

SPECIAL MEETING

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
SPECIAL MEETING AGENDA: THURSDAY, MARCH 17, 2015, 8:30 A.M.
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA**

- 1. Call Meeting to Order**
- 2. Public comment period including public comment on closed session items.**

Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items. Public comments are limited to three minutes.

- 3. Adjourn to the Policy Advisory Committee**

POLICY and ADMINISTRATIVE

- a) Consider the opportunity to partnership with Congressman Huffman for the benefit of Last Chance Grade.**

Staff recommendation: By polled vote,

- 1) Adopt resolution 2015 07 allocating up to \$29,975 in Regional Surface Transportation Program Funds to partnership with US Congressman Jared Huffman to facilitate stakeholders' group development for the benefit of Last Chance Grade; and,
- 2) Authorize the executive director to execute a contract with Holon Consulting to provide facilitation services necessary for the success of the partnership.

- 4. Commissioner comments and reports.**
- 5. Action on the recommendations of the Policy Advisory Committee**
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in items listed above.
- 6. Adjourn to the next regularly scheduled meeting on April 9, 2015 at 11 a.m.**

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

Item A Staff Report

DATE: MARCH 17, 2015
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
**SUBJECT: CONSIDER THE OPPORTUNITY TO PARTNERSHIP WITH
CONGRESSMAN HUFFMAN FOR THE BENEFIT OF LAST
CHANCE GRADE**

REQUESTED ACTION: By polled vote,

- 1) Adopt resolution 2015 07 allocating up to \$29,975 in Regional Surface Transportation Program Funds to partnership with US Congressman Jared Huffman to facilitate stakeholders' group development for the benefit of Last Chance Grade; and,
- 2) Authorize the executive director to execute a contract with Holon Consulting to provide facilitation services necessary for the success of the partnership.

BACKGROUND: Caltrans recently completed a \$10 million project to stabilize Last Chance Grade, which partially failed in the first year after completion resulting in the community and Del Norte Local Transportation Commission requests that an alternate route to alignment be considered. Since this partial failure, Del Norte Local Transportation Commission has successfully advocated for an economic analysis of a full failure of the US Highway and a multitude of regional stakeholders are advocating for a permanent solution for the US Highway 101 section built on a deep and active slide.

Caltrans developed a stakeholder group that was limited per the State criteria and this limited group resulted in many essential stakeholders being excluded from the collaborative process. US Congressman Jared Huffman initiated a collaborative process that is significantly more inclusive than Caltrans is able to provide. Congressman Huffman is soliciting partnerships including a request to Del Norte Local Transportation Commission for a partnership and it was then determined by executive director Leighton, with consensus from Brad Mettam, Caltrans Deputy Director, that DNLTC is best positioned to hold the contract for this necessary facilitation in partnership with Congressman Huffman and other partners that elect to contribute. In the March 12 meeting Del Norte Local Transportation Commission scheduled a special meeting to consider a request from Congressman Huffman.

Attachments:

- 1) Resolution 2015 07;
- 2) Holon Consulting Contract and Sole Source Justification

RESOLUTION NO. 2015 7

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING UP TO \$29,975 IN REGIONAL SURFACE TRANSPORTATION
PROGRAM FUNDS TO PARTNERSHIP WITH US CONGRESSMAN JARED
HUFFMAN TO FACILITATE STAKEHOLDERS' GROUP DEVELOPMENT
FOR THE BENEFIT OF LAST CHANCE GRADE**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, US Congressman Jared Huffman is offering a partnership opportunity to Del Norte Local Transportation Commission for the benefit the regionally significant and high priority project Last Chance Grade; and

WHEREAS, Congressman Huffman is in a unique leadership position to advance Last Chance Grade and needs a partner to provide facilitation services that are mandatory for the success of the project; and

WHEREAS, Congressman Huffman is seeking additional partners to make financial and leadership contributions which are likely to reduce the direct cost to Del Norte Local Transportation Commission; and

WHEREAS, time is of the essence; and

NOW, THEREFORE, BE IT RESOLVED THAT the DNLTC hereby authorizes \$29,975 for Stakeholders' Group Development for Last Chance Grade.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 17th day of March 2015, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Kathryn Murray, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

AGREEMENT FOR CONSULTING SERVICES

This Agreement for services ("Agreement") is hereby made as of March 17, 2015 set forth below by and between the Del Norte Local Transportation Commission, (DNLTC) and Holon Consulting ("Contractor").

In consideration of the work to be rendered and the sums to be paid for that work, and each and every covenant and condition contained in this Agreement, the parties agree as follows:

1. IDENTIFICATION OF Contractor. The name, address, and phone number of Contractor are Joy Keller-Weidman, Holon Consulting, 2180 Lexington Court, McKinleyville, CA 95519. The Contractor's tax identification number will be provided on a W-9 and submitted at the time of execution of this agreement. Contractor is not listed on the Federal web site as a debarred or ineligible contractor.

2. SERVICES. The services provided by Contractor are based on the Proposal set forth in the attachment dated February 27, 2015. A detailed scope and schedule are attached to this contract.

Contractor must perform all work in accordance with the terms and provisions of this Agreement and interact in such a manner with the Director so as to accomplish the result sought by DNLTC. Contractor acknowledges that Director is the DNLTC's authorized representative for interpreting and enforcing the terms and provisions of this Scope of Services and Schedule to be performed.

Contractor agrees that the Director may delegate her authority to any designee(s) she may select in her sole and absolute discretion.

Contractor must perform all work required to be performed according to the schedule developed in the project initiation meeting.

Such services may include, but not be limited to: 1) Working closely with the DNLTC Director in performing work in accordance with this Agreement in order to receive clarification as to the result which the DNLTC expects to be accomplished; 2) Such other project management tasks as agreed upon between Contractor and DNLTC.

3. TIME FOR PERFORMANCE. The services of Contractor will begin on or after March 17, 2015 and shall continue until all authorized work is accepted by the Commission but no later than October 30, 2015. Time is of the essence in the performance of work provided for in this Agreement and the following times for performance must be strictly adhered to unless otherwise modified in writing by DNLTC.

In the event that a dispute arises between DNLTC and the Contractor as to the interpretation of this contract, or the compensation hereunder, or the time for completion of the work, Contractor is not excused from any scheduled completion date provided for by this agreement, but must diligently proceed in a workmanlike manner with all work required by it to be performed. No work may be delayed or postponed by the Contractor pending

resolution of any disputes or disagreements with DNLTC unless otherwise agreed to in writing by DNLTC.

The work must be performed on a continuous, ongoing basis, within the timeframes set forth in the Technical Proposal and Cost Proposal & Schedule. Contractor will confer with the DNLTC Director as needed, but in no event less than once per month, to evaluate workload and schedule upcoming activities and staffing needs.

Contractor must submit all requests for extensions of time for performance in writing to the DNLTC'S representative no later than ten (10) calendar days after the occurrence of any event or condition which purportedly caused the delay, and in no event later than the date on which performance is to be complete. The DNLTC'S representative, in his or her sole and absolute discretion, will review all such requests and will grant Contractor reasonable time extensions for unforeseeable delays which are beyond Contractor's control. The DNLTC Director's decision in this regard is controlling. No extensions of time will be granted later than October 15, 2015.

4. TERM. The term of this contract shall commence on March 17, 2015 unless sooner terminated by either party in writing according to the terms of Section 18.

5. PAYMENT. As compensation for the services performed hereunder, DNLTC must pay Contractor according to the approach, staffing plan and Cost Proposal that is Attachment A to this contract. The total sum is not to exceed \$29,975 on a materials and performance basis, based on invoices submitted to the DNLTC that reflect the activities agreed upon in the project initiation meeting.

Contractor must submit requests for payment monthly after completion of services and requests for payment must detail the type of work performed, and shall be directed to the following address: Del Norte Local Transportation Commission, 1301-B Northcrest Drive, #16, Crescent City, CA 95531. Invoices will be paid within 60 days.

Services performed by Contractor and not authorized in this Agreement will not be paid for by DNLTC. Payment for additional services will be made to Contractor by DNLTC only if both parties, in advance of performance of any additional services, amend this Agreement.

6. DESIGNATED REPRESENTATIVES. The DNLTC Executive Director is the representative of the DNLTC and will administer this Agreement for DNLTC. Joy Keller-Weidman is the authorized representative for Holon Consulting.

7. INDEPENDENT Contractor. At all times during the term of this Agreement, Contractor is responsible for Contractor's own operating costs and expenses, property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. Contractor agrees that he or she is not an employee of the DNLTC. DNLTC does not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

8. LICENSES, PERMITS, ETC. Contractor represents and warrants to DNLTC that he/she has all licenses, permits, qualifications and approvals legally required for Contractor to practice his or her profession. If at any time Contractor ceases to have the

licenses, permits, qualifications or approvals required for Contractor to practice his or her profession, Contractor will immediately notify DNLTC and this Agreement may be terminated at DNLTC's sole discretion.

9. INSURANCE.

Liability Insurance

During the term of this Agreement, Contractor must maintain in full force and effect a policy of commercial general liability insurance with minimum coverage of one million dollars (\$1,000,000) per occurrence and/or two million dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage; and automobile liability insurance with minimum coverage of one million dollars (\$1,000,000) per accident for bodily injury and one million dollars (\$1,000,000) per accident for property damage. Such insurance shall cover the DNLTC, its officers, officials, employees and volunteers as insured with respect to liability arising out of work or operations performed by or on behalf of Contractor and with respect to automobiles owned, leased, hired or borrowed by Contractor. For any claims related to this Agreement or performance under this agreement, Contractor's insurance shall be primary. Policies shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the DNLTC.

Worker's Compensation:

During the term of this Agreement, Contractor must fully comply with the laws of the State of California concerning Worker's Compensation. Said compliance includes but is not limited to, maintaining in full force and effect one or more policies of insurance against any liability Contractor may have for Worker's Compensation.

Unemployment and Disability Insurance:

During the term of this Agreement, Contractor must fully comply with the laws of the State of California concerning unemployment and disability insurance. Said compliance shall include, but is not limited to, properly calculating employee payroll deduction and employer contribution amounts, and making timely payment to the State of California as required by law.

10. STANDARD OF PERFORMANCE. Contractor must perform all services required pursuant to this Agreement in the manner and according to the standards observed by competent practitioners of the profession in which Contractor is engaged. Failure to perform services in such manner is grounds for termination of the Agreement.

11. INDEMNITY. Contractor must defend, indemnify, and hold harmless DNLTC, and its elected and appointed officers, agents and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of Contractor in the performance of services rendered under this Agreement.

12. THE CIVIL RIGHTS, HCD, AND AGE DISCRIMINATION ACTS. During the performance of this Agreement, the Contractor assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

13. STATE NONDISCRIMINATION CLAUSE. During the performance of this contract, Contractor and its subcontractors must not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractor and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractor and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258.0 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

This Contractor will include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

14. CONFLICT OF INTEREST. No Congressional representative and no resident commissioner may receive any benefit from this grant agreement or activity.

None of the Contractor's officers, members or employees, designees or agents, governing board members, or other officials of Contractor have any interest in any contracts or proceeds for the work done in conjunction with this contract other than payment for services provided under this contract.

15. DRUG-FREE WORKPLACE CERTIFICATION. The Contractor certifies, when signing the contract, that it complies with the Drug-Free Workplace Act of 1990 (Government Code Sections 8350 et seq.) and will take the following actions, if necessary:

- a. Publish a statement to notify the Contractor's employees, if any, of prohibition of the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and tell them what actions may be taken against them for violations;
- b. Establish a Drug-Free Awareness Program to inform employees, if any, of the danger of drug abuse at work, the Contractor's drug-free workplace policy, any available employee assistance programs, and the penalties for violation of the drug-abuse policies; and
- c. Give every employee working on the contract activities, if any, a copy of the drug-free policy statement and require they abide by its terms as a condition of employment.

If the Contractor fails to comply with these requirements the DNLTC may suspend payments or terminate the contract, or both. If the DNLTC finds the Contractor has made a false certification or failed to carry out these requirements, the Contractor may also be ineligible for future awards.

16. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990. Contractor must comply with the ADA and applicable regulations and guidelines thereof, which prohibit discrimination on the basis of disability in employment, state and local government service, and in public accommodations and commercial facilities.

17. MONITORING AND AUDITING. Contractor agrees to be subject to monitoring and auditing by DNLTC, and any other entity legally entitled to account for funds expended for performance under the terms of this Agreement. Such monitoring may include, but not be limited to, monitoring for compliance with DNLTC's State or Federal contracts.

18. TERMINATION. DNLTC and Contractor each have the right to terminate this Agreement upon thirty (30) days written notice to the other party. This Agreement may be terminated immediately upon non-performance of either party. Contractor is entitled to payment for all work completed up to the effective date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to commence on the March 17, 2015.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
A California Regional Transportation Planning Agency

Tamera Leighton, Executive Director

Dated: _____

APPROVED AS TO FORM:



Robert Black, Counsel

Dated: 3/13/15

Holon Consulting

Joy Keller-Weidman

Dated: _____

PROPOSAL

REQUEST FOR DESIGN, FACILITATION AND FOLLOW-UP:

LAST CHANCE GRADE PROJECT

STAKEHOLDERS' GROUP DEVELOPMENT (*++PHASE 1*)*Submitted by Joy Keller-Weidman, Holon Consulting, President**Feb. 27, 2015*

TO: Congressman Jared Huffman
John Driscoll, Field Representative

Objective.

- ◆ Promote trust, collaboration, open communication & consensus among stakeholders' groups
- ◆ Develop strong relationships among stakeholders, for the short and long term
- ◆ Explore and identify common ground
- ◆ Enhance stakeholders' partnering skills, including issue resolution
- ◆ Commit to work together with the intent to reach consensus on 1-2 Last Chance Grade alternate routes to submit to CalTrans for analysis

Proposed Meeting Location and Dates.

- ◆ Central location: Orick, CA
- ◆ Monthly: 5 meetings between April- October, 2015

SCOPE OF WORK.Education/Foundation.*28 hrs. @\$175-\$ 4900*

- ◆ Review all documents and understand current state and past activities
- ◆ Develop plan for overall process
- ◆ Meet and reach agreement with John Driscoll re: outcomes, process, roles, invitation, logistics and Next Steps
- ◆ Introductory phone meetings with each stakeholder (20+) (schedule, facilitate and notes)

Monthly Stakeholders' Meetings:

20 hrs. for each meeting (5)-100 hrs. @\$175 - \$17500

- ◆ Preparation.
 - Design Stakeholders' meeting
 - Design and develop participants' handouts/charts
 - Produce participants' packets
 - Develop Meeting Notes template for recorder
- ◆ Facilitation
 - Set up meeting
 - Conduct meeting
 - Post meeting
- ◆ Follow-up
 - Complete & revise meeting notes
 - Distribute meeting notes

Monthly Communication :

8 hrs. per month (5 months)- 40@\$175-\$ 7000

- ◆ Meeting reminders
- ◆ Check in with stakeholders, as needed
- ◆ Action Item updates/status
- ◆ Input for meeting agendas
- ◆ Address issues/conflicts as needed
- ◆ Keep absent stakeholders updated
- ◆ Update and consult with Congressman Huffman's Office

TOTAL CONSULTING COST- \$ 29400

Additional costs:

TRAVEL: Travel time is calculated @\$87.50 per hour plus mileage (For round trip to Orick, 65 miles @ 44.5 cents = \$29.00) - \$115 per trip for 5 trips - \$575; *plus per diem, as needed*

ESTIMATED TRAVEL COST-\$ 575

TOTAL= \$29975

Additional Agreements.

- ◆ Client will announce the meetings; and invite the participants and introduce the facilitator/consultant
- ◆ Client will provide a recorder for each meeting, to input chart notes and collect key points from meeting discussion- recorded into meeting template, supplied by consultant, during the meeting
- ◆ Client will provide the facility (schedule and coordinate); and supply food/refreshments, as needed
- ◆ Client will provide equipment and technical support as needed (presentation; internet access, etc..)

++NOTE: This is Phase 1 of the Stakeholders' Group Development. Client will seek funds to cover the consultants' cost for Phase 2. Stakeholders continue to meet & reach consensus, October 2015-April 2016.



BIO

Joy Keller-Weidman, President of Holon Consulting, is a human and organizational development consultant who promotes effectiveness by engaging all parts of the system in sharing information, strategies and decision-making around core issues.

For over 25 years Joy has offered collaborative facilitation services which promote creativity, solutions and cooperation within individuals, teams, organizations and communities. Based on self-organizing systems, these collaborative approaches, including dialogue, open space and appreciative inquiry, generate consensus among diverse and complex populations, leading to successful resolutions and change.

Holon Consulting services focus on.

- (1) Innovative meeting design & facilitation
- (2) Forging coalitions through shared vision, values, goals & strategies
- (3) Building energized and focused teams
- (4) Strategic Visioning and Planning
- (5) Constructive problem solving
- (6) Collaborative, change projects
- (7) Participative, large group forums
- (8) Personal visioning and empowerment.

Benefits and outcomes to leaders, managers, owners, tribal members, employees, staff members, board members and volunteers include.

- New solutions to old problems
- Shared responsibility for outcomes
- Valuable and efficient meetings
- Energized and engaged group members
- Creative thinking and new ways of working together
- Buy-in and accountability for next steps and agreements
- Building trust and relationships
- Generating consensus among diverse members and complex populations

In one large state agency, beginning in 1997, Joy has helped redesign an internationally recognized Partnering Program and coach its staff to win the Arizona's Governor's Outstanding Team Award. She has also been the lead designer and facilitator for Partnering programs, which are benchmarked by other states and countries.

Throughout Arizona, New Mexico, California & Indiana, Joy continues to build Federal, State, County, City and Tribal Partnerships, which have also been recognized with Partnering Excellence Awards. Clients of Holon Consulting include government agencies (federal and state), counties and cities, tribal entities, small businesses, non-profit organizations, universities, private schools and for-profit businesses.

Humboldt County Local organizations' references include.

- Lonny Grafman
Appropedia Founder
CCAT (Center Campus for Appropriate Technology), Advisor, Arcata, CA
Propulsion, CEO
(707) 845-6454
- Cynthia Calderon, Director
Humboldt County In Home Supportive Services, Arcata, CA
(707) 822-7483
- Marsha Aden-Wansbury & Julie Dorman
Mistwood Center for Education, Co-Directors (former)/Founders
1928 Old Arcata Road, Bayside, CA 95524
(707) 826-1150
- Suzanne Simpson
Board Member, Locally Delicious, Arcata, CA
(707) 822-5583
- Ouida J. Cooper-Rodriguez, MA
Executive Director
Big Brothers Big Sisters of the North Coast
428 C Street, Suite G
Eureka, CA 95501
(707) 445-4871
- Chris Jones, Executive Director
Tri-County Independent Living
2822 Harris Street, Eureka, CA 95503
(707) 445-8404
- Maggie Kraft, MSW, Program Director
Adult Day Health & Alzheimer's Services
Humboldt Senior Resource Center
1910 California Street, Eureka, CA 95501
(707) 444-8254, ext. 3202
- Rose Gale-Zoellick, Executive Director
Humboldt Community Breast Health Project
987 8th Street
Arcata, CA 95521
(707) 825-8345 x-110
- Michael Kraft, Executive Director (former)
North Coast Small Business Development Center
Eureka, California
(707) 445-1163



2180 Lexington Court
McKinleyville, CA 99519

(707) 839-4710
(707) 616-6082 cell
holon@suddenlink.net
www.holonconsultants.com

Joy Keller-Weidman

Profile

As founder and president of Holon Consulting, a human and organizational development consulting firm, Joy Keller-Weidman engages all parts of the system in sharing information and decision-making around relevant issues. Her collaborative approach promotes safe and productive environments, where building trust & relationships and finding common ground among diverse perspectives are the desired outcomes.

She draws on systems theory, learning organizations, appreciative inquiry, open space technology and dialogue to provide tools for developing partnerships, building consensus, greater honoring of each other, connection to common purpose, and achievement of goals. Her services focus on engaging all parts of the system in clarifying shared vision, values & goals, making informed decisions and taking responsible action.

Experience

1984-Present HOLON CONSULTING

**McKinleyville, CA
Phoenix, AZ**

Founder & President

- Assist public and private sector organizations (for profit and non-profit), Federal, State & local agencies), communities and tribal entities build strong leaders, teams and relationships among partners (those who have a stake, interest and impact on the shared outcomes/goals).
- Use participatory designs to generate buy-in and input among diverse and complex populations, leading to successful resolutions and implementations.
- Provide services that focus on:
 - -Tribal Consultation/Tribal Engagement process and workshops
 - -Strategic Partnering and Visioning
 - -Innovative Change Projects
 - -Meeting/Workshop Design, Planning and Facilitation
 - -Collaborative Problem Solving
 - -Team Building
 - -Mediation: Finding common ground & reaching consensus
 - -Systems Thinking (large picture and long term approach)

1980-1984

DEER VALLEY SCHOOL DISTRICT

Phoenix, AZ

Instructor

- Design and deliver writing classes & English classes

Consultant

- Develop District Writing curriculum K-12 grades
- Train teachers to implement Writing curriculum

**Education/
Professional
Development**

- | | | |
|-------------|---|-------------|
| 1969-1973 | Buffalo State University College, B.S Education | Buffalo, NY |
| • 1985-1989 | Master level certification and classes | AZ & CA |
| • 1998-2004 | Lead Designer, Partnering Programs | Phoenix, AZ |

**Post Graduate
Training &
Certifications
(1985-present)**

- Grove Consultants International, "Strategic Visioning," "Graphic Facilitation," "Visual Meetings", "Digital Tools for Graphic Recording," & "Digital Visual Facilitation", San Francisco, CA (2008-2012)
- Dreyfuss Enterprises, "Whole Systems Transformation," San Francisco, CA
- Davis & Dean, "Making & Managing Transitions of Change," Seattle, WA
- Federal Highway Administration, "Metropolitan Transportation Planning, and Improving Effectiveness of Public Meetings and Forums," Phoenix, AZ
- Cornerstone Professional Development: "The Customer Need Driven Organization," Mesa, Arizona
- Designer/Facilitator Certification, Prism Performance Systems, "Team Performance Excellence," Farmington Hills, Michigan
- Being First, "Large Systems Change," Durango, Colorado
- Master Facilitator Certification, "Zenger Miller Leadership and Employee Development Programs," San Jose, California
- Intensive: "Worldwork and Conflict Resolution," Process Oriented Psychology, Arnold Mindell, Portland Process Center, Portland, Oregon
- "Mediation Training," Office of State Attorney General, Phoenix, Arizona
- "Intensive: Traditional Indian Medicine and Spiritual Facilitation," Coronadolet Health Services, Tucson, Arizona
- EFT Training Levels 1 & 2" Emotional Freedom Technique"
- Energy Psychology, Donna Eden, Los Angeles, CA
- Biology of Belief/Psychology of Change Process, San Mateo, CA
- Open Space Training (large group meeting approach), San Francisco, CA
- Jean Houston, "Leadership Training Workshop," HSU, Arcata, CA
- Jean Houston, "Social Artistry Intensive," University of Ashland, Oregon
- Hudson Institute, "LifeLaunch: Personal Envisioning," Santa Barbara, CA
- CMED Institute, "Certification Program: Sacred Contracts", Carolyn Myss, Chicago, Illinois
- Transforming Business, Society & Self, EdX_MOOC, MIT, Massachusetts

CLIENT LIST (partial)

- ◆ CCAT (Center for Appropriate Technology), HSU, CA
- ◆ Arizona Department of Transportation
 - Communications & Partnering Department
 - Multi Modal Planning/Transportation Division
- ◆ APPROPEDIA, CA (global)
- ◆ CalTrans, Orange County & San Bernardino, CA
- ◆ Jamie Walling & Associates, Eureka, CA
- ◆ UIHS (United Indian Health Services), CA
- ◆ CATs (Californians for Alternatives to Toxins), Eureka, CA
- ◆ Greenwheels, Arcata, CA
- ◆ Eco Hostel, Center for Sustainability, Eureka, CA
- ◆ United Indian Health Services, Arcata, CA
- ◆ Indian Health Services, Tucson, AZ
- ◆ Bureau of Indian Affairs, Phoenix, Arizona
- ◆ FHWA, Phoenix, Arizona; Sacramento, CA; Lakewood, Colorado
- ◆ Navajo Nation Division of Transportation, Window Rock , AZ
- ◆ San Carlos Apache Tribe, San Carlos, AZ
- ◆ Hopi Department of Transportation, Flagstaff, AZ
- ◆ Riverside County Transportation Commission (RCTC), Riverside, CA
- ◆ Arizona Transit Association, Phoenix, AZ
- ◆ Humboldt State University (HSU), Arcata, CA
- ◆ Humboldt Community Breast Health Project, Arcata, CA
- ◆ Locally Delicious, Arcata, CA
- ◆ North Coast Small Business Development Center (SBDC), Eureka, CA
- ◆ College of the Redwoods: Green Building Training, Eureka, CA

REFERENCES

- Stephanie M. Stoermer
Environmental Program Specialist/Archeologist
Tribal & Cultural Resources
12300 West Dakota Avenue Suite 340, Lakewood, Colorado 80228
(720) 963-3218
(303) 594-8556 cell
stephanie.stoermer@dot.gov
- Karla Petty, Division Administrator
FHWA Arizona Division
4000 N. Central Ave., Ste. 1500, Phoenix, AZ 85012
(602) 379-3725
karla.petty@dot.gov
- Michelle Fink
ADOT, Communications, Partnering Outreach Coordinator
1655 W. Jackson, MD 126F, Phoenix, AZ 85007
(602) 712-8224
mfink@azdot.gov
- Lonny Grafman
CCAT (Center Campus for Appropriate Technology), Advisor
Appropedia, Founder & President
Arcata, CA
(707) 845-6454
lonny@appropedia.org

- ❑ Suzanne Simpson
 Eco Hostel Founder and Locally Delicious Board Vice President
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- ❑ Rose Gale-Zoellick, Executive Director
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 Arcata, CA 95521
 (707) 825-8345 x110
rosegz@hcbhp.org
- ❑ Myra (Rusty) Rothman
 ADOT Right of Way, Northern Arizona Tribal Liaison
 1801 S. Milton Rd., MD F500
 Flagstaff, AZ 86001
 (928) 779-7510
mrothman@azdot.gov
- ❑ Don Sneed
 ADOT, TPD-Tribal Coordinator and Senior Planner
 206 S. 17th Ave., MD 310B
 Phoenix, AZ 85007
 (602) 712-6736
dsneed@azdot.gov
- ❑ Bill Harmon
 ADOT, Safford District, District Engineer
 2082 E. Highway 70, MD S400
 Safford, AZ 85546
 (928) 432-4919
bharmon@azdot.gov
- ❑ Tim Dalegowski
 Coconino County Public Works
 Transportation Planner
 5600 E. Commerce Avenue, Flagstaff, Arizona
 (928) 679-8344
TimDalegowski@coconino.az.gov
- ❑ Davis Pecusa
 Hopi Department of Transportation, Manager
 Hopi Transportation Task Team, Chairman
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March 12, 2015

Letter to file: Non-Competitive Bid Contract Justification

Funding Program: Regional Surface Transportation Program

Contract Award Date: March 17, 2015

Contract type: Professional Services

Contract Amount for current request: not to exceed \$29,975 with a likely reduction due to partner contributions; and, with the potential for continuation for a contract amount up to \$60,000.

Amendment: No

Commencement of work prior to contract: No

The **purpose** of this sole source contract is to obtain services to facilitate a commitment from diverse stakeholders with the intent to reach consensus on 1 to 2 Last Chance Grade alternate routes to submit to Caltrans for analysis. The **history and background** of the problem is that this regionally significant project is a top priority for DNLTC since the failure of a \$10 million stabilization project at Last Chance Grade. The community and Caltrans have agreed that a long-term solution must be considered. US Congressman Jared Huffman has initiated a Stakeholders' Group Development process that will explore and develop common ground necessary for project success. Congressman Huffman is in a unique and strong leadership position and is generously providing the leadership necessary for the success of this work. He and his staff have a positive history with Holon Consulting and are requesting that DNLTC support their leadership efforts for Last Chance Grade by participating and by contracting with Holon Consulting to do so.

There is a **compelling sense of urgency**. Caltrans' work is already underway but is without active participation of diverse stakeholders necessary for consensus and success. Delays will result in a lost opportunity for the Del Norte region to partner with Congressman Huffman for the success of Last Chance Grade, and without the leadership of a US Congressman, the project partners will not convene early enough to reach the common ground necessary for an efficient US Highway development process. The offered **price is determined to be fair and reasonable** based on proposal submissions in the last five years. The hourly rate for these services ranges from \$120 to \$190 for senior staff services. US Congressman Huffman selected Holon Consulting because they are available when the services are needed, time is of the essence, they are comparable to other consulting services for the project and Ms. Keller-Weidman has extensive experience in complex transportation projects that include serious tribal and environmental barriers – all issues for Last Chance Grade.

The **costs avoided** include approximately 16 hours of DNLTC contract staff time, approximately 2 hours per TAC (8 members) staff time for review and scoring and the loss of the leadership of Congressman Huffman – a dollar value impossible to calculate.

Alternatives considered include making a direct contribution to the Congressman's project, which is not allowable by any fund source. Last Chance Grade is a top regional priority and Del Norte Local Transportation Commission did not consider turning away from an opportunity to make progress on a regional priority.

To the best of my knowledge and belief, the information in this sole source justification letter to file is true and correct.

Sincerely,

Tamera Leighton, Executive Director