



**Town of Williston
Stormwater Community Forum Proposal**

January 17, 2017

Cope & Associates, Inc.

802-951-4200

www.ConsultCope.com

Richard McGuire, Town Manager
Town of Williston
7900 Williston Road
Williston, VT 05495

Dear Mr. McGuire:

Please accept this proposal in response to the request for facilitation support of a community forum(s) concerning storm water permitting. COPE has a rich history in facilitating community forums, including recent work with the City-School initiative in South Burlington, the Burlington School District, the Town of Shelburne and the Chittenden County Regional Planning Commission.

Per our conversation last week, we believe our use of The Big Deal format is well suited to your task as it is an inclusive, tightly-managed framework that encourages rich dialogue, greater understanding of complex issues, and safeguards against position-taking and misinformation. It also allows for a Town presentation to set the context and introduce factual information.

Please contact us with questions or concerns about the budget, budget elements, or the proposed timeline as described on the following page. We are excited at the potential for partnering with the Town of Williston, and appreciate your consideration.

Sincerely,



Paul Dickin,
Senior Consultant

Proposed Timeline

1/17/16	Proposal Due
1/20/17	Select Consultant
1/31/17	Initiate Community Forum Publicity
2/7/17	Design Survey (if this option is included)
2/14/17	Distribute Survey (if this option is included)
2/17/17	Design materials, train facilitators, coordinate presentations with staff
2/21/17	Facilitate Community Meeting
2/28/17	Complete Data Analyses
3/07/17	Report Drafted for Select Board
3/21/17	Present Report at Select Board Meeting (if this option is included)

Proposed Budget

Town of Williston Community Forum Budget		
Proposed Budget Jan 17 2017	Cost	Notes
Step 1: Preparations & Project Oversight		
Project Management & Progress Updates	\$ 600.00	Includes check-in calls, and progress reports as required to coordinate activities and remain on schedule
Sub-total Preparations & Project Oversight	\$ 600.00	
Step 2: Community Forum Preparation		
Big Deal Card Design & Train Facilitators	\$ 2,240.00	Using Town Staff and/ or volunteers (Cope has recruited SEMBA students from UVM in the past with great success); assumes Town responsible for print collateral
Coordination with Town Staff on Presentation	\$ 400.00	Includes consolidating presentation slide decks and a run-through for timing, flow and consistency of messaging
Sub-total Community Forum Preparation	\$ 2,640.00	
Step 3: Community Forum Facilitation		
Community Forum Facilitation (using <i>The Big Deal™</i>)	\$ 920.00	3 COPE staff for facilitation of a single two-hour forum. Assumes Town responsible for space set up and food/drinks, etc.
Sub-total Community Forum Facilitation	\$ 920.00	
Step 4: Report		
Write Draft Report	\$ 2,240.00	COPE conducts all analyses and prepares draft report to Town Manager for review and feedback.
Finalize Report	\$ 400.00	COPE finalizes & incorporates any edits.
Sub-total Development of the Report	\$ 2,640.00	
TOTAL	\$ 6,800.00	
Optional Services		
Survey Design and Analysis	\$ 4,800.00	Open to all Town Residents. Assumes Town responsible for delivery and collection of hard copy surveys.
Additional Forum Facilitation	\$ 920.00	Per Forum
Presentation of Report	\$ 1,600.00	COPE Presents Report at public or private meeting
Mediated Conversation with Stakeholders	\$ 1,200.00	If desired, with a capped size group of disaffected residents.

*COPE is providing \$3000 in-kind to cover the customary cost of the user fee and a discounted rate of 20% below our typical market rate as Williston residents.