



## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners and Alternates  
From: Administrator Jester on behalf of Administrative Services Committee  
Date: June 10, 2026

#### **RE: Recommendation to Approve Contract for Organizational Assessment Project**

The 2026 Watershed Management Plan includes two evaluation and assessment activities to 1) complete a comprehensive assessment of BCWMC organizational structure and staffing options, benefits, and challenges (EA-4); and 2) complete a comprehensive assessment of funding mechanisms available to BCWMC (EA-5). The two assessments were combined into one project. A request for proposals (RFP) for this project was developed by the Administrative Services Committee and approved by the Commission at their meeting April 16<sup>th</sup>. The RFP was distributed to approximately 15 consultants in late April.

The BCWMC received a proposal from one firm, Strategic Consulting and Coaching (SCC). No other proposals were received. The Administrative Services Committee reviewed SCC's proposal and scored the proposal using a set of pre-determined metrics. Overall, the proposal received high scores from committee members. SCC's proposed project budget is within the Commission's budget for this project.

The committee discussed the proposal at their meeting on June 3<sup>rd</sup> and approved a recommendation that the Commission enter a contract with SCC, pending outcomes of an interview with the consultant's team.

On June 8<sup>th</sup> Committee members Polzin and Pentel and I interviewed Strategic Consulting and Coaching's project manager and several other team members who would be working on this project, if awarded the contract. We had a good discussion with the SCC team, and they provided additional details on their experience with similar projects. We were impressed by their experience and depth of expertise and believe SCC will fulfill the project objectives and develop a comprehensive set of results and recommendations to the Commission.

I checked with two references provided by SCC. Both references reported good experiences with SCC and recommended them for projects like the BCWMC assessment.

For reference, the [RFP can be found with April meeting materials](#). (A few minor edits were made before distribution, including revisions to the project timeline.)

**RECOMMENDATION:** The BCWMC Administrative Services Committee recommends that the Commission approve a contract with Strategic Consulting and Coaching for the Comprehensive Assessment of Organizational Structure and Funding Mechanisms for the Bassett Creek Watershed Management Commission (BCWMC). Staff recommends that the project be funded with BCWMC Special Project funds.

The contract document is included with meeting materials. The proposal from SCC is considered non-public data and is not included with meeting materials but was sent directly to commissioners and alternates via email.