

Request for Proposals

Workshop Facilitator, Potomac Basin Comprehensive Water Resources Plan

Proposals due August 30, 2019

The Interstate Commission on the Potomac River Basin (ICPRB) seeks proposals for a facilitator (or facilitator team) to execute two workshops as recommended in the Potomac Basin Comprehensive Water Resources Plan. The work described in this RFP is expected to begin no later than November 1, 2019 and conclude no later than May 29, 2020.

The Interstate Commission on the Potomac River Basin (ICPRB) developed a basin-wide comprehensive water resources plan¹ in close collaboration with basin stakeholders. The plan was approved by the Commission in June 2018. The plan builds on existing state and local planning efforts and focuses on issues of interstate and/or basin-wide significance. The plan identifies five challenge areas; namely, ensuring sustainable water uses and supplies; protecting and improving water quality; managing land use for sustainability; and protecting ecological health. Recommendations for action are included under each challenge area, with specific 2-year and 5-year milestones.

One overarching recommendation from the plan (see Section 3.2.1) is to develop an inventory of roles, responsibilities, and areas of authority and discuss how effectively current programs and activities are being carried out². Specifically, the plan states that:

There are many organizations and individuals acting in support of the comprehensive plan's overall vision, either explicitly or implicitly. There are likely so many ongoing programs and activities that it is difficult to keep track of who is doing what...To this end, this recommendation includes the following three parts: 1) develop an inventory of roles, responsibilities, and authorities; 2) define specific water criteria for which to compare progress related to current programs and activities; and 3) define subsequent planning efforts to evaluate progress and gaps in activities.

To this end, ICPRB is seeking a skilled water resources facilitator to lead two workshops, one in person and one via webinar in spring 2020. The one-day workshop will be held in Rockville, Maryland at ICPRB's office building and will cover the water quality, water use and availability, and ecological health areas. To encourage participation by local decision-makers³, the land use workshop will be held via a half-day (or less) webinar.

Participants are expected to include federal, state, and local government agencies; non-profit organizations; interested citizens; and water utilities to name a few. Participants will be invited based on experience with the topic areas. An emphasis will be placed on ensuring a wide range of perspectives and interests are present.

¹ The full plan document is available for [download](#) (20MB).

² More information on the comprehensive plan is available on the [ICPRB website](#).

³ On-the-ground land management in the Potomac basin is carried out at the local level.

The tasks of the selected facilitator include pre-workshop preparations, facilitation of the two workshops, and preparation of a report. Specifically, the facilitator will:

- Participate in up to four preparatory teleconferences with ICPRB staff
- Coordinate with ICPRB staff to identify appropriate timing for the workshops
- Facilitate the workshops to ensure timely completion of the milestone, as described in Section 3.2.1 and Section 5.1 of the comprehensive plan
- Write a final report describing the facilitated process, including the presentation of results (the inventory of roles, responsibilities, and authorities; suggested metrics for evaluating progress; and identified next steps as described above)

ICPRB staff will be responsible for the following tasks:

- Work closely with the facilitator to develop pre-meeting materials
- Send Doodle polls to prospective participants (if needed), send meeting invitations, and manage RSVPs
- Reserve meeting space and arrange for food/drinks
- Actively participate in the workshops to serve as a technical and planning resource

The facilitator is expected to have the following skills:

- Facilitate meetings of diverse stakeholder groups
- Communicate effectively, orally and in writing
- Encourage meeting dialog, enhancing each participant's ability to contribute to the process and outcomes
- Understand physical processes and management challenges related to water resources
- Meeting planning and logistics (to advise ICPRB on meeting planning and logistics for successful outcomes)

To be considered under this RFP, please submit a proposal that includes cost and technical details to Director, Administration via [email](#) by August 30, 2019. The proposal should not exceed 10 pages in length and should include the following sections:

- Introduction: Provide sufficient introduction to demonstrate an understanding of the tasks described above
- Vision: Include a description of individual facilitation style and philosophy as well as the steps envisioned to complete the described facilitator tasks
- Qualifications: Identify each team member and describe current and previous experiences that demonstrate the required skills listed above and describe why those experiences would help accomplish this project's objectives
- Cost: Provide a detailed cost estimate for the activities as described

The proposal will be evaluated on the qualifications and experience of team members, the approach that the proposal identifies, the ability to achieve the stated goals, and cost. The decision will be based on best value. The award is contingent on fund availability.

Questions about this RFP can be submitted to Associate Director, Water Resources via [email](#).