

REQUEST FOR PROPOSALS (RFP)
Implementation of HB 1181 (2023) related to the development of Growth Management Act (GMA) climate change and resiliency element requirements.

Date of Request: Friday, February 23, 2024

Proposals Due: Friday, March 13, 2024 by 4:00 P.M. PST for priority review

INTRODUCTION:

The City of Walla Walla is requesting proposals from qualified consultant teams with expertise in developing a Comprehensive Plan climate element and resilience sub-element to implement HB 1181 (2023), the Climate Commitment Act, relating to planning for climate change and resiliency.

BACKGROUND:

The City of Walla Walla received a grant from the Department of Commerce with a Scope of Work that aims to implement the requirements of HB 1181 (2023), specifically for a climate resilience sub-element. HB 1181, known as the Climate Commitment Act, aims to improve the state’s climate response through updates to the state’s planning framework, and specifically requiring the City of Walla Walla comprehensive plan update to include a climate element with potential resilience a sub-element.

The City of Walla Walla will use the climate change planning grant funds to prepare for the future development and adoption of a Climate Element with the resilience sub-element to implement the requirements of HB 1181 related to climate planning.

ANTICIPATED SCOPE OF SERVICES AND BUDGET:

The Scope of Services is to assist the City of Walla Walla in completing the necessary Climate Guidance Steps, Tasks and Deliverables, consistent with the City’s Contract Scope of Work with Department of Commerce and Grant objective as set forth below. The budget for the requested scope of work shall not exceed \$150,000.

Scope of Work

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Climate Guidance Section 2	Public Engagement/Initialize Project	3/2024 - 4/2024
Task 2.1	Form Climate Policy Advisory Team	
Task 2.2	Establish engagement strategy that supports environmental justice	
Deliverable 1	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	4/15/2024

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Climate Guidance Section 3, Step 1	Explore Climate Impacts	4/2024 – 5/2024
Task 1.1	Identify community assets	
Task 1.2	Explore hazards and changes in the climate	
Task 1.3	Pair assets and hazards and describe exposure and consequences	
Task 1.4	Identify priority climate hazards	
Deliverable 2	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook [Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]	4/15/2024
Climate Guidance Section 3, Step 2	Audit Plans & Policies	5/2024 – 8/2024
Task 2.1	Review existing plans for climate gaps and opportunities	
Task 2.2	Determine next step [proceed to Step 3 or skip to Step 4]	
Deliverable 3	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	7/15/2024
Climate Guidance Section 3, Step 3	Assess Vulnerability & Risk	8/2024 – 11/2024
Task 3.1	Assess sensitivity	
Task 3.2	Assess adaptive capacity	
Task 3.3	Characterize vulnerability	
Task 3.4	Characterize risk	
Task 3.5	Meet with partners, stakeholders and decision makers to decide course of action	

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Deliverable 4	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	10/15/2024
Climate Guidance Section 3, Step 4	Pursue Pathways	11/2024 - 1/2025
Task 4.1	Develop goals	
Task 4.2	Develop policies	
Task 4.3	Identify policy co-benefits	
Deliverable 5	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	1/15/2025
Climate Guidance Section 3, Step 5	Integrate Goals & Policies (Ensure that there is adequate time for advisory committee and policymaker consideration)	2/2025– 5/2025
Task 5.1	Review and finalize resilience goals and policies	
Task 5.2	Consult with partners, stakeholders and decision makers	
<u>Final Deliverable</u> Deliverable 6	Submit a memo or submit a copy of completed Climate Element Workbook summarizing the work in developing climate resilience goals and policies for future implementation and integration in the Comprehensive Plan adopted at a later date.	5/15/2025

Budget

	Fiscal Year	Commerce Funds
Deliverable 1: Public Engagement and Initialize Project		\$20,000
Deliverable 2: Explore Climate Impacts		\$20,000
Deliverable 3: Comprehensive Plan and Policies Audit		\$20,000
Deliverable 4: Assess Vulnerability and Risk		\$40,000

	Fiscal Year	Commerce Funds
Deliverable 5: Pursue Pathways		\$25,000
Deliverable 6: Integrate Goals and Policies - Memorializing work in development of Climate resilience Goals and Policies for future implementation and integration into Comprehensive Plan by submitting a copy of completed Climate Element Workbook.		\$25,000
Total:		\$150,000

Questions:

For further project information or questions, please contact the City of Walla Walla’s Development Services Director, Preston Frederickson by email at pfred@wallawallawa.gov or calling 509-524-4735.

ESTIMATED SCHEDULE:

- February 23, 2024 – Issue consultant RFP
- **March 13, 2024 – Consultant RFP responses due**
- March 22, 2024 – City provides consultant selection notification (City reserves the right to conduct interviews of top proposers)
- April 2024 – Consultant contract negotiations completed and signed.

PROPOSAL SUBMITTAL:

The proposal response shall be concise and limited to 10 pages (5 sheets of paper printed duplex). Provide one (1) electronic PDF copy by the due date and time specified above. Proposals shall be submitted to:

Preston Frederickson
 Development Services Director
pfred@wallawallawa.gov

Proposals received after the deadline and/or not responsive to the content requirements noted may not be considered. All determinations are at the City’s sole discretion. The City reserves the right to reject any or all proposals, or portions thereof, and waive minor irregularities.

SELECTION OF CONSULTANT

Proposals will be reviewed by City staff. The City reserves the right to conduct interviews of top proposers prior to selecting a firm. The number of firms chosen to interview will be at the City’s sole discretion and may be none. Proposals shall be clearly organized and concise with each section labeled accordingly. Proposals will be ranked against each other based on responses to the following elements. The City reserves all rights to select the consultant team believed to provide the best overall value to the city.

- **Cover letter:** Describe the focus of your company and identify key personnel involved, their role(s), and their contact information. Additionally, the cover letter shall acknowledge receipt of issued addenda.

- **Introduction, History and Qualifications of the Firm:** Describe your firm by stating time in business, number of employees, office locations along with other information that helps characterize and qualify it for this project.
- **Project Manager and Team:** Identify and introduce the project manager(s) who will be responsible for leading the project (or each task) and the experience and qualifications they bring to this specific project. Identify other team members, their role on the project and their relevant qualifications.
- **Similar Experiences, Quality of Past Work and References:** Provide a brief description of similar projects describing the relevant experience obtained within the last ten (10) years. List three (3) clients with name, address, phone number and email from this list of projects that the City may contact.
- **Project Understanding, Schedule, and Approach:** Briefly describe the tasks that must be accomplished to complete the project, comment on the proposed schedule contained in this RFP, and a narrative description of how the firm proposes to execute them.
- **Recommendations & Innovative Ideas:** Describe any particular challenges that you foresee with this project and your plan to address them. List any cost effective and innovative ideas your team may have for delivering the project, and any other pertinent information relevant for consideration by the selection committee.
- **Cost:** A cost estimate shall be included with the proposal (does not count against the page limitation). The summary of cost shall include estimated hours, hourly billing rates, applicable cost allocations, subconsultant hours and costs, and expenses per task with a total shown for the complete scope of work. Include footnotes on the cost summary for key assumptions if necessary.

Upon selection of the consultant, the City will negotiate a contract, detailed scope of work and fee. If unable to reach an agreement, the City reserves the right to terminate negotiations and begin discussions with the next highest finalist. Work performed under the contract will be on a time and material basis with a not-to-exceed fee. The agreement shall be per the City's standard personal services contract.

A number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. The City of Walla Walla is an equal opportunity and affirmative action employer. Minority and women owned firms are encouraged to submit proposals.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing Robert Francis at rfrancis@wallawallawa.gov or by calling 509-527-4345.

Title VI Statement

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.