

2025 Visioning Facilitator –Recommendation

Staff Recommendation

Motion: Authorize the Administrator to Execute Contract for Visioning Facilitation Services with a total cost not to exceed \$15,000.

Overview:

To support the 2025 update of the Comprehensive Watershed Management Plan (CWMP), staff developed and issued a Request for Proposals (RFP) for facilitation and documentation services. The purpose of the RFP was to identify a qualified team to design, lead, and document three key visioning events that will shape the planning framework and public engagement strategy.

The RFP was posted publicly on the LMRWD website and circulated to a broad network of qualified consultants and facilitation professionals. The scope of work emphasized inclusivity, creativity, documentation quality, and integration with the District's new strategic framework, *The River Will Not Wait*.

Process:

- The RFP was issued on June 20 with a deadline of June 30, 2025.
- Four proposals were received by the deadline.
- Staff developed a formal evaluation matrix based on the criteria listed in the RFP, including alignment with CWMP goals, clarity of approach, facilitation experience, creativity in engagement, media/documentation capabilities, and cost-effectiveness.
- Each proposal was independently reviewed and scored by staff reviewers.

LMRWD 2025 Visioning Facilitator – Proposal Evaluation Matrix

Evaluation Criteria	Weight (%)	Scoring Scale	Reviewer Notes
1. Alignment with Visioning Goals and CWMP	20%	1–5	How well does the proposal support the visioning sessions and integration with the CWMP update?
2. Clarity & Feasibility of Approach	20%	1–5	Is the proposed work plan clear, actionable, and achievable within the budget and timeline?
3. Facilitation & Documentation Experience	20%	1–5	Does the team demonstrate relevant experience with similar engagements, including data synthesis and reporting?
4. Creativity & Inclusivity in Engagement Methods	15%	1–5	Are the engagement tools, comment cards, and stakeholder strategies designed to be inclusive and innovative?

5. Media/Documentation Capabilities	15%	1–5	Are photo/video deliverables feasible and high-quality? Do they support future outreach?
6. Budget Alignment & Cost-Effectiveness	10%	1–5	Is the budget well-structured, reasonable, and reflective of the scope?
TOTAL	100%		

Appendices

1. Detailed Evaluation, Scoring, and Summary Table
- 2.