



Request for Proposals

Tillamook Bay Watershed Council Organizational Plan

Deadline for Proposals: February 17, 2025

INTRODUCTION

The Tillamook Bay Watershed Council (TBWC) is a not-for-profit organization. Its mission is to build collaborative, voluntary partnerships to protect, maintain and improve the health of the Tillamook Bay watershed through on-the-ground restoration projects, educational outreach programs, and other community-engagement activities. The vision of the TBWC is for a healthy watershed that supports natural, functioning ecosystems while also providing for a thriving economic base that supports viable communities.

Through 2024, the TBWC's organizational, capacity and outreach activities have been guided as part of a 10-year Strategic Action Plan, a copy of which attached to this RFP. Moving forward, the Council desires to bifurcate the prior planning into two separate documents. A separate RFP has been issued for a revised 10-year Strategic Action Plan addressing ecological strategies and priorities. The solicitation herein seeks to update and revise the organizational and capacity strategies of the existing plan (see e.g. pp 4-10) as well as the effectiveness strategies and metrics imbedded therein (see e.g. pp.22-24).

PURPOSE

The 2025-2035 Organizational Plan will guide the Council's operational, education and outreach efforts. The plan strategies will steer Council governance and be incorporated in annual work plans where appropriate. The TBWC is seeking an experienced planner/facilitator who will engage with the Council and the community to develop a document that will achieve the following:

1. Serve as a guiding framework for Council activities and projects
2. Establish plans for community involvement, education and public outreach to accompany all activities and projects
3. Establish plans for organizational improvement including development of the Council Board, partnerships and landowner relationships

Partners include the Oregon Department of Fish and Wildlife (ODFW), Oregon Department of Forestry (ODF), Bureau of Land Management (BLM), Tillamook County (TC), Tillamook County Soil and Water Conservation District (TCSWCD), Tillamook Estuaries Partnership (TEP), and U.S. Fish and Wildlife Service (USFWS). Funding for this technical assistance is provided by the Oregon Watershed Enhancement Board (OWEB).

PROJECT DEFINITION AND SCOPE

The Consultant will:

- Facilitate planning discussions and develop a revised Plan that identifies and prioritizes participation and accountability, decision making, meeting management, staff management, fiscal management, project management, citizen involvement and support, and membership and recruitment.
- Conduct a business and operational (SWOT) analysis
- Develop strategic options (growth, status quo, program priorities)
- Identify 3-4 SMART goals for the TBWC Board to achieve within the short term (1-3 years)
- Develop a document that identifies priority concerns and planned activities that is acceptable to TBWC and similar to the [Bonneville Environmental Foundation Governance Documents](#) as located on the Oregon Watershed Enhancement Board (OWEB) website.
- Communicate with the selected 10-year Strategic Action Plan consultant (currently being solicited under a separate RFP) as required to address overlapping matters
- Adhere to an aggressive timeline delivering a draft document by **May 19, 2025**, and a final document by **June 16, 2025**.

The Council's objectives for working with the selected consultant will require:

- Effective facilitation
- Collaborative planning
- Collaboration and writing expertise to review and develop summaries of issues and recommended actions from Council bylaws and policies
- Engaging the Board in a process, including a robust community outreach, to identify priority issues the Council could address and/or opportunities for the Council to add value to existing initiatives being led by other regional organizations

The coordinator, with input from the Council, will:

- Provide the contractor with the necessary materials and information to develop the organizational plan
- Be available as a resource for the contractor and a liaison between the consultant and the Council
- Work with the consultant to have the written organizational plan produced in a format that is consistent with OWEB's requirements

DELIVERABLES

The key deliverable will be a working plan that is Council and OWEB-approved. A draft plan must be completed by **May 19, 2025**. The contractor will have until **June 16, 2025**, to refine the plan into a final guiding document. The document must be in .docx format.

Regular communication between the consultant and the TBWC Coordinator will be critical to ensure the expectations of both parties are met.

Short progress updates will be submitted via email once per month to coincide with the Council's regularly scheduled meetings on the fourth Tuesday of each month (February 25, March 25 and April 29)

QUALIFICATIONS

Experience as a facilitator and strategic planner
Experience in planning and prioritization
Effective writing and communication skills

PROPOSAL CONTENT AND REQUIRED ELEMENTS

Proposal submissions must include the following sections:

Section 1: Statement of understanding of project scope and requirements

This should include:

- A brief description of the process that will be used to complete this project
- An estimated budget including expected costs
- A work plan and timeline for the completion of each project milestone

Section 2: Statement of Qualifications

List relevant qualifications and provide an explanation of how each will specifically apply to this project. This should include a description of the skills and experience of the consultant.

Three references from past work on projects of a similar nature must be included, with names and contact information.

Section 3: Cost Statement

The project is funded by a grant from OWEB. Proposals may not exceed \$20,000. Submittals will be evaluated based on the services provided within this budget.

The quoted price will include all costs incurred during the completion of the project. This includes administration, materials, printing, travel, labor, mailing, GST, etc.

Section 4: Examples of similar work

Two examples of similar work should be provided to demonstrate the consultant's writing style and skill. These examples will be clearly identified as having been completed by the consultant making the proposal and by the specific individuals identified as members of the consultant's team for this project. All examples will be returned if provided in hardcopy, but an electronic format is preferred.

PROPOSAL GUIDELINES

This RFP will be conducted with the objective of maximizing the benefit to the TBWC, while offering the consultant a fair and equitable opportunity to participate.

This request for proposal is not to be construed as an offer to contract, but as an invitation for proposals. The TBWC is under no obligation to accept any proposal, including without limitation, the lowest priced proposal.

Proposals are to be clearly marked Proposal for *Tillamook Bay Watershed Council Organizational Plan*. **The deadline for proposals to be received is no later than 5:00 pm on Friday, February 17, 2025.** Proposals received after this time will not be considered.

The proposal may be forwarded electronically (pdf) to paul@tbnep.org or mailed to: Tillamook Bay Watershed Council, PO Box 518 Garibaldi OR 97118. You will be notified via email when we have received your proposal. Faxed proposals WILL NOT be accepted.

METHOD OF PAYMENT

The TBWC and its selected consultant will arrange a plan for payment(s), either in a lump sum upon completion of the project, or in partial payments at the completion of key milestones.

SELECTION OF CONSULTANT

The award of a Contract resulting from this RFP shall be based on the highest-ranked proposals received. Each proposal will be evaluated by a committee and responses will be sent within a week of receipt.

This RFP does not commit TBWC to award a Contract nor to pay any costs incurred in making necessary studies or designs for services or supplies.