**Objective**: **Coordinate, collaborate and gather feedback from stormwater professionals**

The Contractor will coordinate, collaborate, and gather feedback from stormwater professionals with the intent of updating the existing Blue Star Assessment tool. The Contractor will work with a select group of professionals and with MPCA staff to develop a draft assessment tool. The Contractor will then work with MPCA staff to finalize the assessment tool.

**Task A: Form and work with statewide team.**

The Contractor will work with the MPCA project manager (PM) to form a statewide technical team of 8 to 10 stormwater professionals. The Contractor and PM will work with the team to review the existing stormwater assessment, provide information and feedback to revise the tool, and develop a draft assessment. Communications with the technical team include two (2) meetings and email correspondence as needed. The draft assessment will then be reviewed by 5 key people selected by the MPCA. Communications with these key people include individual meetings and email correspondence. Contractor will assemble an inventory of comments received and revise the assessment based on feedback. Meetings may be conducted via webinar. The webinar details will be communicated to the meeting participants and initiated by the contractor. Contractor will develop agendas, materials, and summaries for each meeting.

**Task B**: **Finalize draft tool**

Contractor works with MPCA staff to finalize the draft. Communications include up to 2 meetings and email correspondence as appropriate. Contractor will schedule meetings. Meetings may be conducted via webinar. The webinar details will be communicated to the meeting participants and initiated by the contractor. Contractor will develop agendas, materials, and summaries for each meeting.