

# Request for Qualifications

## *Trail Project Coordinator*

### **Background**

Adopted by the State Land Board in late 2004, the Whitefish School Trust Advisory Committee Plan proposed a recreational loop trail that will loop around Whitefish Lake, connecting the city of Whitefish with surrounding state, federal and private lands.

### **The Project**

The City of Whitefish and Flathead Gateway Partners (the Partnership) have established a private-public partnership to implement the development of this trail system. The Partnership will appoint a committee of local citizens to develop the plan for the trail. This committee will be comprised of a diverse group of interested citizens and stakeholders, and will be appointed by mid-December.

Included in the committee's work will be the determination of the location of the trail, permitted uses, physical work that is required to create the trail, trail amenities, and other important details. The project will include participation from the general public and will incorporate a web site. The work of the advisory committee is expected to be completed within 6 months from the date of the committee's first meeting.

### **Advisory Committee Coordinator**

The Partnership is seeking a coordinator to manage and facilitate the work of this committee, and is soliciting interested individuals to submit a summary of qualifications. After reviewing the submissions, the Partnership will invite qualified persons to submit proposals for the work.

The Partnership has developed a draft Trail Master Plan scope of action, and will work with the candidate to further define the scope of the project.

Important skill sets for the coordinator include:

- Project facilitation and coordination
- Ability to communicate well with diverse individuals and groups, including proficiency at written, electronic and personal communications, including public speaking
- Ability to lead meetings and manage group dynamics
- Ability to forge solutions from diverse input
- General knowledge of the North Flathead Valley

### **Request for Qualifications**

Please provide a cover letter that includes a discussion of your personal interest and motivation in relation to this project, as well as a summary of your professional qualifications and experience, including a resume. The coordinator position will be retained under a professional services contract with Flathead Gateway Partners. Qualified individuals will be contacted by the Partnership.

For more information about the trails project, the draft Trail Master Plan Development Scope of Action, and the Whitefish School Trust Lands Neighborhood Plan go to <http://www.trailrunsthroughit.org>

Interested contractors should send a letter and resume by November 14 to: Flathead Gateway Partners, PO Box 1895, Whitefish, MT 59937. Or by e-mail to [jen@trailrunsthroughit.org](mailto:jen@trailrunsthroughit.org). For more information, call Jen Jones at 261- 9667, or Steve Thompson at 862-6722 (day) or 862-3795 (evening).