



**REQUEST FOR PROPOSAL  
TRANSPORTATION SUMMIT ZOOM/ONLINE FACILITATOR  
Salt Lake City, Utah 84101**

**Article 1. Introduction**

Central Wasatch Commission invites you to make a proposal for professional consultant services regarding a Transportation Summit Zoom/Online Facilitator. The following proposal request will outline the project goals and detail the format you should use to submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.04.

At the core, the mission of the Central Wasatch Commission is to implement the Mountain Accord charter, which laid out proposals for addressing four major issue areas specific to the Central Wasatch Mountains; transportation, economic viability, environmental sustainability, and recreation stewardship. The core governance approach of the Central Wasatch Commission is consensus. Please review information regarding the Central Wasatch Commission website at [www.cwc.utah.gov](http://www.cwc.utah.gov)

**Section 1.01 Location and Sponsor**

Your bid is for professional consultant services for an online Zoom facilitator. Central Wasatch Commission is located at 41 North Rio Grande, Suite 102, Salt Lake City, Utah 84101.

**Section 1.02 Management**

Blake Perez, CWC Deputy Director will be managing this project. Kaye V. Mickelson, CWC Office Administrator will assist in the project's timely completion. It is expected that both will be off location and utilizing phone or Zoom during this project.

**Section 1.03 Contact Information**

Please contact Kaye V. Mickelson for questions about the proposal submission details (email or text is preferred):

Phone: 801-230-2506

Email: [kaye@cwc.utah.gov](mailto:kaye@cwc.utah.gov)

Please contact Blake Perez for questions about the project details:

Phone: 801-518-7583

Email: [blake@cwc.utah.gov](mailto:blake@cwc.utah.gov)

**Article II. The Project**

**Section 2.01 Mission:**

The objective of this project is to arrive at a consensus on a Mountain Transit System for the Wasatch Mountains.

## **Section 2.02 Project Specifications**

This Request for Proposal (RFP) is to solicit the services of a professional online facilitator to plan, promote, and facilitate a virtual mountain transportation system summit to achieve consensus with stakeholders on a regional mountain transportation system.

The successful contractor will be required to collaborate with the Central Wasatch Commission to develop and to facilitate a Mountain Transportation System virtual summit with a potential participant base of approximately 200.

The selected facilitator will be responsible for working with the Central Wasatch Commission Staff to develop a detailed agenda for the 2020 Mountain Transportation System virtual summit, and for planning and facilitating meetings among staff, commission members, and stakeholders in order to deliver a dynamic experience that results in a consensus around a proposed mountain transportation system for the Central Wasatch.

Specific activities include:

- A. **Agenda Planning:** work with the project manager to design a detailed agenda for the summit, including clear delineation of timing, working with Zoom event consultants, and other inputs necessary for a successful meeting.
- B. **Pre-Meeting Research:** meet with commission members, stakeholders and staff in order to develop the facilitator's understanding of key issues, interpersonal dynamics, and other factors that should inform the group discussion at the virtual summit. The contractor will utilize the background information from a variety of sources and the materials prepared from the Central Wasatch Commission Mountain Transit System process including scoping documents, public comments, data results from surveying tools, and previous studies regarding transportation solutions for the Central Wasatch to design summit content. This may be done by document sharing and directed reading, phone or video conferencing.
- C. **Meeting Facilitation:** facilitate the summit between/among stakeholders, commission members, and Central Wasatch Commission staff in order to create a pleasant, dynamic and productive experience for all participants. Methods to streamline the synthesis of multiple viewpoints into a coherent strategic plan is encouraged.
- D. **Meeting Summary:** in consultation with staff, produce a written document that summarizes the outcomes of the summit, including an overview document that lists priorities/and preferred Mountain Transit System proposal in a summary format. The virtual meeting is scheduled for Friday, November 13 (1 - 5 p.m.) and Saturday, November 14 (9 a.m. - 12 p.m.), 2020. The selected facilitator will be expected to be available virtually for this meeting and to have the final written work product completed by December 2, 2020 with final evaluation scheduled by December 5, 2020.

**Section 2.03**

**Contractor Requirements**

Should your proposal be accepted we expect you to contribute the following to the project:  
Full, dedicated to the service to be provided and collaboration with Zoom Events Consulting at the direction of the project manager.

**Section 2.04**

**Timeline:**

In order to complete our mission, we have set the following timetable. This Timetable is subject to change by the project manager of this project.

Milestone:	Date:
Request for Proposals Sent Out:	August 25, 2020
Deadline for Proposals:	September 8, 2020
Project Start Date:	September 15, 2020
Design Complete:	October 15, 2020
Electronic Meeting Set Up:	November 6, 2020
Event	November 13, 2020 1 - 5 p.m.
Event	November 14, 2020 9 a.m. - 12 p.m. (or later)
Written Report:	December 2, 2020
Evaluation:	December 5, 2020
Availability to CWC in decision making	December, 2020

**Article III.**

**The Proposal**

**Section 3.01**

**Summary of Proposal**

A proposal submitted in response to this Request shall be in the format outlined below and shall be signed by an authorized officer of the proposers organization. Proposals should be clear and concise and will be evaluated against the criteria listed below. Emphasis should be placed on the specific qualifications of the individual actually performing the subject work and the specific approach to the execution of the work, including the following in the proposal:

- A. Relevant Experience: Describe:
  - (i) The proposer's experience with similar projects. Describe the proposer's capabilities and experience, providing three examples of similar projects performed.

**Section 3.01 (Continued)**

Relevant Experience: Describe:

A. (ii) The proposer's ability to meet time and project budget requirements demonstrated by previous projects. Describe any failure within the last five years to complete any project awarded to the proposer within the time allowed for completion.

(iii) Any disciplinary actions or lawsuits by or against the proposer during the past three years.

B. Special Qualifications:

Describe the unique or extraordinary facilitation and consensus-building skills or qualifications the proposer would bring to the project. How would the selection of the proposer add value to and enhance the project.

C. Project Approach:

Outline the proposer's planned methodology to complete the project, include timeline and work plan, development and implementation.

D. References:

Submit a list of at least three (3) recent client references with addresses and current direct telephone numbers.

E. Fees:

Include with the proposal the all-inclusive price constituting the maximum dollar amount that will be charged to the Central Wasatch Commission for the completed project.

F. Identification of Anticipated Potential Problems:

The proposal also should identify and describe any potential problems or recommendation with respect to the project.

**Section 3.02**

**Response Requirements:**

A pdf version of any response to this request shall be submitted to the project manager and office administrator email addresses by midnight: September 8, 2020. Any response, modifications or amendments received after the deadline will not be accepted and will be returned.

The proposal shall not exceed 5 pages, shall be concise and targeted to the objectives of the project. The review team will focus more on the conciseness, quality and relevance of the submission rather than its size. Clearly mark the proposal as "Central Wasatch Commission Transportation Summit/Online Facilitator".

**Section 3.02 (Continued)**

**Response Requirements:**

All proposals shall become the property of Central Wasatch Commission and are subject to the Government Records Access and Management Act, UTAH CODE ANN. 63G-2-101 *et seq*. Any proprietary information contained in the response must be clearly marked and delineated. *See, e.g.*, UTAH CODE ANN. 63G-2-309. Central Wasatch Commission may release any information obtained in the response that is not marked and delineated as proprietary.

**Section 3.02**

**Evaluation and Selection Process:**

Central Wasatch Commission will select the online facilitator based on demonstrated competence, similar project experience, qualifications, fee structure and other information to be contained in responsive proposals.

Central Wasatch Commission staff and selected commission board members will review the proposals received with the anticipated criteria as follows:

Individual Consultant	10%
Relevant Experience	25%
Special Qualifications	15%
Project Approach	20%
References	10%
Fees	20%

Central Wasatch Commission may make a final selection from the submitted proposals or may “short list” proposals for additional information.

**Section 3.03**

**Terms of Contract:**

The successful proposer will be required to enter into a comprehensive written agreement with Central Wasatch Commission for the project. Contract shall be governed by the laws of the state of Utah. The parties will submit to the jurisdiction of Utah state courts for any dispute arising out of this contract or the breach thereof. Venue shall be in the Third District Court of Salt Lake County, Utah. Payments, as outlined in the contract, are normally made within 30 days following the date of a correct invoice being received.

### **Section 3.04**

#### **Suspension of Process, Etc.**

Central Wasatch Commission reserves the right to reject any and all responses to this request; to amend, modify or waive any requirement set forth in this request and to accept any response deemed to be in the best interest of the Central Wasatch Commission.

Response to this request is at the proposer's sole risk and expense, and the Central Wasatch Commission will not be liable for any cost associated with preparation by any party of any response to this request. Although the Central Wasatch Commission anticipates selecting one of the proposers as the consultant, there is no guarantee that any proposer will be selected as the consultant or that the project will be commenced or completed. Central Wasatch Commission also reserves the right to cancel the award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the Central Wasatch Commission's best interest. In no event shall the Central Wasatch Commission have any liability for the cancellation of the award.

### **Section 3.05**

#### **Contact Person**

Any questions or requests for clarification must be submitted to the project manager : Blake Perez - [blake@cw.utah.gov](mailto:blake@cw.utah.gov).

### **Section 3.06**

#### **Miscellaneous:**

This request and any resulting contract with the selected consultant shall be interpreted, construed, and given effect according to the laws of the State of Utah and all applicable ordinances of the Central Wasatch Commission, an interlocal agreement entity.

No contract with the selected consultant may be assigned by the consultant without the Central Wasatch Commission prior written consent.

For information concerning Americans with Disabilities (ADA) accommodations in connection with this request, interested proposers may contact Kaye Mickelson/Central Wasatch Commission Office Administrator, via email, at [kaye@cw.utah.gov](mailto:kaye@cw.utah.gov).

### **Section 3.07**

#### **Insurance**

Each proposer should indicate appropriate insurance coverage and provide, if requested, proof of insurance: specific

Professional Liability

Commercial General Liability

