

CITY OF LACEY
REQUEST FOR QUALIFICATIONS
CLIMATE PLANNING SUPPORT SERVICES

SUMMARY

The City of Lacey is seeking planning services to support the City of Lacey in its effort to create a climate resilience sub-element and develop draft Comprehensive Plan and development regulation amendments under the requirements of the Growth Management Act.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience and approach to public outreach, ability to conduct vulnerability and risk assessment for climate planning and knowledge of the Growth Management Act's climate resilience sub-element requirements.

Statements of Qualifications, prepared according to the following detailed instructions, must be received at the email address below no later than **5:00 pm on March 29th, 2024**.

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. Firms 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:

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Climate and Sustainability Coordinator
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Lacey, WA 98503
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GENERAL INFORMATION

The City of Lacey is organized under the optional municipal code (Chapter 35A.63 RCW) as a Council-Manager form of government. The city fully plans under the Growth Management Act.

Lacey is the largest and fastest growing city in Thurston County, having exceeded its 2035 projected population. The city adopted GHG emissions reduction goals in 2021 through the Thurston Climate Mitigation Plan. The city will adopt new climate sub-elements per Growth Management Act requirements.

SCOPE OF SERVICES

The consultant will provide support services to the City of Lacey to prepare a climate sub-element under the requirements of RCW 36.70A.070(9) for the full update to the Comprehensive Plan.

The consultant will support City staff throughout 2024 and 2025 to update and design its climate resilience sub-elements including creating goals, auditing plans/policies, and conducting a vulnerability and risk assessment, this contract will be terminated by June 30, 2025 or when the consultant has met all of the contract deliverables.

Specific tasks expected from the consultant include:

- Explore climate impacts to the community which includes:
 - Identifying all community assets.
 - Identifying climate hazards and climate changes for our region.
 - Pair the assets and hazards to identify exposure and consequences of climate change.
 - Identify priority climate hazards to address in the climate resilience sub-element.
- Audit current plans and policies through a climate lens and look for opportunities to update any plans that include gaps in climate hazard planning.
- Conduct a Vulnerability and Risk assessment.
- Develop goals and policies related to climate resilience to be included in the comprehensive plan update.
- Develop draft amendments and regulations to the Comprehensive plan in line with Washington's Climate Law for the Growth Management Act (HB 1181).
- Prepare a code audit of existing amendments and those necessary to implement HB 1181.
- Develop an outreach strategy, coordinated with the update to the Comprehensive Plan, that supports environmental justice and conduct stakeholder outreach for both climate resilience and GHG reduction goal setting.

INTENDED SCHEDULE

SOQs due	March 29th, 2024
Interviews (if needed)	April 5th, 2024
Negotiations with Finalist	April 12th, 2024
Final Review of Contract	April 19th, 2024
Finalize Contract	April 22nd, 2024

STATEMENT OF QUALIFICATIONS CONTENT

The SOQ should be provided in Adobe's Portable Document Format, be no more than ten (10) pages in length, and include the following information:

1. Name and contact information.
2. Curriculum Vitae of the consultant and the project team who would provide support services to Lacey.
3. A detailed description of the consultant's experience conducting vulnerability and risk assessments, developing climate goals and policies, and engaging stakeholders with a focus on equity.
4. A description how the consultant will keep City staff informed and engaged throughout the contract period.
5. Three (3) examples of documents (digital examples preferred) prepared by the consultant.
6. Three (3) professional references with personal knowledge of work and experience that demonstrate the ability to provide effective sub-elements for comprehensive planning purposes.

SELECTION PROCESS

Statements will be reviewed and evaluated by considering the quality of experience, strength of the approach, and the responses to the RFQ.

If necessary, consultants may be invited to interview with the evaluation panel. Based on the SOQs and/or interviews, the selection panel will recommend to the City Manager the firm which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a professional services agreement.