



**REQUEST FOR PROPOSALS (RFP)**  
**for drafting Comprehensive Plan policies and development regulation**  
**amendments to implement E2SHB 1181**

**PURPOSE OF REQUEST**

The City of Lakewood, WA seeks responses to this RFP from consulting firms and/or individuals with proven expertise and understanding of the following: the Growth Management Act (GMA); municipal planning; and climate change and resiliency precepts and best planning policies to assist the city in developing required amendments for its Comprehensive Land Use Plan and regulations.

This project is to be funded with WA Department of Commerce grant funds. As of release of this RFP, funding is secured for the 2023-2025 biennium; the 2025-2027 and 2027-2029 biennia's funding is dependent on future grant awards that are currently expected, but due the State of Washington's biennial budget process, not yet secured.

**Respondents may choose to respond to:**

- the 2023-2025 biennium's scope of work;
- the 2023-2025 and 2025-2027 biennia's scope of work; or
- the 2023-2025, 2025-2027, and 2027-2029 biennia's scope of work.

The scopes of work and budget for each biennium are described below.

City staff will assist in administration of the project, to be further defined once a firm or individual has been selected to perform the work. The city will accept RFPs that identify a primary consultant and subconsultants.

**BACKGROUND:**

In 2024 the State Legislature adopted [E2SHB 1181](#) (since codified<sup>1</sup>), "Improving the state's response to climate change by updating the state's planning framework," that amended the GMA as follows:

- Required the transportation goal to encourage efficient multimodal transportation systems that will reduce greenhouse gas (GHG) emissions and per capita vehicle miles traveled (VMT);
- Required the open space and recreation goal to retain green space and enhance fish and wildlife habitat;
- Required the citizen participation and coordination goal to encourage the participation of vulnerable populations and overburdened communities in the planning process; and
- Added a new climate change and resiliency goal, under which comprehensive plans, development regulations, and regional plans must support state GHG emissions

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<sup>1</sup> 1 36.70A.020; 2 36.70A.480; 3 36.70A.070; 4 36.70A.095; 5 70A.45.120; 6 36.70A.096; 7 36.70A.280; 8 36.70A.320; 9 36.70A.190; 10 47.80.100; 11 90.58.630; 12 86.12.200; 13 43.21C.497; 14 36.70A.030; 15 36.70A.130; 16 36.70A.097; 17 43.20.310; 18 70A.125.180; and 19 Contingency.

reduction goals and per capita VMT and foster resiliency to climate impacts and natural hazards, among other requirements.

The City of Lakewood is seeking consultant(s) to assist the City with compliance with E2SHB 1181 over three biennia, each of which will be funded by WA Department of Commerce grant funds. **While grants funds are expected for all three biennia, as of the publication of this RFP only funding for the 2023-2025 biennia has been awarded due to the State of Washington’s biennial budgeting process.**

## RFP PROCESS

This is a notice of “Request for Proposals” for consultants. The ultimate purpose is to hire a consultant(s) to assist the city with E2SHB 1181 compliance via three biennia “sub-periods”: 2023-2025, 2025-2027, and 2027-2029. **Respondents may choose to draft their proposal and qualifications to respond to:**

- **the 2023-2025 biennium’s scope of work:**
- **the 2023-2025 and 2025-2027 biennia’s scope of work; or**
- **the 2023-2025, 2025-2027, and 2027-2029 biennia’s scope of work.**

Respondents’ proposal and qualifications submittals will be reviewed by a panel of city staff. Based on the review, up to three (3) consultants will be selected for an interview. The interview, in conjunction with the proposal and qualifications submitted, will be used to identify the consultant(s) selected. The City of Lakewood will approve the final consultant agreement.

## TIME SCHEDULE

The City will follow the time table below, which should result in a selection of a consultant in September, 2024.

**Issue RFP**

**Deadline for receiving proposals**

**Contract Award**

August 16, 2024

**September 6, 2024 (5:00 PM)**

TBD following interviews of respondents

## INSTRUCTIONS TO RESPONDENTS:

- Submit proposals via email by the deadline to [tspeir@cityoflakewood.us](mailto:tspeir@cityoflakewood.us); in addition,
- One copy (not to exceed 20 pages, excluding resumes and supplementary appendices) of this RFP must be labeled “Lakewood HB 1181 Project” and be placed in sealed envelopes addressed to the following persons:

Tiffany Speir, Planning Division Manager  
Planning & Public Works Department  
City of Lakewood  
6000 Main Street SW  
Lakewood, WA 98499-5013

Please contact Tiffany Speir at (253) 983-7702 / [tspeir@cityoflakewood.us](mailto:tspeir@cityoflakewood.us) with any questions.

## **TERMS AND CONDITIONS**

- The City reserves the right to reject any and all proposals, and to determine and waive minor irregularities in any proposal.
- The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- The City reserves the right to determine the most qualified consultant based on the City's evaluation of the proposals and qualifications received and any factors relevant thereto.
- The City reserves the right to award contracts for all or some of the tasks in the scope of the work to one or more consultant(s) as part of a team to complete the tasks in the Scope of Work.
- The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the award of the proposal.
- The City shall not be responsible for any cost incurred by the firm in preparing, submitting or presenting its response to the RFP.

## **SELECTION CRITERIA**

- Experience and background of personnel assigned to the project;
- Successful, recent and relevant experience in conducting content development for municipal and county level policy, regulations, and technical background data and reports pertinent to the topics covered included in the respondent's submittal;
- Past record in the timely and efficient management of projects referenced above, including documentations that the projects were implemented on budget and on time;
- Quality of work products and successful implementation of related work;
- Experience in facilitating public meetings and making presentations before public agencies, citizen groups and elected officials; and
- Other selection criteria shall include: (a) responsiveness of the written proposal and/or interviews to the purpose and scope of the service; (b) price; (c) a history of successful contracts of this type and (d) an ability to adhere to projected deadlines and demonstrated experience in similar work.

### Required information in the response includes:

- A listing of the clients, contract amount, contact person, and their phone number for which the proposer has conducted the same or similar work.

- Other references who would be helpful to contact. The information provided should include reference name, phone number, and why they are being suggested as a reference.

## SCOPE OF WORK

The following scope of work shall be completed for the City of Lakewood within the listed biennium periods below. Respondents may choose to respond to:

- the 2023-2025 biennium's scope of work:
- the 2023-2025 and 2025-2027 biennia's scope of work; or
- the 2023-2025, 2025-2027, and 2027-2029 biennia's scope of work.

### 7/1/2023-6/15/2025:

- Update **Parks & Recreation Element** to include a tree canopy evaluation.
- Update the **Utilities Element** to include the general location, proposed location, and capacity of all existing and proposed utilities, including electrical, telecommunications, and natural gas systems.
- Update the **Capital Facilities Element** inventory of existing capital facilities owned by public entities to include green infrastructure.
- Prepare informational materials for the public on elements' updates: assist the city staff to conduct public outreach, prepare staff reports, and conduct public meetings and public hearings.

### 7/1/2025 – 6/15/2027:

- Update the Lakewood Comprehensive Plan **Climate Change and Resiliency Element** to include a Greenhouse Gas (GHG) sub-element and climate resiliency sub-element consistent with E2SHB 1181:
  - develop a local emission inventory, conduct a Vehicle Miles Traveled Per Capita (VMT) study, and project emission reductions to inform the adopted Comprehensive Plan goals and policies; and
  - explore expected local climate impacts; audit existing plans and policies for climate resilience opportunities, gaps, and barriers; assess local assets' climate vulnerability and risk; and develop and prioritize science-based climate resilience goals and policies for Comprehensive Plans.
- Update the **Land Use Element** to:
  - include green spaces, urban and community forests. Give special consideration to achieving environmental justice in the element's goals and policies; and
  - reduce and mitigate the risk to lives and property posed by wildfires by using land use planning tools.

- While updating the Land Use and Element, prepare informational materials for the public; conduct public outreach; prepare staff reports; and conduct public meetings and public hearings for the element’s updates.

7/1/2027-6/15/2029:

- Update the **Transportation Element** traffic demand forecast to address:
  - multimodal transportation demand forecasts and needs; and
  - forecasts of traffic demands and needs outside of the City to inform an element that balances transportation system safety and convenience to accommodate all users of the transportation system to safely, reliably, and efficiently provide access and mobility to people and goods.
- Also update the Transportation Element to:
  - include estimated multimodal level of service impacts, giving priority to inclusion of transportation facilities and services providing the greatest multimodal safety benefit to each category of roadway users for the context and speed of the facility;
  - include an inventory of active transportation facilities and multimodal level of service standards for all locally owned arterials, locally and regionally operated transit routes that serve urban growth areas, state-owned or operated transit routes that serve urban areas, and active transportation facilities; and
  - include an Americans with Disabilities Act Transition Plan.
- While updating the Transportation Element, prepare informational materials for the public; conduct public outreach; prepare staff reports; and conduct public meetings and public hearings for the element’s updates.
- Develop an **Electric Vehicle Infrastructure Plan**.
- Develop an **Urban Heat Resilience Strategy**.
- Develop **Native & Climate-resilient Planting Plans for Municipal Projects**.
- Update the city’s **Urban Forest Management/Master Reforestation Plan**.

**PROJECT SCHEDULE**

<b>Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Deliverable 2</b>	Draft Parks & Recreation Element per 1181.	7/1/23	6/15/25
<b>Deliverable 3</b>	Draft Utilities Element per 1181.	7/1/23	6/15/25
<b>Deliverable 4</b>	Draft Capital Facilities Element per 1181.	7/1/24	6/15/25
<b>Deliverable 5</b>	Draft Climate Resiliency sub-element and GHG sub-element within ECCC per 1181.	7/1/25	6/15/27
<b>Deliverable 6</b>	Draft Land Use Element per 1181.	7/1/25	6/15/27
<b>Deliverable 7</b>	Draft Transportation Element per 1181.	7/1/26	6/15/29
<b>Deliverable 8</b>	Draft Electric Vehicle infrastructure plan.	7/1/26	6/15/29
<b>Deliverable 9</b>	Draft urban heat resilience strategy.	7/1/26	6/15/29
<b>Deliverable 10</b>	Draft native & climate-resilient planting plans for municipal projects.	7/1/26	6/15/29
<b>Deliverable 11</b>	Draft updates to urban forest management/master reforestation plan	7/1/26	6/15/29

**BUDGET**

<b>Deliverable</b>	<b>Commerce Funds</b>
<b>Current Biennium (7/1/2023 – 6/15/2025)</b>	
2. Draft Parks & Recreation Element per 1181.	5,000
3. Draft Utilities Element per 1181.	10,000
4. Draft Capital Facilities Element per 1181.	10,000
<b>Subtotal</b>	<b>\$25,000</b>

The budget for the 2025-2027 and 2027-2029 biennia are subject to future Commerce grant totals.

<b>Future Activities (7/1/2025 – 6/15/2029)</b>	
5. Draft updated ECCC including Climate Resiliency and GHG Sub-elements	200,000
6. Draft updated Land Use Element.	25,000
7. Draft updated Transportation Element.	250,000
8. Draft Electric Vehicle Infrastructure Plan.	35,000
9. Draft Urban Heat Resilience Strategy.	35,000
10. Draft Native & Climate-resilient Planting Plans for Municipal Projects.	25,000
11. Draft updated Urban Forest Management/ Master Reforestation Plan.	100,000
<b>Subtotal</b>	<b>\$670,000</b>

**COMPENSATION**

- Please present detailed information on the proposer’s draft fee schedule for the work specifications and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what

is fixed as opposed to variable, and how costs are adjusted according to that classification.

- Payment for the aforementioned services will only be made after the services have been performed, an itemized billing statement is submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed consultant agreement with the City.

**Please contact Tiffany Speir at (253) 983-7702 / [tspeir@cityoflakewood.us](mailto:tspeir@cityoflakewood.us) with any questions regarding this RFP.**