

Recreation and Conservation Office

Addendum to RFQQ 2102

Meeting Facilitation for Fish Passage Barrier Removal Board

PROPOSAL DUE DATE: April 23, 2021 – 4:00 pm, Local Time, Olympia WA

1. *The FBRB has been meeting since June 2014. Is a contractor currently in place facilitating the Board? Why this solicitation currently out for bid?*

Aaland Planning Services has facilitated the FBRB meetings since June of 2016, and due to retirement will not be continuing in this position. The successful candidate of this RFQQ will have a one-month overlap with the outgoing firm, the old and new facilitators will co-facilitate the June 15, 2021 meeting for the FBRB.

2. *On page 14 (3.2 Qualifications Section), the RFQ notes that response should include a Schedule after an Experience subsection. However, on page 15 (3.2.2 Qualifications) the description of the Qualifications section does not appear to identify the location or what should be in the Schedule. Can RCO advise on the location of the schedule in the response relative to the order described in section 3.2.2?*

The “schedule” is not applicable to this RFQQ should be omitted. The Qualifications should read as follows:

The Qualifications response is to be submitted in two sections as follows:

1. Business Information (section 3.2.1 – A-F)
2. Experience (section 3.2.2 – A- C)

The optional section (3.3.2 D) includes proof of certification for minority- or women-owned businesses participating on the project, if applicable.

3. *I am a professionally certified facilitator and mediator. I am also employed part time at a Washington state agency. Do you know if my part time employment disqualifies me and my consulting firm from participating?*

We do not see a direct conflict of interest with a part-time agency employee submitting a proposal to facilitate for the FBRB on which that agency is a board member. As our RFQQ states, you will need to clearly define your agency responsibilities in your submission so that the scorers can fairly determine if a conflict of interest exists.

4. *Who are the nine participants on the Fish Barrier Removal Board (FBRB) that have been meeting since 2014?*

Information on the Board [can be found under “members“ here.](#)

5. *Is administrative support being provided for the following: scheduling Board Members and Subcommittee Members meetings, updating the FBRB Board website, printing and distributing materials (if needed), and other admin tasks?*

Administrative support is being provided by WDFW personnel to include: scheduling Board Members and Subcommittee Members meetings, scheduling conference rooms, catering, updating the FBRB Board website, printing and distributing materials.

6. *In the past (pre-COVID), did FBRB meetings and the Communication Subcommittee meetings take place the same day?*

FBRB board meetings are typically the third Tuesday of every month, some years we do not meet in December and occasionally may skip a July or August meeting all due to member social commitments. A communication subcommittee meeting or a strategy meeting are rare and are never scheduled the same day a board meeting is scheduled.

7. *If the contractor is working from home, please clarify if homeowner’s insurance would suffice to meet the requirements of Property Insurance and Crime Insurance. Also, what information would we be expected to have that would invoke this coverage.*

The insurance stated in the RFQQ are the maximus, to encompass all types of contracting. You will not need crime insurance, or insurance for storing data, as this is RFQQ is not based in IT services. You can find insurance more appropriately scoped to the work expected on page 24 of the solicitation document.

8. *What platform for virtual meetings does the FBRB and Communication Subcommittee use? (e.g. Teams, Zoom, other).*

The FBRB currently utilizes Microsoft Teams for all meetings.

9. *Noting that currently the meetings are held via Microsoft Teams with the intent of moving to in-person meetings, would the Agency be open to hybrid in-person/remote meetings?*

The board would need to decide on hybrid meetings. Currently, WDFW is preparing to allow reconvening of in-person professional gatherings for work duties that cannot be performed remotely. This will include business and supervisory meetings,

trainings, and tours. WDFW has developed a required Standard Operating Procedure (SOP) for “In-person professional gatherings (internal and external)” and an accompanying training all staff must complete prior to our launch of the SOP. WDFW has not received the SOP nor begun the referenced training yet.

10. *The Scope of Work includes the following task: “Represent the FBRB at conferences that the FBRB directs the contractor to attend”, yet there are no hours or funds allocated for this in the RFQQ. Would additional funds be available beyond this contract to accomplish this task?*

The RFQQ states on page 6:

Travel costs for out of town board meetings or conference attendance: Up to \$1,400

a. Assumes 4-5 nights in a hotel, travel by either Privately Owned Vehicle or plane depending on distance, state per diem rates for meals.

In the last five years the FBRB has invited the facilitator to attend the biannual Salmon Recovery Conference and to an occasional Association of Washington Cities Conference or Association of Washington County Engineers Annual Conference. Attendance is at the direction of the board chair. The purpose of conference attendance is to build repour with fish passage project sponsors.

The RFQQ period of performance is for 25 months. The FBRB typically meets monthly which could mean a total of 25 board meetings during the contract period. Rarely, do we cancel a board meeting like in December 2020. Rarely, do we hold a communications subcommittee meeting. Rarely, do we hold a strategy meeting (3 strategy sessions in five years). 1-2 conferences may be required attendance by the contractor.. All of the above is reimbursable as stated in the RFQQ.

11. *On page 6 of the RFQQ, it is noted that “The funding available includes travel costs.” Given the uncertainty to when Washington will return to in person meetings, can RCO offer guidance on how many meetings respondents should assume will take place in Olympia vs. fully remote so quotes are comparable?*

It is hard to predict what changes will occur at that at this time. The RFQQ specifies the anticipated travel time commitments on pg 5-6.

12. *What is the role of the FBRB chair in meetings?*

The Chair has primary responsibility to set up the board, invite participants, develop meeting agendas, and represent the FBRB in all appropriate matters.

Responsibilities of the Chair include, but are not limited to, ensuring all members are heard equally in debate, facilitate the discussion and keep order, and strive to ensure the meetings stay on track with the agenda so the meetings are as effective as possible. The Chair is responsible for reporting to the legislature on FBRB progress and recommendations.

The Chair is the spokesperson for the FBRB. Board members should not represent or speak on behalf of the FBRB when attending other meetings or forums unless assigned to do so by the Chair.

13. RCO has issued the RFP and will award the contract. WDFW leads the FBRB. Which agency is making the final decision regarding which contractor to award the contract?

WDFW will be the final decision-making agency on who the contract is awarded to.

14. What is the role of WDFW and RCO staff in administering and coordinating the FBRB?

RCO is the administrative agency responsible for contract management, billing and payment.

15. Is there a page limit for the submittal or cover letter?

There is no page limit.

16. Can we include a front cover and back cover on our submittal?

Yes

17. Are full resumes to be included in the body of the qualifications or in an appendix?

Please include any resumes as an appendix.