with a mitigation certificate from the future Kittitas County water bank.

This committee will meet approximately once a month or less from October 2014 to May 2015 to discuss issues related to water quantity for residences that choose to mitigate their water usage through a the county-operated water bank. The committee will then make a recommendation to the Board of County Commissioners on the gallons per day usage that will be allowed per residence.

Scope

To make the most productive use of the stakeholder's time during these meetings and to develop recommendations in a timely manner to meet the May deadline, Kittitas County is seeking requests for qualifications (RFQ) for meeting facilitation services to work with this Citizen's Advisory Committee during the meetings.

More specifically, Kittitas County is seeking a professional facilitator to ensure that the Committee's meetings are productive and contribute in a positive way towards the water quantity proposal to the Kittitas County Board of Commissioners.

Facilitation skills that are desired include the following abilities:

- Work with staff to plan meetings;
- Follow good meeting practices, such as keeping time, producing and adhering to an agreed upon agenda, and keeping a clear record;
- Build a trusting environment during the process;
- Understand and negotiate a broad range of planning issues;
- Manage any confusion in group settings that may result from inadequate information or conflicting participant statements;



507 N. Nanum St. Suite. 102 · Ellensburg, WA 98926

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www.co.kittitas.wa.us/health/



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- Group management, including careful observation of group dynamics, individual participation styles and participation balancing;
- Employ a variety of listening skills, such as the ability to paraphrase, stack a conversation and draw people out;
- Manage incidences of conflict and/or confrontation so that everyone has the ability to make comments and contribute to the dialogue;
- Facilitate flow of discussion toward the goal of the meeting; and
- Help members articulate their comments, suggestions and recommendations in each meeting.

KCPHD will assist the selected facilitator by providing logistical support for these meetings. Logistical support shall entail organization of meeting space and times, assistance in contacting meeting participants, and distribution of documents. Any other requested logistical support needs to be identified in the RFQ.

Statement of Qualification Requirements

Submit a statement of qualifications applicable to the scope and introduction sections.

Respondents to this RFQ shall include the following information in their submittal:

1. Legal name, address, email, and telephone and fax numbers of consultant or all members of a consultant team
2. Qualifications and experience
3. List of recent projects
4. Pertinent licenses and certifications
5. Estimated total cost for project completion
6. Other relevant information or materials for consideration and/or reference

Submit responses to Kittitas County Public Health Department, 507 N Nanum St, Suite 102, Ellensburg, WA 98926. The proposal shall be received by 5:00 p.m. on September 30, 2014. Email submittals should be sent to environmentalhealth@co.kittitas.wa.us.

Upon timely receipt of responses, the Kittitas County shall review and schedule interviews of qualified candidates.

Kittitas County complies with all ADA requirements.



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