

**RESOLUTION NO. 123-24**

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,  
APPROVING CONSULTANTS FOR AS-NEEDED GROUP FACILITATION, STAFF  
RETREAT, AND MEDIATION SERVICES FOR AN AMOUNT NOT TO EXCEED  
\$50,000 PER VENDOR, PER YEAR FOR FISCAL YEARS 2024-2025 THROUGH 2027-  
2028**

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**WHEREAS**, the City Manager's Office would like to support City staff and sanctioned coordinated partnerships with skilled and qualified facilitators to strengthen the working relationships and communications within departments, boards and commissions, community collaboration, and stakeholders; and

**WHEREAS**, group facilitator activities both intra- and interdepartmentally including sanctioned partnership and collaborations with community-based organizations may include, but not be limited to retreats/team building to create activities that enhance organizational effectiveness by improving communication, fostering collaboration, and building strong relationships among team members, meeting/ group facilitation to engage members in best practices for brainstorming, group flow, and dialogue to improve productivity, motivation, and rapport of teams, conflict resolution and mediation to incorporate methods and approaches to handle and resolve disputes; and

**WHEREAS**, in effort to support City departments to successfully receive facilitation services the City Manager's Office released a Request for Qualifications on September 10, 2024, to create a pre-qualified eligibility list of consulting firms, or organizations who can facilitate and strengthen the working relationships within City departments; and

**WHEREAS**, eleven (11) firms responded to the Request for Qualifications; and

**WHEREAS**, in evaluating proposals, staff from the City Manager's Office, the Office of Neighborhood Safety (ONS), and Human Resources considered (1) the qualifications of the consultant and project team; (2) the relevant experience and strengths of each consultant and project team; and (3) pricing; and

**WHEREAS**, ten (10) proposals were recommended for inclusion on the qualified list finding that all have the expertise to perform the work required; and

**WHEREAS**, the ten (10) firms selected are:

- Coach to Discover
- Empress
- Kearns and West
- Partners in Public Innovation
- PlaceWorks
- Richmond Community Foundation (RCF)
- Seed Collaborative
- Set-up for Success
- Spark Decks
- The Consulting Team

**WHEREAS**, the City Manager's Office staff will make each proposal available on the intranet for all departments to enable them to review proposals and select a consultant based on department need and consultant expertise; and

**WHEREAS**, City will be able to negotiate and enter into contracts with approved consultants for an amount not to exceed \$50,000 per vendor, per year; and

**WHEREAS**, if needed, the qualified consultant list for facilitation-related services may be modified to include new vendors at the end of each fiscal year through the reissuance of the RFQ through the BidsOnline system and at that time a modified list will be brought before City Council review and approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Richmond, California, hereby authorizes the City to approve contracts for as-needed facilitation services with the ten (10) approved consultants for an amount not to exceed \$50,000 per vendor, per year for fiscal years 2024-2025 through 2027-2028.

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I certify that the foregoing resolution was passed and adopted by the City Council of the City of Richmond at a regular meeting thereof held on November 19, 2024, by the following vote:

AYES:	Councilmembers Bana, McLaughlin, Robinson, Willis, Zepeda, Vice Mayor Jimenez, and Mayor Martinez.
NOES:	None.
ABSTENTIONS:	None.
ABSENT:	None.

PAMELA CHRISTIAN  
CLERK OF THE CITY OF RICHMOND  
(SEAL)

Approved:

EDUARDO MARTINEZ

Mayor

Approved as to form:

DAVE ALESHIRE

City Attorney

State of California	}	
County of Contra Costa	}	: ss.
City of Richmond	}	

I certify that the foregoing is a true copy of **Resolution No. 123-24**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on November 19, 2024.

  
Pamela Christian, Clerk of the City of Richmond