

July 31, 2023



Request for Qualifications
Administrative Support for the
Thurston Climate Mitigation
Collaborative

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CITY OF LACEY

Request for Qualifications

Administrative Support for the Thurston Climate Mitigation Collaborative

SECTION I – Background.

The City of Lacey is seeking a qualified service provider for administration services to the Thurston Climate Mitigation Collaborative (TCMC). The TCMC is partnership among four jurisdictions (cities of Lacey, Olympia, and Tumwater; and Thurston County) who have accepted the Thurston Climate Mitigation Plan (TCMP) to meet GHG emissions targets. The TCMP is a regional plan to decrease GHG emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050. The TCMC is made up of four bodies: the Jurisdiction Parties, the Staff Team (jurisdictional staff), the Executive Committee (elected officials), and the Community Advisory Workgroup (community members). The City of Lacey will hold the contract with the service provider on behalf of the TCMC. The provider's scope of work will include coordinating and facilitating the Executive Committee and Community Advisory Workgroup, producing an annual report, and hosting/maintaining a website for the TCMC.

Qualifications will be evaluated based on the company's experience providing this type of service to other regional climate collaboratives, ability and capacity to perform the work, and responsiveness and completeness of qualifications requested. The successful candidate will demonstrate successful facilitation of similar regional climate collaborative groups, knowledge of climate and sustainability science, and understanding of local government organizational challenges.

Proposals, prepared according to the following detailed instructions, must be received at the email address below **no later than 5:00 PM PST, August 11th**.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Contractors will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Linsey Fields, Climate and Sustainability Coordinator
Community & Economic Development
420 College Street SE
Lacey, WA 98503

SECTION II – Scope of Services.

The City intends to identify one service provider through this RFQ process to provide administrative services for the TCMC. Successful organizations will have prior project experience with similar climate collaboratives.

Task 1: Administrative Support

1a. Community Advisory Workgroup Coordination

The Community Advisory Workgroup (“CAW”) consists of up to 15 interested stakeholders, appointed by the Staff Team, representing a variety of perspectives on climate mitigation actions. The CAW meets regularly (up to 12 times a year) to provide community perspectives and feedback on implementation topics decided by the Staff Team and CAW.

- Scope of Work Tasks include:
 - i. Scheduling up to 12 meetings per year;
 - ii. Public Notice for meetings;
 - iii. Facilitating those meetings;
 - iv. Producing meeting notes for those meetings;
 - v. Processing compensation for CAW members who have requested compensation to attend meetings (\$50 per meeting)

1b. Executive Committee Coordination

The Executive Committee consists of an appointed policymaker representative and alternate from each of the Parties. The Executive Committee meets quarterly to share information on local climate mitigation activities, review progress toward achieving emissions targets, and build partnerships to support regional implementation of the TCMP.

- Scope of Work Tasks include:
 - i. Scheduling quarterly meetings, of which one is the annual retreat;
 - ii. Public Notice for those meetings;
 - iii. Receiving and distributing public comments submitted prior to those meetings to the Executive Committee and Staff Team;
 - iv. Facilitating quarterly (1.5 hour) meetings and a half day annual retreat
 - v. Producing meeting notes for those meetings;

1c. Annual Progress Report

The Annual Progress Report will communicate highlights of climate mitigation activities and outcomes over the past year, including regional work as well as activities conducted by Jurisdiction Parties

- Scope of Work Tasks include:
 - i. Request data/updates from each Jurisdiction;
 - ii. Compile information received from each Jurisdiction;
 - iii. Combine jurisdiction updates and GHG inventory results (provided by Staff Team) into a visually pleasing and accessible Annual Report;
 - iv. Host that Annual Report on the website; and
 - v. Send the Annual Report to the email list provided by Staff

July 31, 2023

1d. Website Hosting and Maintenance

- Scope of Work Tasks include:
 - i. Ongoing hosting of the new website, once developed (see Task 2)
 - ii. Periodic updates to the new website (Note: future major updates involving changes to the architecture of the website are beyond this scope of work.)

Task 2: New Website and Branding

- Scope of Work Tasks include:
 - i. Purchase and maintain a new domain name
 - ii. Create and build a new central website for the Thurston Climate Mitigation Collaborative (similar to current website hosted at www.trpc.org/909/Thurston-Climate-Mitigation-Plan/)*
 - iii. Create a new logo for the Thurston Climate Mitigation Collaborative (based on the general appearance and color scheme of existing TCMP), and developing branded template documents (e.g., letterhead, memos, PowerPoints)

* Note that changes to the section of the site titled “Thurston Climate Action Dashboard” are beyond this scope of work and may be addressed in a future contract.

After submission, staff members for the TCMC and City of Lacey Community and Economic Development will evaluate the submitted qualifications. The selected service provider will be notified and the City will engage in contract negotiations and develop a scope of work. The final scope of work and budget will be presented to the Lacey City Council for approval.

Disclaimer: The list of qualified artists assembled through this RFQ in no way serves as the sole source for procuring City art. Partnering agencies, students, staff, volunteers, contracting firms, existing art libraries, art, and other sources of artistry may be utilized in addition to this list.

SECTION III - Project Timeline.

Anticipated RFQ Release Timeline

July 31, 2023	RFQ release
August 4, 2023	RFP questions due
August 8, 2023	RFP questions answered
August 11, 2023	Deadline for submittal

Anticipated Review Timeline

Week of August 14, 2023	Evaluation of packets
August 18, 2023	The selected firm will be contacted with our decision.
September 21, 2023	Anticipated date of awarding contract.

July 31, 2023

Anticipated Project Timeline

October 1, 2023	Anticipated start date of work.
April 1, 2024	Complete and publish annual progress report.
March 31, 2024	Finalize collaborative website and TCMC branding, and go live.
July 1, 2024	Completion of Annual Retreat
December 31, 2024	Completion of up to 12 CAW meetings and up to 4 Executive Committee meetings.
December 31, 2024	End of contract with the possibility of a two-year extension.

SECTION IV – Submission Requirements.

In response to this RFQ, the information required from the applicant as part of the proposal shall include:

1. Statement of Qualifications (1-page limit).

The Statement of Qualifications should include the following:

- A. RFQ number and project title;
- B. Full legal name, address, e-mail address, and telephone number of the applicant;
- C. A general introduction demonstrating your organization’s understanding of the project, the scope of work to be done, and how it aligns with you/your organization and your ability to provide the services proposed; and
- D. An overview of your qualifications and experience that make your organization an eligible candidate for this project.

2. Examples of Previous Work (3-page limit).

Submit at least two examples of previous work with regional partnerships or regional collaboratives with work focused on sustainability and climate mitigation plans.

3. Ability to Meet Anticipated Project Workload (1-page limit)

Applicant must provide a statement that they can meet the anticipated project timeline as outlined in Section IV of this RFQ.

4. Resume (5-page limit)

Include a resume that outlines your recent experience and accomplishments as an artist or organization, emphasizing accomplishments that qualify you for this project.

5. References

Provide a minimum of three (3) references who are able to speak to your work:

- A. Reference name

July 31, 2023

B. Reference telephone number

C. Reference e-mail address

SECTION V - Submittal Deadline.

Submissions for this work must be received no later than 5:00 p.m., Pacific Standard Time (PST) on **Friday, August 11, 2023**. Organizations interested in being considered for this project must submit electronic copies in PDF format via e-mail to lfields@ci.lacey.wa.us or physical copies by mail or in-person to:

Linsey Fields
Climate and Sustainability Coordinator
420 College Street SE
Lacey, WA 98503
(360) 890-0222

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Proposals must be clear, succinct and **not exceed the page limits outlined above**. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

SECTION VI – Questions and Answers.

To ensure all potential applicants have the same information and the same opportunity to make their very best proposal, all questions must be submitted electronically to lfields@ci.lacey.wa.us

Questions will be answered as received. All questions should be submitted no later than **Friday, August 4, 2023**, at 5:00 p.m. PST.

All answers will be shared among all **(2-page limit)** who have expressed interest. The identity of the Proposers asking the questions and the Proposers receiving copies of the questions and answers will NOT be shown in any of the e-mails. Unauthorized contact regarding this RFQ with any other City employee may result in disqualification.

Answers and interpretations to all inquiries will be posted at the following locations no later than **Friday, August 11, 2023**, at 5:00 p.m. PST:

The City of Lacey's solicitation page, under "RPQ: at <https://cityoflacey.org/rfp-rfq-rfi/>.

SECTION VII – Evaluation and Selection Process.

The City reserves the right to select the proposal(s) which best meets the needs and

July 31, 2023

interests of the City, or reject all proposals as set forth below.

A qualifications-based process will be used to select one finalist from the pool of submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Professional Qualifications
- Experience as exemplified in previous work.
- Professional references.

The City will evaluate all responsive RFQ submitters and the proposals will be evaluated in accordance with the criteria itemized in **Table C** below.

Table C	
Itemized Criteria for Applicant Evaluation	
Evaluation Criteria	Weight
Compliance with RFQ requirements	5 pts
Professional Qualifications	15 pts
Experience / Examples	25 pts
Ability to meet anticipated timeline	5 pts
Total	50 pts