

## CHG REQUIREMENT FOR CONSULTING ASSISTANCE

Task	Description
<b>A1</b> Mapping Initial Process: coaching and review	Reviewing CHG situation to date, including interaction with other Teams, and advising CHG on synthesis and project planning approaches
<b>A2</b> Defining Basic data requirements and collection	Assistance in determining raw data requirements and in gathering the basic data; including the analytic framework for defining the drivers for townspeople's participative behavior - see also below/Phase II
<b>A3</b> Creating Initial (institutional) Surveys of CHG Assets	Work with committee members in developing questionnaires, interview guides, and survey approach, including questions, survey methods, preparation for data analyses, and CHG coordination with SC/SubCom
<b>A4</b> Interpreting Survey responses	Objective analysis and interpretation of survey responses, meanings and conclusions
<b>B1</b> Conducting Composite Analysis with definitions of planning tracks to pursue	Assistance in reviewing all inputs, determining which items (tracks) to plan for, helping to flesh them out and estimating initial and future schedules for implementation
<b>B2</b> Defining Participative Behaviors by identifiable segments of Town's population	Assistance in implementing the analytics which will be used to pin down the drivers of participative behavior by townspeople
<b>B3</b> Offering Minor assistance in 2 public hearings and presentations	Reviewing beforehand all SC presentations and objectives, with assistance in designing and facilitating the interaction with the public, and with gathering and summarizing public responses
<b>B4</b> Coaching and coordination: integrating CHG's items and execution plans with other SubComs	Assistance in combining overlapping areas covered between SubComs, and prioritizing (and negotiating) planning tracks at the SC level
<b>B5</b> Coaching CHG and SC/SubComs on financial/reality considerations	Helping CHG to include, deliberate and decide financial/reality and practicality considerations of the initial plans and their points of conflict with others' plans ( for scheduling, priorities, cash flows, etc.)
<b>B6</b> Finalizing plans with selective write-ups	Assistance in adding the planning details of the resulting project plans and tracks, with summaries, implementation schedules and documentation

### Notes

- A.** It is CHG's recommendation that the consulting assistance for CHG be broken into two Phases; the first Phase would be the initial investigative work. Once complete, the results would be assessed and, based on the conclusions, the work of the second Phase would proceed, possibly to be adjusted based on the conclusions. CHG feels that the RFP should stipulate this approach and include any other SubComs where appropriate
- B.** Adequate time needs to be allotted to the consultant/s to familiarize themselves with our Town - and thus avoid any off-the-shelf pre-conceived solutions. They need to become familiar with the 'Lincoln way.' Consultants' familiarization methods and times should appear in their proposed project plan
- C.** It is recommended that the types/disciplines required for the work be clearly stated in the RFP together with a requirement to quote the hourly rates for these consultants in the bid
- D.** The following questions need to be addressed by the consultant/s regarding governance:
- i. How to create mechanisms for synthesis of the various committees' guidance, setting priorities for action and chart scheduled actions