



**SAFE CLEAN  
WATER PROGRAM**

# **Watershed Coordinator Interview and Selection**

**ON-CALL SAFE, CLEAN WATER PROGRAM – WATERSHED COORDINATOR SERVICES (BRC0000529)  
JUNE–JULY 2025**



# Watershed Coordinator Selection Process Overview

1. Evaluation of Qualifications
2. Interview Format
3. Voting Process
4. Qualified Proposer Interviews
5. WASC Discussion and voting



# Evaluation Criteria

## **Phase One**

Public Works evaluated all Statement of Qualifications (SOQs). Proposers who met the minimum score are now on the *Qualified Proposer List* for each respective Watershed Area.

## **Phase Two**

Qualified proposers have been invited to present their capabilities and qualifications (CAQ) to the applicable Watershed Area Steering Committee (WASC).

Milestone	Anticipated Completion Date
WASC Interviews	July 2025
Execution of Agreement	December 2025
Start of Agreement	January 2026

# Interview Process Overview

## **Reminders**

- Interview questions were shared in advance with all qualified proposers.
- WASC members received the interview questions, a note-taking sheet, the Watershed Coordinator roles and responsibilities, each proposer's SOQs, and submitted presentation slides.
- The order of interviews was randomly selected to ensure fairness.
- Please note: Current Watershed Coordinator(s) and WASC members with a financial or other conflict of interest must recuse themselves from the selection process.

## Interview Process Overview (cont.)

### **Interview Structure**

- Each interviewee has 15 minutes to respond to all 7 questions.
- Public Works staff will read each interview question and display it on the screen.
- Public Works staff will manage a timer and provide time reminders to the interviewees.
- After each interview, the WASC will have 10 minutes for clarifying follow-up questions.
- Each proposer will be allotted a total of 25 minutes.
- WASC members are encouraged to take notes.
- No score will be given for the interview, but the interviews and any documents provided to the WASC will be used to inform your selection(s).

## Voting Overview

- After all interviews are completed, Public Works will facilitate the voting process.
- Each WASC member vote for their preferred Watershed Coordinator(s) and alternate.
- A proposer must receive a majority of votes to be selected.
- Once selected, that proposer is excluded from further voting for any remaining positions, including alternate roles.
- Qualified proposers who are not selected will remain on the Qualified Proposer List for future consideration.

## Voting Overview (cont.)

- The alternate is the WASC's selection if its top choice is assigned to a different WASC or is otherwise unable to accept the position.
- If the selected qualified proposer is unable to fulfil their Watershed Coordinator duties for any reason, the alternate will be offered the role.
- Final decisions and any necessary adjustments remain at the discretion of Public Works.

# Pause for Questions

# Interview Questions

## **Minimum Experience**

1. Tell us about your experience in engaging diverse communities, including Disadvantaged Communities, and collaborating with agencies, municipalities, elected officials, and non-governmental organizations. Please provide examples such as workshops, meetings, or education or engagement tools that you've developed to support participatory decision-making.
2. Describe your experience supporting the development of stormwater or multi-benefit projects. What strategies have you used to integrate diverse priorities? Please share any examples of funding or cost-sharing efforts, including any experience with grant writing.

## Interview Questions (continued)

### **Subject Matter Knowledge**

1. Please summarize your familiarity and experience with watershed-related approaches, local and regional organizations and stakeholders, regulations, planning processes, green infrastructure, and equity or environmental justice issues.

## Interview Questions (continued)

### **General Questions**

1. Please provide a brief overview of your proposed work plan. Will you be working independently or with a team? If applicable, describe the roles of any subcontractors or specialized services involved.
2. What are some unique characteristics of this Watershed Area? What opportunities or challenges do you anticipate in implementing Safe, Clean Water Program related studies, conceptual plans, or projects?
3. Why do you think you will be a good fit for this role and the needs of this Watershed Area?
4. Is there anything else you would like to share with us?

## Follow Up Questions – 10 mins

# Thank you

QUESTIONS?

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