

1. Introduction

A Facilitator will be hired under a contract to assist the Blackfeet Environmental Office with the following goals and scope of work for Phase II of the Boulder Creek and Swift Current Creek Bed and Bank Stabilization Project. Phase II will be completed September 30, 2011.

2. Project Goals

- assures that information received from all stake holders will have the same vision and expectations;
- provides a framework to evaluate the design comprehensiveness;
- provides measures to evaluate project performance;
- dismantles any critical comment or cynicism that falls outside any agreed upon project scope and expectations;
- provides a clear framework and linkage to monitoring and data evaluations;
- disseminates information to all stake holders, working group members, and team members in timely manner, direct meetings and keep group focused in order to maintain positive flow of information; and
- assures that confidentiality is maintained.

3. Scope of Work

- The Facilitator will assist in organizing six meetings and schedule one meeting every three months or as needed with working group / Blackfeet Tribal Council, not to exceed 50 individuals. The Facilitator will generate meeting agendas, direct and keep group focused during meetings, set up and secure location for meetings, record meetings, and transcribe minutes for working group and Blackfeet Tribal Council. He or she will also record and document all attendees at the meetings with appropriate contact information.
- The Facilitator will educate and orientate him or herself in all areas of the project.
- The Facilitator will help organize working group, stake holders and team meetings with other governmental agencies, consultants and contactors and to assist staff to inform Blackfeet Tribal Council leaders.
- Facilitator will assist Blackfeet Environmental Office staff in organizing documents and reports. Record and send out meeting minutes by hard copy and e-mail.
- Facilitator will assist Blackfeet Environmental Office staff in organizing lines of communication between Bureau of Reclamation, Engineering contractors, Hydrology contractors, and stake holders.
- Facilitator will maintain confidentiality and loyalty to the Blackfeet Tribe in regard to any and all correspondence, documentation, financial information, and meetings unless directed otherwise by Blackfeet Environmental Office staff.

4. Summary of Deliverables

- The Facilitator will deliver a meeting agenda three weeks before a scheduled meeting to every stake holder via email and US mail. A week prior to a scheduled meeting a reminder email will be sent to all working group members.
- The Facilitator will be given the West Water Consulting Report, the Phase I Final Report, and any other supporting documentation.
- The Facilitator will generate a monthly update report with input from stake holders to the Blackfeet Environmental Office for delivery to the Blackfeet Tribal Council.
- The Facilitator will work with Blackfeet Environmental Office staff to provide on-site organizational assistance for filing and generating Bureau of Reclamation required reports, and making sure every stake holder receives a hard copy and email copy of all meeting minutes and conference calls within one week of said meeting.
- The Facilitator will maintain a list of all interested parties with mailing addresses, emails, phone numbers, and any other contact information. He or she will keep all parties informed and up-to-date on all new developments.
- The Facilitator will sign a confidentiality agreement with the Blackfeet Tribe.

5. Tribal Employment Rights Office

The successful Environmental Firm submitting a proposal shall register with the Blackfeet Tribal Employment Rights Office (TERO) and pay any fee(s) required and comply with TERO regulations thereafter. For additional information, contact the TERO Director at 406-338-7887 or visit www.btero.com

6. Indian Preference

Indian preference shall be followed in accordance with the Blackfeet Tribe's procurement policy. All qualified Indian contractors and subcontractors have preference. Indian and Native Alaskan firms will have preference in bidding for this project.

7. Qualifications

- Ability to work in a constructive manner with all cooperators.
- Ability to acquire a Blackfeet Tribal Business License from the Blackfeet Department of Commerce.
- Ability to meet all Blackfeet Tribal Employment Rights Office (TERO) requirements.
- Ability to meet all Blackfeet Tribal rules and regulations including the Blackfeet procurement policy.
- Ability to communicate and inform stake holders on all aspects of the project.
- Ability to travel and be available to attend all meetings.
- Ability to coordinate meetings, maintain order, and control meeting discussions.
- Must have excellent public speaking skills.

- Knowledge and development of various types of presentations.
- Recording, transcribing, disseminating meeting minutes.
- Knowledge and operation all office equipment and computer programs.
- Must have all required equipment necessary to meet the scope of work.
- Must show a Statement of Qualifications specific to a Facilitator with a background in stream restoration.

8. Schedule and Costs

A project work schedule will be set up at bid opening. Contract payments will be negotiated with the successful bidder.

9. Project Contact

If you have any questions please contact:

Joseph Weatherwax, Project Manager
Blackfeet Environmental Office
406-338-7421
406-338-7451 (fax)
jweatherwax@3rivers.net
Monday - Friday, 8:00 a.m. to 4:30 p.m.

10. Submittal Process

Please send a complete written bid with costs for each deliverable. Each bidder must meet the qualification requirements listed above to be considered.

Blackfeet Environmental Office
Attn: Joseph Weatherwax
P.O. Box 2029
Browning, Montana 59417

All bids must be postmarked on or before June 9, 2010 before 4:00 p.m.

11. Selection Process

The Blackfeet Environmental Office will open all bids on Monday, June 14, 2010 at 9:00 a.m. Incomplete bids will not be considered. The Blackfeet Tribe will choose the best bid based on qualifications and has the right to refuse all bid proposals.