

**GRAYS HARBOR COUNTY: CHEHALIS BASIN LEAD  
ENTITY**

**NOTICE FOR CONSULTANT SERVICES**

Chehalis Basin Lead Entity solicits interest from consultants with meeting minute preparation experience. Applicants will be considered for the following projects:

- **Meeting Notes Preparation Services**

Services will be provided to complete a portion of Task 1.2 for the Chehalis Basin Lead Entity: “Maintain a set of complete records.” Tasks of this contract will include: attend virtual and in-person meetings of the Chehalis Basin Lead Entity’s steering group, the Habitat Work Group; take notes during the meeting; and prepare a written meeting summary. Meetings occur on the first Monday of every month, unless there is a holiday Monday, from 9:00am-12:00pm. Meetings will be held in person at least every other month near Oakville, WA. The consultant may participate in meetings online only, though in-person participation is encouraged. These tasks take approximately 100 hours to complete over 1 year.

Term of contract: February 6, 2023 - June 30, 2023

Applications due: 5pm Friday, January 20, 2023.

More information about the Chehalis Basin Lead Entity can be found on this website: [www.chehalisleadentity.org](http://www.chehalisleadentity.org). Information on the state’s Lead Entity program can be found: [https://www.rco.wa.gov/salmon\\_recovery/lead\\_entities.shtml](https://www.rco.wa.gov/salmon_recovery/lead_entities.shtml)

The selection of consultants for this project will include an evaluation of the following factors:

- Writing skills (25%)
- Listening and comprehension skills (25%)
- Aptitude in Microsoft Word/ typing (25%)
- Record of completing tasks on time and on budget (15%)
- (Desired) Environmental science knowledge (5%)
- (Desired) Experience with salmon habitat restoration (3%)
- (Desired) Interest in supporting Chehalis Basin salmon recovery (2%)

Grays Harbor County encourages disadvantaged, minority, and women-owned consultants to respond.

Consultants desiring consideration shall submit an electronic copy consisting of a **letter of interest** (limit to 2 pages), **statement of qualifications** (limit statement to 2 pages), **billing rate** and **references** to [kharma@chehalisribe.org](mailto:kharma@chehalisribe.org). Address letters to Attn: Kirsten Harma, Watershed Coordinator, c/o Grays Harbor County, 100 W. Broadway Suite 31, Montesano, WA 98563. Selection will begin the week of January 23.

Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty four (24) hour advance notice to Jenna Amsbury, ADA Coordinator, at (360) 249-4144.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of

Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Any Questions regarding this solicitation should be directed to Kirsten Harma, Watershed Coordinator, (360) 488-3232 or [kharma@chehalistribe.org](mailto:kharma@chehalistribe.org)