

# San Francisco Bay Conservation and Development Commission

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December 9, 2016

**TO:** Commissioners and Alternates  
**FROM:** Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)  
**SUBJECT: Staff Report and Recommendation to Approve a Contract for Strategic Plan Update**  
(For Commission consideration on December 15, 2016)

## Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a contract for an amount not to exceed \$25,000 for up to a six-month period for facilitation services to revise and update the Commission's current Strategic Plan. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided.

## Staff Report

On May 16, 2013, the Commission adopted its current Strategic Plan after several months of discussions and public workshops. The Commission and staff are poised to revise and update the Commission's strategic plan in a way that will incorporate three goals:

1. Analyze BCDC's work products and accomplishments to measure its progress toward fulfilling its goals and objectives, and determine whether those goals and objectives reflect current priorities;
2. Develop a work plan to integrate the Commission's recently-adopted rising sea level policy recommendations (October 6, 2016) into BCDC's day-to-day work; and,
3. Include in its updated Strategic Plan new objectives to improve BCDC's organizational health given the myriad budgetary, staff, and workplace changes that have occurred during the past few years.

The staff has issued a Request for Proposals and will select one facilitator (or firm) who will provide the Commission with the best facilitation services for the greatest value. In addition, the Executive Director will ensure that the consultant has an understanding of the current fiscal and policy environment that will have an influence on BCDC in the next several years.

Staff recommends that the Commission authorize the Executive Director to enter into a contract or interagency agreement for an amount not to exceed \$25,000 for up to a six-month period for the purpose of providing facilitation services to update the Commission's current strategic plan.