

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

Thurston Climate Mitigation Plan Thurston Regional Planning Council

PURPOSE

Thurston County, and the Cities of Olympia, Lacey, and Tumwater, Washington are working with the Thurston Regional Planning Council (TRPC) to develop a climate mitigation plan with actions to reduce regional greenhouse gas emissions that contribute to global climate change.

TRPC is seeking a qualified Consultant Team to: 1) develop and lead the project's Phase 2 Public Engagement Strategy; 2) evaluate and supplement an existing emissions inventory, as needed; 3) evaluate and supplement an initial list of communitywide actions; and 4) evaluate the Stakeholder Committee revised list of communitywide actions for effectiveness. The Consultant Team will then assist with the development of: 1) a finalized list of communitywide actions; 2) an Implementation Strategy for each participant jurisdiction; and, 3) a monitoring framework for each participant jurisdiction, including Metrics.

TRPC will be the lead agency in administering this Request for Qualifications/Proposals (RFQ/P) and associated work. While TRPC's needs are outlined in the following pages, we look forward to an evidence-based approach and creative proposals that respond to the scope of work and budget stated on the following pages.

BACKGROUND

The project includes two (2) phases. Phase 1, which was completed in 2018, assessed the implementation status of local climate policies and actions to reduce communitywide (public sector and private sector) emissions. Phase 1 also recommended that the jurisdictions adopt a shared emissions baseline and science-based targets to guide Phase 2. As a result of Phase 1 work, each jurisdiction has adopted the following shared baseline and targets: Reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050.

Phase 2, which began in early 2019 and is expected to take up to 18 months to complete, focuses on engaging the community, as well as developing, assessing, and adopting mitigation actions, to ensure that participating jurisdictions hit the shared emissions targets. Key Phase 2 deliverables include:

- A regional **Public Engagement Strategy** to help residents understand climate change impacts, elicit input about potential mitigation action ideas, and promote implementation efforts.
- A **list of communitywide actions** to reduce public and private sector emissions.
- An **Implementation Strategy** for each participating jurisdiction.
- A **Carbon Wedge Analysis**, or other analytical tool, that measures the cumulative impact of the recommended actions to ensure they are sufficient to hit the emissions targets.
- **Metrics** to gauge accountability and periodically track progress in implementing actions.

The following key terms are used throughout this RFQ/P:

Communitywide actions: This term refers to mitigation actions taken by the public sector (e.g., cities and special purpose districts) and/or the private sector (e.g., businesses and households).

All-Party actions: This term refers to communitywide actions implemented by all four Parties (Thurston County and the Cities of Lacey, Olympia, and Tumwater).

Individual-Party actions: This term refers to communitywide actions that may be taken by one or more Parties, but not necessarily all Parties.

Stakeholder Committee: This term refers to a committee composed of public and private sector members of the community with subject-area expertise. The Stakeholder Committee will be responsible for evaluating and recommending communitywide actions to the Steering Committee.

Steering Committee: This term refers to a committee composed of elected officials and staff representatives of each participant jurisdiction responsible for coordinating the project. The elected officials on the Steering Committee will be responsible for recommending an Implementation Strategy with mitigation actions that their respective Council/Commission should adopt to meet the shared emissions targets.

The following assumptions apply throughout this RFQ/P:

- Communitywide actions are expected to be spread across the public and private sectors and address areas including transportation, land use, buildings/energy, waste, water, agriculture, and forestry.
- Each jurisdiction's Implementation Strategy is expected to include communitywide actions that are deemed sufficient to achieve the shared emissions targets, based on the Consultant Team's quantitative analysis.
- The Consultant Team would participate in approximately six (6) Steering Committee meetings and seven (7) Stakeholder Committee meetings facilitated by TRPC. The Consultant Team would need to attend such Stakeholder Committee meetings, but the Consultant Team could participate remotely (e.g., via conference call) in the Steering Committee meetings.

The project's Phase 2 Interlocal Agreement, Scope of Work, and related materials are available online at www.trpc.org/climate.

SCOPE OF WORK

The selected Consultant Team will: 1) develop and lead the project's Phase 2 Public Engagement Strategy; 2) evaluate and supplement an existing emissions inventory, as needed; 3) evaluate and supplement an initial list of communitywide actions; and 4) evaluate the Stakeholder Committee's revised list of communitywide actions for effectiveness. The Consultant Team will then assist with the development of: 1) a finalized list of communitywide actions; 2) an Implementation Strategy for each participant jurisdiction; and, 3) a monitoring framework for each participant jurisdiction, including Metrics.

Below is an abbreviated list of the agency's needs involving the Consultant Team, as noted in the Phase 2 scope of work:

- **Task 2.2:** The Consultant Team, with TRPC assistance, will develop and lead a Public Engagement Strategy, incorporating input from the Steering Committee. TRPC will help the Consultant Team facilitate meetings and create materials, as needed:
 - Up to two (2) community "project kick-off" workshops and one (1) online survey to present an overview of the planning process and to ask residents to consider draft communitywide mitigation action ideas and propose their own;
 - Up to two (2) communitywide open houses to present the draft *Thurston Climate Mitigation Plan* to the public;
 - Up to eight (8) policymaker presentations, at least two (2) in each jurisdiction, to present project updates;
 - Multimedia engagement materials; and
 - One (1) community festival information booth.

The Steering Committee may decide whether additional public meetings are necessary and amend the Phase 2 scope and budget accordingly.

- **Task 3.1:** The Consultant Team will evaluate the emissions inventory conducted by the Thurston Climate Action Team (TCAT) and recommend supplementing the emissions inventory, where necessary, for consideration by the Steering Committee.

- **Task 3.2:** The Consultant Team will supplement TRPC’s initial list of communitywide actions (e.g., new actions and enhancements to current actions) and present it to the Stakeholder Committee.
- **Task 3.3:** TRPC will help the Stakeholder Committee review and revise the Consultant Team’s initial list of communitywide actions, as desired, and recommend a revised list of actions for the Consultant Team to assess qualitatively and quantitatively. TRPC also will provide technical support, as necessary, especially as it pertains to communitywide actions affecting the transportation sector. Task 3.3. Consultant Team deliverables will include:
 - The Consultant Team will assess the Stakeholder Committee’s revised and recommended list of communitywide actions, using common criteria (e.g., costs, benefits, feasibility, social equity, likelihood of success, barriers).
 - The Consultant Team will develop several policy scenarios and show in carbon wedge analyses, or a similarly rigorous quantitative tool, the collective emissions reduction impact of existing and potential local, state, and federal actions. TRPC will assist the Consultant Team in quantifying the effect on vehicle miles traveled of various communitywide actions related to the transportation sector as in-kind support.
- **Task 3.4:** TRPC and the Consultant Team will help the Stakeholder Committee define the communitywide actions as All-Party or Individual-Party actions and identify funding sources, leads, partners, and implementation timeframes for each action.
- **Task 4.1:** TRPC, working with the Consultant Team, will help the Steering Committee review the Stakeholder Committee’s recommended actions and select them for inclusion in jurisdictional Implementation Strategies. Each jurisdiction’s Implementation Strategy will include a mix of actions that one or several jurisdictions should take (i.e., “Individual-Party” actions), as well as actions all jurisdictions should take (i.e., “All-Party” actions) to ensure that, collectively, such actions are sufficient to achieve the shared emissions targets.
- **Task 4.2:** TRPC, working with the Consultant Team, will help the Steering Committee identify and select Metrics, a monitoring framework, reporting structure, and timeline to track their periodic progress implementing communitywide actions.

COMPENSATION

- A. Upon selection of the most qualified vendor based on demonstrated competence and qualifications for the type of professional services required, TRPC will negotiate a price, which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the vendor selected, negotiations with that vendor will terminate and TRPC may select another vendor.
- B. Payment by TRPC for the services will only be made after the services have been performed. An itemized billing statement is required to be submitted in the form specified by TRPC and approved by the appropriate TRPC representative, which shall specifically set forth (1) the services performed, (2) the name of the person performing such services, and (3) the hourly labor charge rate for such person. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.
- C. This is one component of a much larger project. A limited amount of funding (\$80,000) is available for this portion of the project.

PROJECT TIMELINE

Recruitment will occur during February and March 2019, with an anticipated selection date and a project start date in April 2019. It is anticipated that the Consultant Team's work will last about 14 months, with a final product delivered by May 31, 2020.

The anticipated dates for key actions are listed below:

Issue RFQ/P:.....	February 8, 2019
Statements of Qualifications/Proposals (SOQ/P) Due:.....	March 1, 4 p.m. PST
Interview Notification:	March 8, 2019
Interviews Conducted:.....	March 13-15, 2019
Contract Negotiations Begin:.....	March 20, 2019
Consultant Team Services Begin:	April 1, 2019
Final deliverables due:	May 29, 2020

SUBMITTAL REQUIREMENTS

A. Instructions to Proposers

- Submittals must be limited to six (6) double-sided pages (12 total faces), plus a cover page. A sheet of paper printed on both sides thus counts as two (2) pages.
- No faxed or electronic proposals will be accepted.
- Seven (7) hard copies and an electronic PDF file of the proposals shall be submitted.
- All responses must be received by **March 1, 2019 at 4 p.m. PST.**
- Responses should exhibit a strong, evidence-based approach and be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not allowed. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with TRPC is desirable whenever practicable. Use of both sides of paper sheets for any submittals to TRPC is desirable whenever practicable.
- Any questions concerning TRPC's specifications or RFQ/P process shall be directed in writing to Veena Tabbutt, Deputy Director, at tabbutv@trpc.org before February 27, 2019. Responses to questions and/or any changes to this RFQ/P during the period of advertisement will be posted on the TRPC website (www.trpc.org).
- Proposals must be sealed, plainly marked, and mailed or delivered to:

Request for Qualifications/Proposals
Thurston Climate Mitigation Plan
Thurston Regional Planning Council
Attn: Veena Tabbutt, Deputy Director
2424 Heritage Ct. SW, Suite A
Olympia, WA 98502
(360) 741-2550

B. Contents: All RFQ/P responses must include the following information:

- Name, address, and telephone number of the firm or individual and the primary contact.
- Brief description of the organization and its background, size, and nature of services.
- Names of principals and key personnel who would work on the project and their experience and qualifications.
- Availability of personnel who would be dedicated to the project and would be available to proceed in accordance with the required timeline.
- Experience working with similar projects.

- A detailed description of the organization’s proposed service approach to address the scope of work and deliverables within the \$80,000 budget.
- List of at least four (4) project references, including contact persons and phone numbers.
- A suggested budget.

SELECTION PROCESS

A selection committee comprised of TRPC and Steering Committee members will begin review of the SOQ/Ps during March 2019. The committee will develop a short list of firms to invite for an interview. TRPC will notify firms of the outcome of this process. SOQ/Ps will be evaluated as follows:

Criteria for Selection for Interview	Weight Given
Responsiveness to purpose and scope of services	60%
Ability and history of personnel and team successfully completing contracts of this type, meeting projected deadlines, and doing similar work	30%
Ability to work within the available budget	10%
Total Criteria Weight	100%

Each SOQ/P will be independently evaluated on the above factors. Minority and women-owned firms are encouraged to apply.

TERMS AND CONDITIONS

- A. TRPC reserves the right to reject any and all SOQ/Ps, and to waive minor irregularities in any SOQ/P.
- B. TRPC reserves the right to request clarification of information submitted and to request additional information from any contractor or vendor.
- C. TRPC reserves the right to award any contract to the next most qualified contractor or vendor, if the successful contractor or vendor does not execute a contract within thirty (30) days after selection.
- D. Any SOQ/P may be withdrawn up until the date and time set forth above for opening of SOQ/Ps. Any SOQ/P not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide TRPC the services described in the attached specifications, or until one (1) or more of the SOQ/Ps have been approved by TRPC, whichever occurs first.
- E. This project will require the use of a Contract for Professional Services. TRPC’s contract template is available upon request from Veena Tabbutt, Deputy Director, tabbutv@trpc.org.
- F. TRPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ/P, and which is not approved by TRPC.
- G. TRPC shall not be responsible for any costs incurred by the contractor or vendor in preparing, submitting, or presenting its SOQ/P.
- H. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in an award.

POST-CLOSING DISCUSSION

After any of the responses are open, conversations may only take place between TRPC and respondents for the purposes of clarification regarding the selection process. Respondents shall be bound by the information submitted in their SOQ/Ps and subsequent negotiations.

Those submitting SOQ/Ps may be required to make a presentation to TRPC and others as part of the selection process. The presentation team should include the Project Manager and any other key personnel necessary to address administrative and technical issues.

PROPOSAL ACCEPTANCE / REJECTION

TRPC reserves the right to accept or reject any or all SOQ/Ps received from this RFQ/P, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any SOQ/P, or to accept that SOQ/P which, in the judgment of the proper officials, is in the best interest of TRPC.

AWARD

TRPC reserves the right to award the contract to a Consultant Team that they deem to offer the best overall SOQ/P. TRPC has the discretion and reserves the right to cancel this RFQ/P, to reject any and all SOQ/Ps, to waive any and all irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of TRPC.

ASSIGNMENT

The awarded contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of TRPC.

ADDITIONAL LANGUAGE

TRPC reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFQ/P language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFQ/P is issued, or that reflect State or Federal Law changes, or as required by funding entities.