Commercial Green Building Task Force

**Stakeholder Engagement Facilitator Scope of Work**

**Task 1: Stakeholder process and meeting preparation**

Work to be completed under this task consists of necessary preparations to ensure each stakeholder meeting is run effectively, the program and meeting objectives are met, and the process is conducted in a manner that ensures stakeholders experience a high level of satisfaction from their participation in the process.

## Task 2: Stakeholder meeting facilitation

This task consists of planning and facilitation of ten to twelve stakeholder meetings approximately 60 minutes each in duration, and one (1) half-day workshop. Recommend meeting design to support effectiveness and high level of satisfaction from participants. Assist in the development of draft agendas for the stakeholder meetings and work with staff and meeting Chair and Vice Chair to finalize.

**Task 3: Stakeholder half-day workshop planning and facilitation**

Assist in the planning and facilitation of the half-day workshop that will be attended by the Commercial Green Building Task Force and a larger group of stakeholders, including the City of Reno’s Sustainability & Climate Advisory Committee.

**Task 4: Options for gaining consensus or consent**

Help to identify and understand the potential challenges and concerns about the program early in the process and recommend options for addressing concerns in the policy and program effort.

**Task 5: Strategy for Policy Introduction**

Prepare for policy introduction to Council, including process for securing stakeholder buy-in prior to presentation to Council and strategy for addressing opposition to policy recommendations.

**Task 6: Stakeholder process summary report**

At the conclusion of the stakeholder process, the Consultant will produce a stakeholder process summary report. This report will summarize the overall outcomes of the process.

# BUDGET ESTIMATE

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Hours | Rate | Total |
| 1. Stakeholder Process Plan | 4 | $150 | $600.00 |
| 1. Stakeholder Meeting Planning for 10 – 12 Meetings | 10 | $150 | $1,500.00 |
| 1. Stakeholder Meeting Facilitation for 10 – 12 Meetings | 20 | $150 | $3,000.00 |
| 1. Stakeholder Workshop Planning | 16 | $150 | $2,400.00 |
| 1. Stakeholder Workshop Facilitation | 6 | $150 | $900.00 |
| 1. Evaluation of Stakeholder Process | 6 | $150 | $1,200.00 |
| 1. Strategy for Policy Introduction to Council | 6 | $150 | $900 |
| TOTAL |  |  | $10,500.00 |

**SCHEDULE**



# FACILITATOR

## Jane Grossman, Catalyst & Facilitator, IMPAQ

Jane, an accomplished facilitator and consultant in Accountability-Based training and consulting, has more than 15 years working with diverse teams at all levels. Prior to working with **IMPAQ**, Jane worked for Adventure Associates as one their lead program designers and facilitators. Before becoming a management consultant, Jane worked for 10 years in leadership roles in government and non-profit agencies developing and managing ground breaking environmental programs.

For almost 25 years, Jane has been a catalyst for positive change and exceptional business results for diverse companies including Genentech & Roche, the U.S. Forest Service, Microsoft, REI, Nevada AmeriCorps and UC San Francisco.

Jane received her Masters’ Degree in Applied Psychology from the University of Santa Monica and a Bachelor’s Degree in “Political Economy of Natural Resources” from UC Berkeley.

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