

# **SUBCONSULTANT SCOPE OF WORK FACILITATION SERVICES FOR ANTELOPE VALLEY INTEGRATED REGIONAL WATER MANAGEMENT PLAN**

**September 25, 2006**

This scope of work between Kirby Consulting Group, Inc. and Kennedy / Jenks Consultants is in support of Task 7. Project Management and Quality Control (referred to as K/J Subtask 12.1 Meeting Facilitation)

## **Services**

Kirby Consulting Group, Inc. will:

1. Coordinate with leadership team periodically to review stakeholder status and set upcoming agenda (2 hrs. teleconference per month for 12 months)
2. Prepare for, attend, and facilitate six meetings in Palmdale as follows:
  - a. In one meeting: establish and present participant guidelines that help create a safe environment for open and truthful dialog; lead a discussion to establish collective SMART<sup>1</sup> goals for the integrated regional planning *process* (Specifically describe what the group wants to accomplish within one year.); facilitate discussion for how participants in the planning group will make decisions; discuss information that has been collected regarding possible quantifiable objectives for the Regional Plan (Supports Task 1E)
  - b. In one meeting: facilitate discussion to establish quantifiable objectives for the Regional Plan (Specifically describe how implementation progress can be measured over the planning horizon of the plan.) (Supports Task 1E)
  - c. In one meeting: facilitate discussion to establish the regional priorities for implementation based on the information developed during Tasks 1 and 2.
  - d. In two meetings: facilitate discussion to evaluate and rank projects (or groups of projects) developed in Task 2 (Supports Task 3D)
  - e. In one meeting: facilitate a discussion to ratify a prioritized list of projects and management actions (Supports Task 3E); lead a brainstorming session for implementation strategy of the prioritized projects and management actions (Supports Task 4A)

## **Deliverables**

- Proposed meeting agendas for the meetings facilitated
- Meeting facilitation
- Written memo of observations and suggestions after each meeting attended

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<sup>1</sup> Specific, Measurable, Attainable, Relevant, Time-based

## **Fee**

The subconsultant fee for this scope of work will be \$30,344. The fee is allocated as follows:

- Item 1: \$7,500
- Item 2a: \$3,974
- Item 2b: \$3,974
- Item 2c: \$3,974
- Item 2d: \$6,948
- Item 2e: \$3,974