

City of Santa Fe, New Mexico

**City of Santa Fe
Housing and Community Development Department
Long Range Planning Division**

01/08/16

**Request for Qualifications
'16/07/ RFQ**

Meeting Facilitation Services

Submit Proposal to: Richard Macpherson, Senior Planner
Long Range Planning Division
City of Santa Fe
rjmacpherson@santafenm.gov

Or hand-deliver to
500 Market Street, Suite 200

No later than: 12:00 pm local time, Wednesday, January 22, 2016

Facilitation Services

Open House/Public Meetings

Request For Qualifications

Background: The City of Santa Fe has authorized that a West Santa Fe River Corridor Plan and an Old Pecos Trail Overlay Plan be completed; also, the City is considering initial work on a new General Plan Update. These planning processes will include facilitated open houses and/or general meetings for residents to provide input on future plans. The city is interested in obtaining the services of an experienced meeting facilitator with exceptionally strong communication skills that can keep order in a large meeting, while allowing for differing views, in potentially contentious and distracting public settings.

Facilitation Requirements: The city seeks to find a highly experienced facilitator/facilitation team that will provide facilitation for the following services:

1. Working with city staff, to establish dates, times and places for the public open house meetings for any one of the above processes.
2. Provide lead facilitation for the public meetings. This includes:
 - a. Working with city staff, Identify meeting locations, dates and times for all meetings;
 - b. Working with city staff, perform all preparation for meetings including agendas, materials, and advertising to announce public meetings.
 - c. Working with city staff, prepare visual aids and all equipment and other logistics needed for the public open house/meetings.
 - d. Facilitate, lead, guide and record discussions and participate in meetings as needed.
 - e. Generate collated notes and weighted tracking of comments and outcomes
3. Reporting – Collate notes and input from meetings, by meeting, and provide a formal complete report of the notes and weighted major themes and comments elicited by the public during the public open house/meetings.

Proposal:

Proposals should be no more than 3 pages plus an additional 1 page for the project budget (no more than 4 total pages), and are due by noon on January 22, 2016. Proposals should do the following:

- Clearly demonstrate the level of understanding and facilitation experience required of this project.
- Provide a brief description of the project team and their experience, skills and qualifications.
- Include a clear and detailed budget on an hourly, per meeting basis that assumes 2-3 hour open house meetings. Show how city funds will be used and what other contributions will be put into the project.

Evaluation Criteria and Evaluation Committee

The evaluation committee will consist of City of Santa Fe Housing & Community Development Department staff members and will be scored according to the following:

Overall project proposal:	15%
Schedule/ deliverables:	20%
Demonstrated staffing and capability:	25%
Budget:	40%