

Scope of Work

Development of Management Area at Fort Worden State Park

Based on the direction given by the Washington State Parks and Recreation Commission agenda item, the following scope of work needs to be completed by December, 2012.

April

1. Meet with the designated lead State Parks staff person, Larry Fairleigh to accomplish the following objectives:
 - a. Commitment to meeting dates and times May through September, 2012
 - b. Agreement on tasks and timelines
 - c. Agreement on governance model
 - d. Identify staff support and resources to be provided by State Parks
 - e. Discuss process to keep Commissioners informed and engaged
2. Meet with Partners to assist in the development of a prioritize list of constraints and solutions for May Commission meeting

May

1. Arrange meetings between State Parks and PDA representatives to review and vet the governance model and the general co-management terms and conditions
2. Attend the May 24th Commission meeting to report progress, address any questions support partners' list to Commission
3. Develop bid document and schedule for business and management plan consultant solicitation through a Request for Proposal (RFP) or Request for Qualifications (RFQ)
4. Meet with State Parks lead person to ensure the following:
 - a. All requirements for the plan are covered in the scope of services RFP/RFQ
 - b. The scope of work reflects the agreed governance model
 - c. Commitment of State Parks resources for the plan
 - d. Schedule for meeting(s) with the employees and union together with State Parks Human Resources Administration

June

1. Complete solicitation process following the mandated process and required timelines
2. Develop review committee and complete selection process for a business and management plan consultant
3. Develop contract for signature by Chair and for June FW PDA Board meeting
4. Meet with consultant and outline schedules, milestones and scope requirements
5. Set up meetings with programmatic partners at the Fort and consultant
6. Work with Board to develop list of the third party reviewers of the plan
7. Meet with State Parks lead person on the following items:
 - a. Progress report on the plan document
 - b. Mutually agree to the third party reviewer(s)
 - c. Identify the Office of Financial Management (OFM) staff assigned to review the plan
 - d. Start of negotiating terms of the agreement that have direct impacts to plan

July

1. Continue to work with consultant on plan document
2. Meet with State Parks lead person on the following:
 - a. Progress report on plan document
 - b. Understand Commission's public review process for plan
 - c. Continued term negotiations
 - d. Finalize timing of Commission vote for the plan's approval (October 25 or December 6 Commission meeting)

August

1. Review of the draft Business and Management Plan by August 10
2. Meet individually with Commissioners to review Plan recommendations
3. Revisions and final review by August 24
4. Submitted to third party reviewer, OFM staff on August 31
5. Meeting with State Parks lead person on the following
 - a. Continued term negotiations

September

1. Attend September 6th State Parks Commission meeting to report on plan status
2. Meet with State Parks lead person on following items
 - a. Finalize terms for agreement
 - b. Timing of legal review of terms – both for FW PDA and State Parks
 - c. Prepare required joint legislation for revising RCW 79A.05.030
3. Schedule meeting with Legislative Delegation and Governor's Office to update on progress and requested legislation

October

1. Submit the Plan with findings and/or recommendations from the third-party review to the Commission no later than October 1.
2. Prepare a briefing paper to the Commission that highlights how the Plan stabilizes operations, achieves sustainability, and outlines how the Plan is consistent with adopted policies.
3. Attend October 25th State Parks Commission meeting to present plan findings and recommendations.

November

Revise business plan as necessary. Meet with legislators to brief them on Plan's recommendations.

December

Attend December 6th State Parks Commission meeting for final vote on the plan's acceptance. Meet with legislators if legislation is required.