

Washington Native Plant Society (WNPS)
6310 NE 74th St. Ste 215E, Seattle, WA 98115



REQUEST FOR PROPOSAL

CONTRACTOR TITLE: Stewardship Training Coordinator for GSP Forest Steward Workshops

TERM: March 10, 2018 (or upon contract signature) – December 31, 2018 (with opportunity for extension)

REPORTS TO: The WNPS Central Puget Sound (CPS) Chapter Stewardship Program Chair

LOCATION: Contractor's own office or personal work space (can be a home office)

CLASSIFICATION: Independent Contractor

(Please note: This is not an employee position. Employer-provided insurance, benefits and tax collection are not offered.)

COMPENSATION: \$9,000 for the 2018 term

PROPOSAL DUE DATE: Email received by March 5, 2018 at 5 PM. Send proposals to info@wnps.org- Subject Line "Stewardship Training Coordinator Proposal".

PROPOSAL SUBMISSION CONTENTS: Please provide a proposal explaining your business qualifications and capacity to complete this work (not to exceed four pages) with a special focus on adult learning, urban restoration, volunteer engagement, event organization and promotion. Please clearly state your readiness to work with the timeline included in this RFP. Cite official business credentials, as identified in 'Qualifications'. Please include two references.

BACKGROUND:

The purpose of the Green Seattle Partnership (GSP) / WNPS training series is to provide ongoing education and training opportunities for GSP volunteers throughout the year related to 10 topics. Volunteer engagement in the classroom and experience in the field aids in volunteer appreciation/retention and improves the overall quality of management of the community's forest restoration efforts.

The Stewardship Training Coordinator (the "Coordinator") will serve as lead coordinator for the Green Seattle Partnership's continuing education activities for the above-stated term. WNPS has served in this role with the Green Seattle Partnership for five years and looks forward to continuing to do so into the future.

SCOPE OF SERVICES

GSP Steward Workshop Training Sessions

Organize and lead a series of 10 Seattle-focused GSP trainings/workshops as proposed in Table 1, which may be adjusted as coordinated with WNPS – CPS Stewardship Chair and Seattle Parks and Recreation Plant Ecologist input into and acceptance of training topics. The Central Puget Sound Stewardship Chair will begin planning the March and April workshops in February.

Table 1: 2018 Proposed GSP Continuing Education Training Topics

Session Number	Training Topic	Attendees will:	Proposed Timing / Format
1	Long-term Forest Health and Restoration Planning	Develop long-term restoration mindset including understand the role of thinning, hazard assessment, integrated pest management approaches in long-term forest management decisions. Potential instructors Kristi McClelland and Kevin Zobrist (Regional WSU Forester)	First Quarter, West Seattle, Field-based
2	Youth Outreach and Engagement Techniques	Gain skills in engaging and recruiting high school and college groups for community restoration events. Learn about new Steward tools available and Steward insights to assist with age-appropriate tasks and engagement approaches. Potential Instructor from Cascadia Consulting.	First Quarter, Central Seattle, Workshop
3	Climate Change and Impacts to Restoration Planning and Maintenance	Understand GSP target thresholds and forest health, and learn about resources and best practices for site-specific plant selection. Discuss and get information on plant selection in the presence of drought and climate change. Potential speakers are Michael Yadrick and / or UW Faculty	Second Quarter, Central Seattle, Workshop
4	Soils and Soil Amendments	Build an understanding of the function of soil in ecological restoration, essential ingredients of healthy soils and practical soil building approaches to improve restoration success. Potential instructor Jarret Griesemer (KCD).	Second Quarter, South Seattle, Field-based
5	Plant Identification	Understand basic plant botany principles, terms and language as well as become familiar with field characteristics and identification of dominant native species.	Second Quarter, in a North Seattle site, Field-based
6	Native/Invasive Plant Identification,	Gain expanded native species and targeted high-threat invasive species recognition. Review weed	Third Quarter, at a phase 0 or

	Removal Techniques and Weed Hygiene	hygiene practices to prevent spread of invasive across sites. Engage in group discussion on common effective and environmentally sensitive approaches at invasive management that relies on a combination of practices, such as manual removal, planting, mulching and City use of pesticides. Potential Presenter Sasha Shaw (KCNWCB)	1 site, Field-based
7	Forest Steward Field Trip	Visit a healthy forest in a rural or peri-urban area to compare and contrast sites, practice plant ID, and develop their peer network. Destination to be determined with a possibility in Snohomish County.	Third Quarter, out of Seattle TBD, Field-based
8	Harvestable Forest Plant Species	Stewards will learn about commonly harvested urban forest plant and mushroom species, important things to keep in mind when harvesting, some traditional uses and how to weave edible plant story telling into engaging community members in restoration efforts.	Third Quarter, North Seattle Site
9	Best Management Practices Steward Work Party	Help a host steward, learn about that site and how it compares to their own, and practice restoration skills. Depending on site characteristics, other topics presented in other sessions may be repeated (composting, ID, invasive control).	Fourth Quarter, West Seattle, Field work party
10	Winter Twig ID, Live Stake Harvest / Use and Pruning	Learn the main diagnostic concepts, procedures, tools and resources used in plant identification based on woody twig characteristics. Identify main growth habits of woody plants (trees, shrubs and vines) and practice observation and note-taking skills. Integrate learning on live stake use and pruning. Field format.	Fourth Quarter, South Seattle, Field-based

Green Seattle Partnership Promotion

At each GSP event hosted, the Consultant will display GSP and WNPS informational and promotional materials provided by CPS – WNPS Stewardship Chair, Seattle Parks and Recreation (SPR), and/or the Forterra Project Manager including brochures, banners, stickers, etc. Consultant will display a GSP A-frame sign at each volunteer event. The goals and details of the GSP will be stated at each volunteer event:

- Thanks to City funding from the Seattle Park District and support from partners, we are making progress towards restoring and maintaining 2500 acres of forested parklands and natural areas of Seattle.
- As we strive towards greater equity in our city, we encourage a diverse group of volunteers, partners and professional crews to take the lead in their own communities.
- GSP is actively recruiting people to become volunteer forest stewards in almost every forested park in the City. Consultant shall offer GSP contact information and details about how people can lead their own restoration efforts.

The Consultant shall acknowledge WNPS, GSP and SPR as a project partner for activities in the Scope of Work on all printed, web-based and electronic document (including social media); audio-visual materials; all signs; or any other materials produced in association with this Agreement.

Event Notification and Evaluation, Volunteer Tracking, and Reporting

Prior to an event, the Consultant shall submit notification to the CPS – WNPS Stewardship Chair in a monthly report. He/she will also share information with GSP and SPR using CEDAR. The landing page for CEDAR is: <http://cedar.greencitypartnerships.org/>.

The Consultant shall register all individuals taking part in work and non-work events utilizing CEDAR. Worklogs must be accompanied by volunteer work sign-in data. The CEDAR restoration Worklog information shall include: Lead Agency “Seattle Parks,” contract number, attendance information for number and hours of staff and volunteers, and site-specific information related to the work accomplished for each event.

The Consultant shall provide a Monthly Summary Report (template to be provided by CPS – WNPS Stewardship Chair) detailing accomplishments by the 1st business day of the month following any month’s activities.

The Consultant shall provide an Annual Leverage Report by December 31, 2018 that details leveraged activities or dollars contributed during 2018 to the GSP outside the scope of this agreement, including but not limited to: personnel, fringe benefits, travel, equipment, supplies, contractual, construction, indirect charges. It will also include lists of trainers, venues and lessons learned.

Fee Schedule and Communications with WNPS:

Monthly telephone or face to face meetings will be scheduled between the consultant and the CPS – WNPS Stewardship Chair to plan and coordinate work. These meetings will take place on week nights or weekends, at mutually convenient times.

The following is the fee schedule for implementing the Stewardship Workshop Programs. Fees will apply monthly upon completion of the work and verification by the CPS – WNPS Stewardship Chair. Compensation for this scope of work shall not exceed \$9,000.00. The consultant is responsible for paying all costs including (but not limited to) print materials, transportation, refreshments, room rentals and guest speaker fees.

Task	Category	Deliverables	Per Unit Cost	Total Cost
1	2018 GSP Continuing Education	Host 10 trainings in 2018	\$800	\$8,000
1	2018 Continuing Education - Reporting	Integrate results / updates in 9 monthly reports and provide monthly CEDAR data uploads whenever activity was present in the prior	\$100	\$900

		month. The December report will be expanded into a final report.		
	Total	Total		\$9,000

ESSENTIAL FUNCTIONS:

- Utilize effective organization skills to provide curriculum development, leadership of adult learners, and event promotion and coordination.
- Be responsive to the needs of WNPS leadership, partner organizations, municipal leadership, field expert speakers/instructors, course students, volunteers and members.
- Provide leadership in a classroom environment and in a field environment, providing organized instruction and learning opportunities in a variety of conditions.
- Utilize effective communication skills.
- Act in ways that reflect a high level of professionalism and understanding of contractor role.
- Prioritize tasks during high volume periods of service.
- Lift up to 25 lbs. frequently, and walk up to 1 mile per event on uneven terrain.

QUALIFICATIONS:

- At least an undergraduate degree in Natural Resource Sciences or related area of study
- At least 3 years of experience in: event organization (preferably in related to natural resources) and community engagement
- Experience in: managing adult learning programs, adult leadership development
- Has conducted program evaluation and experienced in writing and producing comprehensive reports
- Experience in developing outreach and publicity materials for workshops as well as preparing motivational educational outreach.
- Familiarity with community restoration and education projects
- Proficiency in Microsoft Word, Excel, Powerpoint and Outlook
- Ability to transport oneself throughout King County and South Snohomish County (A vehicle will not be provided by WNPS)
- Two references that will attest to effective contract or task completion.
- Must be capable of legal classification as an independent contractor prior to signing a final agreement. Specifically, this mean the applicant must:
 - have his/her own established, independent business in a field relevant to the position;
 - be licensed to do business in Washington and maintain all business or similar permits or licenses required by applicable law;
 - file, at the next applicable filing period after the effective date of the Independent Contractor Agreement, a schedule of expenses with the Internal Revenue Service;
 - have an account with the Department of Revenue, and any other state agencies as required for the business he/she are conducting, for the payment of all Washington state taxes normally paid by employers and businesses;

- have a unified business identifier number from the State of Washington; and,
- begin or currently maintains a separate set of books or records that reflects all items of income and expenses incurred by his/her business, by the effective date of the Independent Contractor Agreement.