

October 28, 2024



Request for Qualifications

FACILITATION AND ADMINISTRATION OF THE
THURSTON CLIMATE MITIGATION COLLABORATIVE

CITY OF LACEY

Request for Qualifications

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SECTION I – Background.

The City of Lacey is seeking a qualified service provider for facilitation and administration services to the [Thurston Climate Mitigation Collaborative \(TCMC\)](#). The TCMC is a partnership among four jurisdictions (Thurston County and the cities of Lacey, Olympia, and Tumwater) to identify and implement actions to reduce locally generated greenhouse gas (GHG) emissions. The partners have been collaborating since 2018 and formalized as the TCMC in 2023 as a forum to learn, explore, coordinate, and communicate climate mitigation policies and practices. The 2023 [Interlocal Agreement and Regional Implementation Guidance](#) describe the collaborative structure, decision-making processes, and roles of each of the four entities that comprise the TCMC: Jurisdiction Parties, Staff Team (jurisdictional staff), Executive Committee (EC; elected officials), and Community Advisory Workgroup (CAW; community members).

The TCMC has identified the need for a professional facilitator and administrator to support the Collaborative in achieving its goals. The city of Lacey will hold the contract with the service provider on behalf of the TCMC. The consultant will maintain continual contact with the Staff Team to stay up-to-date on all TCMC activities and respond to administrative needs as they arise. They will serve as the primary point of contact for the Community Advisory Workgroup (CAW) and facilitator of monthly CAW meetings. They will facilitate the half-day TCMC Annual Retreat and support the facilitation of quarterly Executive Committee meetings. They will also be responsible for producing a professional and accessible TCMC Annual Progress Report.

The TCMC Facilitator and Administrator will play an integral role in supporting the overarching goals of the TCMC:

- Maintain momentum for local climate action.
- Develop efficient regional solutions for reducing sources of greenhouse gases in ways that support all partner jurisdictions.
- Provide accountability on progress toward achieving regional climate targets.
- Build public awareness of climate mitigation activities across the region.

The specific objectives of this role are as follows:

- 1) Manage day-to-day administrative activities of the collaborative to support ongoing, regionally coordinated implementation of the Thurston Climate Mitigation Plan.
- 2) Coordinate and communicate consistently with the Staff Team and Community Advisory Workgroup (CAW) members on TCMC activities.
- 3) Professionally facilitate all CAW meetings, EC meetings, and a TCMC Annual Retreat; prepare and publish corresponding meeting agendas and packets; provide timely and professional notes and summaries of all meetings.
- 4) Plan discussion topics and decision-making processes for CAW meetings and the Annual Retreat and apply various facilitation methods and tools to ensure

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- meetings are productive and inclusive.
- 5) Provide public notice for quarterly TCMC EC meetings according to the Washington State Open Public Meetings Act (OPMA).
 - 6) Support TCMC public communication via web, email, social media, and print media.

Proposals, prepared according to the following detailed instructions, must be received at the email address below **no later than 5:00 PM PST, November 25, 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. 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 and TCMC partner cities are seeking a consultant to serve as the primary facilitator and administrator of the multi-jurisdictional Thurston Climate Mitigation Collaborative. This consultant will maintain close and continuous communication with the TCMC Staff Team on all assigned tasks as detailed below.

Task 1: Administer the TCMC in close coordination with the Staff Team

The [TCMC Staff Team](#) consists of climate program staff from the four TCMC jurisdictions (currently six members). The Staff Team meets at least bi-monthly for ongoing, in-depth coordination of all collaborative activities. Most meetings are held virtually via Microsoft Teams, with in-person meetings a few times per year. The Staff Team shares ongoing responsibilities such as preparing materials for CAW and EC meetings, completing an annual greenhouse gas inventory, developing interlocal agreements and contracts, preparing an annual retreat, etc. In addition, the Staff Team works closely on developing and implementing annual [Regional Initiatives](#) that are selected by the TCMC for focused regional coordination.

As TCMC Administrator, the consultant will manage day-to-day administrative

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activities of the collaborative, enabling the Staff Team to direct more of their own capacity toward substantive implementation of climate mitigation actions at the regional and jurisdictional levels.

Sub-tasks:

- 1.1 Maintain continual contact with the Staff Team to stay up-to-date on all TCMC activities and respond to administrative needs as they arise.
- 1.2 Attend all TCMC Staff Team meetings unless otherwise directed (estimated two 90-minute meetings per month). (Staff Team members are responsible for scheduling meetings and preparing agendas.)
- 1.3 Take detailed, accurate, and grammatically correct notes at each Staff Team meeting and provide them to the Staff Team within two (2) business days after each meeting.
- 1.4 Prepare public-facing meeting summaries, route for Staff Team approval, and post them on the TCMC website within two (2) business days after each meeting.
- 1.5 Based on Staff Team direction, draft public-facing email announcements/briefs; once approved by the Staff Team, coordinate their distribution to the TCMC email list (up to two public emails per month).
- 1.6 Assist with other TCMC administrative tasks as needed (e.g., communicating with partner agencies, making minor website updates, formatting documents or PowerPoint slides).

Task 2: Facilitate the Community Advisory Workgroup

The [TCMC Community Advisory Workgroup \(“CAW”\)](#) consists of up to 15 interested community members, appointed by the Staff Team, representing a variety of perspectives on climate mitigation actions. The CAW meets monthly for two hours to provide community perspectives and feedback on implementation topics decided by the Staff Team and CAW. The current CAW structure has been in place for less than a year, and its structure and processes continue to be refined. The CAW is currently revising its charter which outlines its charge, composition, schedule, communications, and decision-making framework. A CAW Satisfaction Survey in August 2024 provided insight into members’ experiences and opinions about the group’s effectiveness. The survey results underscore the need for an active and professional CAW Facilitator.

Sub-tasks:

2.1 Communicate with CAW members

- Serve as the primary point of contact for the CAW. Be available and responsive to all inquiries (email and phone) from current and prospective CAW members within a reasonable timeframe.
- Receive and distribute written comments and information submitted prior to CAW meetings to the CAW and Staff Team.

2.2 Schedule CAW meetings

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- Create Zoom meetings and send calendar invites to all CAW members, Staff Team members, and invited participants at least one (1) month before scheduled meetings.

2.3 Prepare CAW meeting agenda packets

- Prepare draft agendas (based on a list of upcoming agenda items maintained by the Staff Team). Request and compile corresponding materials from presenters for the meeting packet. Circulate draft agenda and packet for review and approval by the Staff Team.
- Send the final meeting packet to CAW, and post it on the TCMC website, at least one (1) week prior to each CAW meeting.

2.4 Facilitate CAW meetings

- Guide CAW through the meeting agenda.
- Ensure that members adhere to meeting norms and guidelines as established in the CAW Charter.
- Apply various facilitation methods and tools with the goal of ensuring that all CAW members feel valued and that all voices are heard. This must include non-verbal facilitation methods.
- As requested by the Staff Team or CAW, plan and facilitate discussions and decision-making processes.

2.5 Prepare CAW meeting notes and summaries

- Take detailed and accurate notes at each CAW meeting and provide to the Staff Team within two (2) business days after each meeting.
- Prepare a draft public-facing meeting summary and circulate it for Staff Team review within two (2) business days after each CAW meeting.
- After Staff Team approval, post the meeting summary on the TCMC website, and send the meeting summary to CAW, along with any follow-up materials or reminders for CAW action.

2.6 Manage CAW meeting attendance and stipends

- Document meeting attendances and excused absences for the purposes of processing CAW stipends and determining CAW eligibility. Notify Staff Team if any CAW members are approaching, or have exceeded, the number of unexcused absences allowed to maintain CAW eligibility.
- Process compensation for CAW members who have requested a stipend to attend meetings. Develop a compensation request process as described in the CAW Charter and document compensation requests.

Task 3: Support Executive Committee Facilitation

The TCMC EC consists of one appointed elected official, and one alternate, from each of the four TCMC jurisdictions. The EC meets quarterly (public meetings for two hours) to share information on local climate mitigation activities, review progress toward achieving emissions targets, and build partnerships to support regional implementation of the

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TCMP. A member of the Staff Team serves as a direct liaison to the EC, and the Committee Chair facilitates EC meetings. The consultant will play a supportive role in preparing meetings, creating materials and meeting summaries, and facilitating public comment.

Sub-tasks:

3.1 Schedule EC meetings and Public Notice

- Create Zoom webinars and send calendar invites to all EC members, Staff Team members, and invited panelists at least one (1) month before scheduled meetings.
- Complete all tasks identified on the [MRSC special meeting notification checklist](#) at least one (1) week before the scheduled meeting date. Post meeting notice on the TCMC website, and send it to the TCMC Email list, as well as all Staff Team, CAW, and EC members.
- Coordinate the attendance of one CAW member to attend each EC meeting on behalf of the CAW. Processes stipend for CAW attending CAW member if requested. Notifies ST which CAW member will be attending each EC meeting.

3.2 Prepare EC meeting agenda packets

- Prepare draft agendas (based on a list of upcoming agenda items maintained by the Staff Team). Request and compile corresponding materials from presenters for the meeting packet. Circulate draft agenda and packet for review and approval by the Staff Team.
- Send the final meeting packet to EC, and post it on the TCMC website, at least one (1) week prior to each EC meeting.
- Attend meetings with the EC Chair and Staff Team liaison at least one (1) week before each EC meeting to review the upcoming meeting agenda and run of the show.

3.3 Assist with EC meeting facilitation

- Monitor time and provide reminders to the EC chair to keep the meeting on track, as needed. Provide other support for meeting facilitation, as requested by the EC Chair.
- Receive and distribute written public comments submitted prior to EC meetings to the EC and Staff Team. Facilitate public comment during the EC meeting, including inviting commentators to provide comments in the order that they registered for public comment, upgrading attendees to panelists to provide comments, and monitoring speaking time.
- Prepare and provide a verbal update on CAW meetings at each EC meeting.

3.4 Prepare EC meeting recordings and summaries

- Record all EC meetings that are held virtually, and post recordings on the TCMC website within two (2) business days of each EC meeting.
- Prepare draft public-facing meeting summary and circulate for Staff Team

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review within two (2) business days of each EC meeting.

- After Staff Team approval, post draft meeting summary on the TCMC website and include it in the next EC meeting packet for EC approval.

Task 4: Facilitate TCMC Annual Retreat

The TCMC Annual Retreat is a strategic planning session that brings together members of the Staff Team, CAW, and EC to discuss climate mitigation progress and needs, with an emphasis on strategies that would most benefit from regional coordination. The Annual Retreat is typically a four-hour meeting held in person in April each year. The retreat is hosted by one of the TCMC jurisdictions, who will provide/prepare the meeting space and cover the cost of food and supplies. The TCMC Staff Team will attend the retreat to provide subject matter expert presentations, address technical questions, and participate in discussions.

The consultant will work with the Staff Team to plan and prepare the Annual Retreat, and will serve as facilitator for the meeting.

Sub-tasks:

- 4.1 Meet with TCMC Staff Team to clarify the goals and objectives of the Annual Retreat and refine the meeting agenda.
- 4.2 Design and implement a facilitation strategy for key discussion topics planned for the Retreat.
- 4.3 Facilitate the Retreat, including managing time, guiding discussions, and documenting decisions and outcomes.
- 4.4 Prepare meeting notes and summary
 - Take detailed and accurate notes and provide to Staff Team within two (2) business days after retreat.
 - Prepare draft public-facing retreat summary and circulate for Staff Team review within two (2) business days after retreat.
 - After Staff Team approval, post retreat summary on the TCMC website, and send to CAW and Executive Committee.

Task 5: Produce 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.

Sub-tasks:

- 5.1 Request data/updates from each Jurisdiction Staff Team member.
- 5.2 Compile and synthesize information received from each Jurisdiction and identify themes and “highlights” to emphasize.
- 5.3 Combine jurisdiction updates and GHG inventory results (provided by Staff Team) into a visually pleasing and accessible Annual Progress Report.

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- 5.4 Develop new graphics, charts, and other figures as needed, to improve communication inventory results and regional progress.
- 5.5 Work with the Staff Team on a maximum of 3 rounds of edits (copy and design) to the Annual Progress Report before it is finalized and approved.
- 5.6 Post the Annual Progress Report on the website.
- 5.7 Send the Annual Progress Report to the email list provided by the Staff Team.

SECTION III – Minimum Qualifications

Bidders who do not meet these minimum qualifications, will be rejected as non-responsive and will not be evaluated or scored.

Minimum qualifications include:

A. Relevant Experience:

- i. Professional Experience: Minimum of 3 years of experience in meeting facilitation and coordination of multi-stakeholder teams or workgroups in a corporate or organizational setting.
- ii. Industry Experience: Experience working within government is required.

B. Facilitation Skills:

- i. Facilitation: Strong facilitation skills with the ability to manage group dynamics, facilitate discussions, and handle sensitive topics with empathy and professionalism.
- ii. Methodologies: Experience with various facilitation methodologies, including virtual collaboration tools, group discussion, and consensus building processes.
- iii. Diverse Perspectives: Demonstrated ability to work effectively with individuals from diverse cultural backgrounds and experiences.

C. Subject Matter Expertise:

- i. Climate Mitigation: Knowledge of key areas such as greenhouse gas targets and reduction strategies, building decarbonization, transportation and land use planning, carbon sequestration, and climate justice/equity.
- ii. Local Government: Knowledge of Washington local government administrative processes.

D. Program Monitoring and Reporting:

- i. Monitoring outcomes: Experience applying qualitative and quantitative metrics to monitor outputs and outcomes of a community-facing program.
- ii. Report Development: Experience synthesizing complex information about program accomplishments, report writing, developing graphics and figures, designing and publishing professional-quality final reports.

E. References and Track Record:

- i. References: Positive references or case studies from previous clients, demonstrating successful outcomes and client satisfaction.
- ii. Past Performance: A history of successful engagements with organizations of similar size or industry.

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F. Communication Skills:

- i. Presentation: Excellent verbal and written communication skills, with the ability to articulate complex climate mitigation concepts clearly and effectively.
- ii. Engagement: Strong interpersonal skills with a proven ability to engage and motivate participants.

G. Professional Ethics and Conduct:

- i. Ethics: Commitment to ethical practices, including respect for confidentiality and sensitivity in handling personal and organizational issues.

Section IV – Budget

Any contract awarded as a result of this solicitation is contingent upon the availability of funding. This amount shall not exceed One Hundred Thousand Dollars (\$100,000). The contract timeframe will be for one year, with an option to extend for two years. The budget for an optional two-year extension will be similar to the 2025 budget (\$100,000 yearly).

SECTION V - Project Timeline.

Anticipated RFQ Release Timeline

October 28, 2024	RFQ release
November 12, 2024	RFQ questions due
November 15, 2024	RFQ questions answered
November 25, 2024	Deadline for submittal

Anticipated Review Timeline

December 12, 2024	Evaluation of packets
Week of December 16, 2024	Interviews and Reference Checks
January 9, 2025	Selection of Firm

Anticipated Project Timeline

January 15, 2025	Begin Contracting
February 15, 2025	Contract awarded

SECTION VI – Submission Requirements.

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

The Proposal must be written in English. The three major sections of the Proposal must be submitted in the order below with the same headings. This will not only be helpful to the evaluators of the Proposal but should assist the Bidder in preparing a thorough response. Please limit your proposal to 30 pages.

Administrative Requirements (Section 1 of Proposal)

- A. Letter of Submittal. The Letter of Submittal and attachments must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Signing the Letter of Submittal indicates that the Bidder accepts the terms and conditions of the solicitation. The Letter of Submittal shall contain the following information:

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- (1) Name, address, principal place of business, telephone number, and e-mail address of the legal entity or the individual with whom the contract would be written.
- (2) The name, phone number, and email address of the contact person for this solicitation.
- (3) Legal status of Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was established to do business as it now substantially exists.
- (4) Name, address, and telephone number of each principal officer (President, Vice-President, Treasurer, Chairperson of the Board of Directors, etc.)
- (5) Federal Employer Tax Identification number or Social Security number.
- (6) The Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- (7) Location of the facility from which the Bidder would operate.
- (8) Indicate how many employees are with the firm.
- (9) Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by the CITY that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.
- (10) If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- (11) Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. The CITY will evaluate the facts and may, at its sole discretion, reject the Proposal on the grounds of the experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.
- (12) A list of all solicitation Amendments downloaded by the Bidder from the CITY'S website and listed in order by Amendment number and date. If there are no solicitation Amendments, the Bidder must include a statement to that effect.
- (13) A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm.
- (14) A statement substantiating that the Bidder meets all the Minimum Qualifications as listed in **Minimum Qualifications** Section.
- (15) Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary Information".

- B. Bidder List of References.** Contact names, organization, addresses, telephone numbers, and e-mail addresses of the following: three (3) business references for the Bidder and three (3) business references for the lead staff person who would be assigned for this project, including the project name, brief project description, and dates the service(s) were provided. Do not include current CITY staff as references. By submitting a proposal in response to this solicitation, the Bidder and team members grant permission to the CITY to contact these references and others, who from the CITY's perspective, may have pertinent information. CITY may or may not, at CITY's discretion, contact references. CITY may evaluate references at CITY's discretion.

Qualifications/Experience (Section 2 of Proposal)

General Requirements: This section of the Proposal must describe how the firm and key personnel meet the minimum qualifications described in Section III and plan to provide the scope of services described in Section II.

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Points Awarded for Responses. Please see the table below for the itemized criteria for applicant evaluation.

- C. Qualifications.** Describe how the firm and key personnel meet the minimum qualifications described in Section III.
- (1) Qualifications of Firm
 - (2) Qualifications of Key Personnel
- D. Relevant Experience, including examples of work on similar projects.**
- (1) List a minimum of three relevant projects, currently in process or performed in the past 5 years, containing similar projects to this RFP.
 - (2) For each project listed, include a brief description, date services were performed, scope of work, estimated project cost, and the name, address, and telephone number of the current and/or previous client contact.
 - (3) Provide names and resumes for key project staff, including information on the individuals' particular skills, education, and experience related to this project.
- E. Work Plan.** Describe your approach to accomplishing tasks and providing deliverables within the Scope of Work.
- (1) Describe the project team structure and any internal controls to be used during the project, including any subcontractors.
 - (2) Availability to begin work on the project.

SECTION VI - Submittal Deadline.

Submissions for this work must be received no later than 5:00 p.m., Pacific Standard Time (PST) on **Monday, November 25, 2024**. Organizations interested in being considered for this project must submit electronic copies in PDF format via e-mail to linsey.fields@cityoflacey.org or physical copies by mail or in-person to:

Linsey Fields
Climate and Sustainability Coordinator
420 College Street SE
Lacey, WA 98503
(360) 986-8739

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SECTION VII – 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 linsey.fields@cityoflacey.org.

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Questions will be answered as received. All questions should be submitted no later than **Tuesday November 12, 2024** 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, November 15, 2024** at 5:00 p.m. PST:

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

SECTION VIII – Evaluation and Selection Process.

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

Table C	
Itemized Criteria for Applicant Evaluation	
Evaluation Criteria	Weight
Firm Qualifications/Experience	25
Staff Qualifications/Experience	30
Strength of the Proposal/Workplan	30
References	15
Sub-Total	100
Oral Presentation (optional)	50
Total Maximum Points	150