

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3NFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**RFP 10856-24**  
**Request for Proposals**

**Environmental Sustainability Action Plan Refresh**

**The City is soliciting proposals from qualified consultants to assist in the update of the Environmental Sustainability Action Plan**

**Posting Date: December 18, 2024**

**Questions Due Date: January 10, 2025**

**Proposals Due: January 16, 2025, at 2:00PM (PST)**

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The City of Redmond, Washington (the "City") requests interested parties to submit proposals for the above referenced Request for Proposals (RFP).

**Overview**

The City of Redmond (City) is updating the 2020 Environmental Sustainability Action Plan (Plan) with a vision that is bold, actionable, engaging, and capable of achieving deep emissions reductions and comprehensive sustainability outcomes, in alignment with the Redmond [2050 Climate Resilience and Sustainability Element](#). The Plan will outline a five-year workplan and long-term roadmap for city and community decision-making that advances Redmond's pursuit of holistic sustainability and high quality of life. The updated Plan is expected to include:

1. A prioritized and concise action-oriented workplan that includes specific City of Redmond targets, strategies, actions, and timelines for the next five years and beyond.
2. Alignment with priorities from existing plans and strategies, including: Redmond 2050, Climate Emergency Declaration, 2025 Transportation Master Plan, Climate Vulnerability Assessment, City Operations Zero Carbon Strategy, etc.
3. Feedback from innovative and inclusive community engagement and education efforts.
4. A visually engaging and easy to understand plan that is relevant to multiple community perspectives and easily translatable to a variety of media for different audiences.

**Background**

The City adopted its first comprehensive sustainability plan in 2020. The Environmental Sustainability Action Plan (ESAP) has and will continue to serve as the City's roadmap to reduce emissions to net zero by 2050



and enhance our natural systems for future generations. Implementation of the City's sustainability work is a cross-departmental effort, with representatives from each department playing a role in Redmond's progress towards its climate and sustainability goals.

The vision for the updated plan is to prioritize actions for the next 5 years (through 2030), educate and engage the community in a way that builds a network of implementers and catalyzes community action, and puts Redmond on a path to rapidly and equitably reduce greenhouse gas emissions to net zero and realize a sustainable environment and community.

Key objectives for the update process include:

1. Create a data-informed 5-year workplan to meet 2030 goals.
2. Establish a long-term trajectory to meet 2040 and 2050 goals.
3. Simplify and prioritize strategies and actions to maximize impact and use of City's limited resources.
4. Align with Redmond 2050 and the Climate Resilience and Sustainability Element.
5. Educate and engage the community in an inclusive and innovative manner that catalyzes individual action.
6. Strengthen partnerships to accelerate progress.
7. Enhance reporting, transparency, and community engagement during Plan implementation.

### **Scope of Work**

The City of Redmond is seeking consultant(s) to work with staff, community members, regional partners, and other experts to update the 2020 Environmental Sustainability Action Plan and develop a comprehensive, robust, and innovative Plan that will:

1. Unify the City's sustainability initiatives, strategies, and plans.
2. Establish a set of cohesive sustainability strategies, an implementation plan, and metrics for measuring progress, and for improving Redmond's sustainability, and its contribution to regional and State strategies and initiatives.
3. Activate and engage residents, businesses and institutions with positive actions and tangible benefits.
4. Build on past momentum while also adjusting to reflect the needs and pressures to which the City must respond.

The work outlined in this scope will be complimented by additional community engagement and the development of a plan dashboard/tool. The goal of this complimentary work is to leverage the update process to build community understanding and engagement in ESAP implementation work long term.

The scope of work is divided into two components, Component A and Component B. The City reserves the right to award this contract to one or two highest qualified consultants, depending on the needs of the project and the evaluation of proposals received.

The scope detailed below can be built upon. We invite your creativity in crafting an integrated approach that delivers the greatest possible benefit, and the greatest possible value. Consultants are permitted to bid on one or both components outlined below.



## Component A

### 1. Project Management

Regularly meet with the City's project team to coordinate data needs, access staff expertise, and ensure full understanding and agreement on scope specifications, including desired deliverable formats. Conduct meetings/presentations with Council, city leadership, staff, and community stakeholders advising on the progress of the Plan, as well as requesting any input needed from departments regarding Plan evaluation and monitoring responsibilities.

### 2. Facilitation and Outreach

Throughout the plan development, the consultant shall identify best practices for community and stakeholder engagement and education. The consultant will organize the outreach and engagement efforts at various points in the process. This process is anticipated to include community events/gatherings, focus groups/roundtable discussions, and additional core team and committee meetings.

The engagement process will prioritize education and community input, with an acknowledgment that the public might have a low level of information about climate change and that accessible terms and language must be used. It is critical to connect the Plan to why and how community members should be involved, the benefits of climate action and the impacts of non-action, and to demonstrate that individual actions can make a difference. Multiple channels of outreach will be used to accommodate diverse communication styles (webinar, social media, in-person meetings, videos, etc.). Communications will be in multiple languages.

Throughout the drafting process, there will be several City Council Meetings, Commission and Committee meetings, and community workshops where input will be acquired. It is anticipated that City staff would lead stakeholder identification, scheduling, and logistics. The consultant would assemble and present content and lead facilitation of discussions.

#### **Facilitation and Outreach Deliverables:**

- a. Outreach material development
- b. Facilitate ongoing meetings, including:
  - i. City sustainability staff
  - ii. City Departments and Division staff
  - iii. Steering Committee (City staff)
  - iv. Environmental Sustainability Advisory Committee (approximately 4 meetings)
  - v. Community forums, events, roundtable (at least 4), and/or other meetings as identified by the consultant.

### 3. Report

The consultant will develop an updated Plan for the City and community for review and feedback. The Plan will be prioritized from the 2020 version, easily navigable, and will make effective use of infographics, typography, and photographs so that it is both accessible and informative for all audiences. The text will be concise and contain sufficient information that it is both understandable by the public and useable as a planning tool by City staff. Where appropriate, details may be added to an appendix.

The Plan will tie together the City's existing and developing sustainability initiatives and plans with community goals and be presented in a manner that helps demystify sustainability for the



community. The Plan will be developed in an open, transparent manner, balancing the interests of the entire community, and set a long-term vision with clear and compelling implementation pathways.

### **Report Deliverables**

- a. Draft 2025 Environmental Sustainability Action Plan
  - b. 2025 Environmental Sustainability Action Plan
  - c. Excel tracking spreadsheet with all strategies and actions
  - d. Optional (please provide cost information): PowerBI Dashboard to facilitate KPI tracking
4. Communications and Marketing
- By the end of the project, the consultant shall develop a stylized Plan toolkit to support ongoing communication and outreach efforts around the Plan. This shall include, but not be limited to: infographics, icons, standard presentation slide deck, annual report template, graphs, one page summary of the Plan, and other visual tools to effectively communicate the Plan to the community.

### **Communications and Marketing Deliverables**

- a. PowerPoint template
  - b. Plan summary handout
  - c. Annual report template
  - d. Infographics, icons key graphs, and other stylized data
5. Other As Needed Technical Assistance
- Provide other technical assistance to aid the City as requested at an hourly rate.

## **Component B**

1. Technical Analysis and Action Development
- The City seeks to develop an actionable, data-informed Plan with actions to reach its climate and sustainability goals. The consultant shall support the development of actions and analysis of key data, including:
- a. Develop an updated Business as Usual (BAU) forecast of emissions for the community and City operations if left unmitigated. The forecast should be consistent with policies, measures and actions taken at the Federal and State level.
  - b. Develop a wedge analysis or equivalent to understand the contribution of individual strategies/actions toward the overall GHG reduction targets.
  - c. Recalibrate targets and KPIs against City carbon neutrality goal, projected growth, and other Redmond 2050 assumptions.
  - d. Review existing actions and develop a descriptive list of actions for achieving the 2030, 2040 and 2050 targets. The actions should include policies, programs, measures, projects, infrastructure where the City has control and key community member actions. The roadmap should seek to synergize mitigating emissions as well as adapting to current and future climate change impacts.
    - Quantify potential emission reduction/relevant KPI for each proposed strategy/action.
    - Quantify cost and benefit for each proposed strategy/action.
    - Identify associated co-benefits of each strategy/action.
    - Identify responsible City divisions, community institutions, etc.



- Ensure that the collective actions positively impact all populations and move the city toward greater social equity.
  - Integrate considerations from the City's existing plans or opportunities for plans in development i.e. Redmond 2050, Housing Element, Transportation Master Plan, Economic Development Plan, Climate Vulnerability Assessment, Capital Improvement Strategy, Capital Facilities Strategy, etc.
- e. Provide an analysis of the staffing and budget needs required to implement and monitor the Plan programs and projects.
  - f. Optional (please provide cost information): Conduct financial modeling of the Plan to show the potential costs and savings for residents and businesses.
  - g. Optional (please provide cost information): Complete an economic analysis illustrating the impacts of the actions to Redmond's economy, as well as an assessment of the cost of doing nothing.

### **Technical Analysis Deliverables**

- a. Inventory and Forecasting
  - a.1. Business as usual forecast
  - a.2. Wedge analysis
  - a.3. Cost analysis
- b. Development of Strategies and Actions
  - b.1. Proposed list of Plan strategies and actions
  - b.2. Analysis of Plan actions (impact, cost, co-benefits, staff resources, budget, etc.)
  - b.3. Final list of Plan strategies and actions

### **2. Other As Needed Technical Assistance**

Provide other technical assistance to aid the City as requested at an hourly rate.

### **Project Schedule:**

Work is to commence on an agreed upon date. The first draft of the Plan is due August 2025. The final draft is due October/November 2025. The updated Plan will be presented to the Redmond City Council for adoption by end of 2025.

Please provide a work schedule with your proposal to allow for adequate notification and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones.

### **Budget Estimate**

The total budget for this scope of work is up to \$140,000.

### **Bid Questions:**

Please email all your bid-related question to Heidi Johnson at [hjohnson@redmond.gov](mailto:hjohnson@redmond.gov) no later than 2:00PM (PST) on Friday, January 10, 2025.

### **Proposed Timeline**

The following table outlines the anticipated schedule for this RFP process. The City reserves the right to modify or reschedule milestones as necessary.



Item	Date
RFP Announced	December 18, 2024
Proposals Due	January 16, 2025
Evaluation of Proposals	January 2025
Interviews (optional at City discretion)	January 2025
Consultant Selected	February 2025
Contract Negotiation	February 2025
City Council Approval (if required)	February 2025
Main Task Order Timeframe	1Q 2025 to 4Q 2025

### **Proposal Due Date/Time**

**2:00PM (local time) on Thursday, January 16, 2025.** The City must receive proposals no later than said date and time.

### **Proposal Submittal Procedures**

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFP on [www.redmond.gov/bids](http://www.redmond.gov/bids) for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will be returned unopened. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

### **Response Requirements & Format**

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, the City reserves the right to request additional information or clarification from consultants responding to this RFP. A complete response should be **no more than 10-pages** (page limit does include cover page and the table of contents if included, but does not include Appendix items such as team member resumes and work samples):



A complete response will include:

Executive Summary & Overall Approach – Summarize your proposal and include your firm’s qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.

- 1) Experience & Capabilities – Describe your level of industry experience and capabilities/expertise in the proposed services and tools. Identify the individual you propose to assign as principal and any associate(s); include resume and relevant work (sample sites) for each member.
- 2) Pricing Methodology – Provide price estimate including number of hours, hourly rate of all named team members and total cost, as identified in the Scope of Work. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 3) Project Schedule – Include a proposed timeline for completion of each deliverable, as identified in the Scope of Work. It is anticipated that the term of the project is as needed for the stated deliverables.
- 4) References and Work Samples – Include a list of references (with contact name and telephone number) of at least three (3) projects completed within the last two years. The City reserves the right to contact references without prior notification.
- 5) Subconsultants – If any service is supplied by a partner or 3<sup>rd</sup> party, identify the source service provider(s), as specified in the Scope of Work.
- 6) Business Name – Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 7) Business License – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If your place of business is not located within the City limits, but you or your agents will be physically coming into the City to conduct business, call on clients, or provide services, you will need a Redmond business license.
- 8) Valid Time Period – Provide a statement indicating the number of calendar days the proposal shall be valid (the City’s minimum number of days is 60).

**Selection and Award**

All interested parties are requested to provide a response containing all required elements herein to the



City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

The City reserves the right to award this contract to one or two highest qualified consultants, depending on the needs of the project and the evaluation of proposals received.

<b>Evaluation Criteria</b>	<b>Weight</b>
Project Approach – develop a project-specific approach to managing and delivering this project.	30
Relevant Project Experience – demonstrate Consultant/team experience with relevant projects similar in scope and size. Emphasis is placed on both the Lead Consultant’s experience and on the number of months/years the same consultant team/staff has worked together.	25
Qualifications – show a comprehensive organizational chart (or similar explanation of team member roles and responsibilities), including summaries of key team members. Team member qualifications, particularly those of Lead Consultant, are important.	15
Project Understanding – demonstrate project understanding, including how the team plans to address challenges unique to this project.	15
Proposed Fees/Cost.	15
<b>TOTAL</b>	<b>100 pts</b>

During evaluation, the City may consider the following:

- References – history of errors and omissions via reference checks
- Quality of previous performance
- Ability to meet contract deadlines
- Staff availability for the project
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the firm

The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City’s sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.





The City reserves the right to re-evaluate consultants who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.

### **Terms and Conditions**

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFP 10856-24
- Attachment A, Consulting Services Agreement (boilerplate)

### **Contracting notice:**

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment A and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

### **Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

### **Insurance**

Consultant must maintain insurance as outlined in the Consulting Services Agreement (Attachment A). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.



## **Invoicing and Payment**

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond  
Accounts Payable, M/S: 3SFN  
P.O. Box 97010  
Redmond, WA 98073-9710  
[accountspayable@redmond.gov](mailto:accountspayable@redmond.gov)

## **Public Disclosure Notice**

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should: (a) clearly identify which information should be withheld, (b) cite the legal authority that allows the City to withhold such information, and (c) explain in detail why the information is exempt from release under the PRA. Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.

## **Cooperative Purchasing**

The City has entered into intergovernmental (interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Consultant or other party contracting to furnish goods or services to the City. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Consultant to cover the City's contract duration (for any subsequent purchase orders/contracts resulting from this RFP) or 60 days post award (for one-time purchases).



### **Non-Collusion**

By submission of this proposal, respondent and each person signing on behalf of respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before proposals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all proposals from implicated parties

### **Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

### **Bid Protest**

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFP content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and RFP Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

### **Americans with Disabilities Act (ADA) Information**

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at [info@redmond.gov](mailto:info@redmond.gov) or 425-556-2900, option 7.

### **Title VI Statement**

The City of Redmond 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 respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

**Questions/Inquiries**

Please direct any questions concerning this RFP or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

**RFP Content:**

Heidi Johnson  
Sr. Purchasing Agent  
Email: [hjohnson@redmond.gov](mailto:hjohnson@redmond.gov)  
Tel: 425-556-4201

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PO Box 97010  
Redmond, WA 98073-9710

