

# Walla Walla Watershed Management Partnership

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## **REQUEST FOR QUALIFICATIONS AND QUOTATIONS** **Professional Services: Flow from Flexibility Coordinator**

**#09-002**

The Walla Walla Watershed Management Partnership (Partnership) solicits interest from qualified applicants to provide professional services to work with landowners and conduct outreach for the Partnership's "Flow from Flexibility" program. This Request for Qualifications and Quotations (RFQQ) does not constitute a contract for services performed or to be performed. Following the selection of the professional services provider, the Partnership will negotiate a contract including a finalized scope of services and fee structure.

**INTRODUCTION:** The Walla Walla Watershed Management Partnership is a public agency formed as a Water Management Board under Chapter 183, Session Laws of 2009. The Partnership is currently in a setup phase where it is establishing necessary policies and procedures to operate as a public agency. Additional work is focused on implementing authorities granted to water management boards by Chapter 183, Session Laws of 2009.

### **SCOPE OF WORK:**

1. Solicit participation in Partnership programs through outreach efforts and events under the guidance of staff, including developing informational materials, making presentations, and responding to participant inquiries.
2. Assist in the development of local water plans and water banking guidelines, criteria, and policies consistent with Chapter 183, Session Laws 2009 and Partnership Board direction.
3. Lead and/or assist staff and participants in the development of local water plans, including identifying flexibilities, baseline water use, and plan provisions.
4. Coordinate with staff, participants, the Water Resource Panel, the Partnership Board and the WA State Department of Ecology in advancing recommendations for local water plan approval, amendment, implementation and monitoring/reporting.

**CONTRACT TERM:** The Partnership anticipates entering into a contractual agreement with the selected professional services provider(s) beginning in October 2009 and continuing as funds are available up to June 2011, with options for renewal with approval of the Partnership Board.

**TO APPLY:** To be considered as an applicant, submit a Statement of Qualifications and Quotation, limited to six pages, including the following information:

1. Applicant Experience
  - Provide a narrative description of the applicant's general experience.
  - Identify other relevant clients and experience.
  - Include applicant contact information.
2. Proposed Coordinator/Team
  - Name and describe the coordinator and/or team proposed. Clearly identify the lead coordinator and name any additional team members.
  - Provide a resume or similar description for each team member, with detail in the experience and qualifications of the lead coordinator.

- If additional resources are available through your firm or named team to meet special or unusual needs, please identify such resources as well.
3. Proposed Fee Structure
- Propose a fee and compensation structure, inclusive of all service costs. The Partnership will consider the proposed compensation as a “best and final offer,” although the Partnership reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Partnership, including cost.

Submittals must be received no later than 5:00 p.m., September 21, 2009. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Questions should be directed to Cathy Schaeffer at 509.524.5216 or [cathy.schaeffer@wwcc.edu](mailto:cathy.schaeffer@wwcc.edu).

Submit an electronic PDF copy of your Statement of Qualifications and Quotation to:

**Walla Walla Watershed Management Partnership**  
**ATTN: Cathy Schaeffer**  
**WWCC Water and Environmental Center**  
**500 Tausick Way**  
**Walla Walla, WA 99362**

**Or:** [office@wallawallawatershed.org](mailto:office@wallawallawatershed.org)

The Partnership will not be liable for any costs incurred by applicants in preparation of a submittal in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ. This RFQQ does not obligate the Partnership to contract for services specified herein. The Partnership reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ. The Partnership reserves the right to select more than one professional services provider. The Partnership reserves the right to award the contract to that proposal that best meets the needs and interest of the Partnership.

**SELECTION PROCESS:** Statements of Qualifications and Quotation received by the deadline will be subject to preliminary staff review to identify that all required information is provided in the Statement. Evaluation and interview of applicants will occur by October 1, 2009. The Partnership will select the preferred consultant(s) and negotiate with each selected consultant to develop a contractual agreement, which will be considered for approval by the Partnership Board on October 6, 2009.

Participation by minority and women-owned firms is encouraged. The Walla Walla Watershed Management Partnership is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.