

**Seattle Parks and Recreation | RFP for Green Seattle Partnership Volunteer Coordination RFP
Addendum: Second Pre-Submittal Meeting Questions and Answers | September 13, 2018**

Prepared by Lisa Ciecko, OOC Green Seattle Partnership Planning and Development Supervisor

Notes:

- Q: (Tilth Alliance) What was the available funding this year?
A: (Parks) Volunteer Coordination totaled around \$800,000 in 2018, but we anticipate a smaller budget for 2019.
- Q: (WNPS) GSP is a long running endeavor, are there gaps in programming that you are looking to fill?
A: (Parks) Reference the GSP 2017 Strategic Plan Executive Summary (passed out to all attendees and available here: https://www.greenseattle.org/wp-content/uploads/2018/02/GSP_Exec_Final_01.23.18-Digital.pdf). This is a very good place to look at the goals/metrics GSP is prioritizing.
- Q: (Forterra) Are there things that are new in the scope of work? I see Environmental Critical Area coordination and curriculum development.
A: (Parks) The critical area coordination is already stuff that volunteer coordinators are doing – herbicide request work, etc. Curriculum development is included because it's an area where we'd like to make an improvement. We are not sure we can commit funding in 2019, but we are open to new ideas.
- Q: (WNPS) For Education and event, what resources currently exist?
A: (Parks) There is the Urban Forestry K-12 Curriculum that some Forest Stewards and organizations have adapted for in-field learning/activities. There is the Forestry U kit that includes activities and is available for Forest Stewards to borrow. Individual organizations have also created content for their events/educations activities. Generally, this would be a good place for improvement for the Forest Steward program.
- Q: (Tilth Alliance) Should we still submit a proposal based on what we can do, realizing that there might not be funding to accomplish the work?
A: (Parks) Yes, it would be our preference to see your proposal regardless of what the Parks budget ends up being.
- Q: (WNPS) Have you ever had a joint proposal from a couple organizations?
A: (Parks) Can't think of an example, but would assume that a sub-contractor format would make more sense for this proposal and contracting process.
- Q: (Tilth Alliance) Is Parks able to share what all the other contracts have been?
A: (Parks) You could ask for the contracts through the public disclosure process but I'm not inclined to post them publicly as part of the Volunteer Coordination RFP and notes.
- Q: (WNPS) What should the budget look like? Do you have a preference for deliverables-based budget or staff time?
A: (Parks) Everyone does it a little differently, some do cost per event and others do staff costs. I would prefer to have a quantity tied to a rate so that we can adjust up or down to consider budget options if your proposal is accepted and we move into the contract negotiation process.
- Q: (Tilth Alliance) Is it helpful to use the Scope of Work headings as headings in the proposal?
A: (Parks) No, I don't think it's necessary.
- Q: (WNPS) We're looking at doing something like recruitment and forest steward training and potentially looking to partner with organizations at the table. Has that happened? What are other people doing?

A: (Forterra) Forterra is contracted for Forest Steward training in 2018, which is a shorter, 2-day crash course.

- Q: (WNPS) Is there a mentorship program for Forest Stewards that are aging out of the physical part of the program?

A: (Parks) There is no program right now and this is something we've struggled with previously. We are eager to consider what phase 4 (long-term stewardship and maintenance) looks like for volunteers over time.

- Q: (WNPS) Where is GSP at with volunteer hours?

A: (Parks) So far in 2018, we are at 40,000 hours, which is comparable to 43,000 at this time last year. We got had ~78,000 hours in 2017. So, not meeting the 86,000 hour goal from the 2017 GSP Strategic Plan.

- Q: (Student Conservation Association) There was talk at a GSP Public Engagement Committee meeting about the potential for a Junior Forest Steward program. Is that in the works?

A: (Parks) No, that particular program has not been developed any further. Cascadia has been working on identifying youth leadership opportunities and recommendations for future programming. We are definitely interested in adding more high-school aged opportunities that include consideration of the career pipeline, which is an issue the urban forestry community is working to address nationally.

- Q: (EarthCorps) The link for the Inclusion Plan shows that is required for contracts over \$305,000, so is it required for this?

A: (Parks) Yes, please make sure to complete the Inclusion Plan.

- Q: (EarthCorps) Excited about the potential for curriculum development. Is subcontracting allowed in this agreement?

A: (Parks) Yes, but please read the content on subcontracting in the boiler plate contract linked at the end of the RFP to better understand the details on subcontracting.

- Q: (EarthCorps) We are interested in doing more watering next year. We have been testing this out at Leschi and have some estimates on the added staff time and resources. How would I build it into my proposal?

A: (Parks) You can include it as a line item for crew support similar to large event support included in the 2017 contract. You could also look at adjusting the per-event rate to accommodate watering costs. You can assume that the cisterns and in-ground irrigation will continue to be provided by Parks where available/feasible. Any watering truck support could be named as crew support time.

Attendees

Name	Organization/Affiliation
Kelly O'Callahan	EarthCorps
Michael Helms	Student Conservation Association
Chrys Bertolotto	Washington Native Plant Society
Andrea Mojzak	Forterra
Chris Hoffer	Tilth Alliance