

Draft Consultant Scope of Work: BGC Community Working Group

UCB and LBNL will hire a third-party consultant to support the work of BGC Richmond Community Working Group (CWG) to *develop recommendations and proposals that will lead to binding, legally enforceable commitments to the Richmond community regarding benefits from the BGC in education, local employment, procurement, workforce training, and affordable housing/preservation/development*. The selected consultant will inform and clarify an effective group process across multiple ad hoc committees in a manner that engages multiple stakeholders, while maximizing transparency in communication and decision-making. Specific process support needs may include:

- *Working closely with the UCB/LBNL conveners and the Community Co-Chair of the Working* to help prepare agendas and process facilitation of the monthly CWG meetings; we anticipate that the consultant will act as facilitator of CWG meetings.
- Providing process support to ad hoc committees to ensure effective use of content knowledge and expertise from community, UCB and LBNL, and other technical experts; and to maximize participation in development of draft recommendations to the full CWG.
- Supporting ad hoc committee presentations and discussion of draft recommendations at CWG meetings;
- Supporting the design and facilitation of other meetings as requested, such as a CWG Retreat, the CWG-sponsored Community Briefing to share draft recommendations and take input on these from a broader group of Richmond-based community stakeholders, etc.
- Provide technical support to strengthen the overall design of CWG's process for drafting and presenting final recommendations to UCB and LBNL, including: how the work of the ad hoc committees will be shared and vetted with the full CWG, the broader Richmond community, other key stakeholder groups, as determined, and, ultimately, be presented as a final report with recommendations to the Chancellor and LBNL Director.