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# Comprehensive Plan Update: Climate Element

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## Request for Qualifications (RFQ) for Professional Services to Develop a Climate Element with Resiliency and GHG Emissions Reduction Subelements

The Deadline for submittals is 5:00 p.m. on March 30, 2026.

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### BACKGROUND

The City of Mill Creek, Washington seeks qualifications from experienced climate planning consultants to develop a Climate Element for the City's Comprehensive Plan. This work is funded in part through a Washington State Department of Commerce 2025-2027 Climate Planning Grant, supported by Washington's Climate Commitment Act.

The Climate Element will consist of two integrated subelements:

1. A Climate Resiliency Subelement addressing climate adaptation, vulnerability assessment, and resilience strategies
2. A Greenhouse Gas (GHG) Emissions Reduction Subelement establishing emissions inventories, reduction targets, and mitigation policies

This work must comply with Washington's Growth Management Act and incorporate meaningful engagement with overburdened communities, vulnerable populations, and tribal governments. The selected consultant will work closely with City staff, the Planning Commission, and City Council to develop comprehensive, implementable climate policies that will be adopted into the City's Comprehensive Plan.

### SCOPE OF SERVICES

The City of Mill Creek is seeking a qualified consultant team to prepare a Climate Element with integrated Resiliency and GHG Emissions Reduction subelements. The consultant will

lead technical analysis, community engagement, policy development, and regulatory compliance activities.

The scope of work is organized into coordinated sections for each subelement:

### **Resiliency Subelement**

1. Project Kickoff, Project Charter, and Engagement Plan
  - a. Prepare agenda and hold project kickoff meeting to review project requirements, goals, and preliminary schedule
  - b. Prepare a short project charter which will summarize project requirements, goals, team members, schedule, tasks, and project risks and mitigation for those risks
  - c. Prepare a community engagement plan to outline engagement strategies which align with project steps and tasks. Engagement plan will include tribal engagement strategy and strategy to engage vulnerable and impacted communities
2. Community engagement and public workshops, meetings, and hearings
  - a. Community engagement will include strategies as established within the community engagement plan and will be tailored to the phase of the project. Engagement strategies may include development of project website, policy advisory team, community workshops, survey(s), one-on-one interviews with tribes, impacted communities, and stakeholder groups, and opportunities to engage with the Planning Commission and City Council as part of public workshops, meetings, and public hearings
3. Explore Climate Impacts
  - a. Identify Community Assets
  - b. Explore Hazards and Changes in the Climate
  - c. Pair Assets and Hazards and Describe Exposure and Consequences
  - d. Identify Priority Climate Hazards
4. Audit Plans & Policies
  - a. Review Existing Plans for Resilience Gaps, Opportunities and Barriers
  - b. Determine Next Step
5. Assess Vulnerability & Risk
  - a. Assess Sensitivity
  - b. Assess Adaptive Capacity
  - c. Characterize Vulnerability and Risk
  - d. Decide Course of Action
6. Pathway 2 – Develop and integrate new goals and policies which will result in amendments to the comprehensive plan
  - a. Develop Initial Draft Goals and policies and identify co-benefits of policies for other comprehensive plan elements

- b. Development amended draft goals and policies based upon initial feedback from Planning Commission and City Council which will be released as part of legislative process.
- c. Preparation of SEPA checklist and 60-day Commerce package

### **GHG Emissions Reduction Subelement**

- 1) Project Kickoff, Project Charter, and Engagement Plan
  - a) Prepare agenda and hold project kickoff meeting to review project requirements, goals, and preliminary schedule
  - b) Prepare a short project charter which will summarize project requirements, goals, team members, schedule, tasks, and project risks and mitigation for those risks
  - c) Prepare a community engagement plan to outline engagement strategies which align with project steps and tasks. Engagement plan will include tribal engagement strategy and strategy to engage vulnerable and impacted communities
- 2) Community engagement and public workshops, meetings, and hearings
  - a) Community engagement will include strategies as established within the community engagement plan and will be tailored to the phase of the project. Engagement strategies may include development of project website, policy advisory team, community workshops, survey(s), one-on-one interviews with tribes, impacted communities, and stakeholder groups, and opportunities to engage with the Planning Commission and City Council as part of public workshops, meetings, and public hearings
- 3) Choose Pathway and Determine Scope, Scale, and Identify All Local Emissions Sources
  - a) Identify Emissions Inventory Scope and Plan
  - b) Choose Accounting Standards and Methods
  - c) Choose GHG Emissions Inventory Baseline Year
  - d) Collect Data and Quantify Emissions
  - e) Develop GHG Emissions Inventory Management Plan
  - f) Identify Update Interval
  - g) Ensure Data Quality Management
  - h) Review and Test Inventory Assumptions and Limitations
- 4) Set Emissions-Reduction Targets
  - a) Identify emissions sources and establish reduction targets, including ranking the sectors from highest to lowest emissions
  - b) Identify emission reduction targets from each source
- 5) Develop and integrate new goals and policies which will measure and implement plan to achieve targets
  - a) Develop Initial Draft Goals and policies and identify co-benefits of policies for other comprehensive plan elements
  - b) Development amended draft goals and policies based upon initial feedback from Planning Commission and City Council which will be released as part of legislative process.

## KEY CONSIDERATIONS

This project requires expertise in both climate adaptation and mitigation planning, with specific knowledge of Washington State climate policy frameworks and Growth Management Act requirements. The consultant must demonstrate:

- Understanding of Washington's Climate Commitment Act and its branding requirements
- Experience with tribal consultation and engagement with overburdened communities
- Technical proficiency in climate vulnerability assessment methodologies
- Expertise in greenhouse gas emissions inventories and target-setting
- Knowledge of Washington State comprehensive planning and SEPA processes
- Strong facilitation skills for engaging Planning Commission and City Council

The consultant will be expected to comply with all grant reporting and deliverable requirements. All work products must acknowledge Climate Commitment Act funding and utilize appropriate CCA branding per Commerce guidelines.

## TIMEFRAME

The RFQ process will conclude in March 2026. The City intends to launch consultant work in April 2026 and receive final deliverables by June 2027. This timeline supports capital project planning and grant funding cycles.

1. RFQ Issued: February 27<sup>th</sup>, 2026
2. Questions From Interested Parties Due: March 13<sup>th</sup>, 2026
3. Submittals Due: March 30<sup>th</sup>, 2026
4. Interviews (if held): Early April 2026
5. Consultant Selection: Early April 2026
6. Project Kickoff: April 2026
7. Final Deliverables: June 2027

## QUALIFICATIONS

Consulting teams should demonstrate:

- Experience developing climate elements or climate action plans
- Proven expertise in climate vulnerability assessments and resilience planning
- Knowledge of Washington's Growth Management Act and comprehensive plan amendment processes
- Successful track record of tribal engagement and engagement with environmental justice communities
- Experience with SEPA review and Washington State Department of Commerce grant compliance
- Strong public engagement and facilitation skills with elected officials and diverse community stakeholders

- Capacity to deliver technical analysis, policy development, and compliance documentation under defined timelines
- Familiarity with Climate Commitment Act requirements and state GHG reduction goals

## SUBMITTAL REQUIREMENTS AND SELECTION

Submit an electronic PDF that includes:

- Cover letter expressing interest
- Team qualifications and relevant project examples
- Resumes for key personnel
- Proposed approach and methodology for both Resiliency and GHG Subelements
- Proposed project schedule and coordination strategy
- Samples of comparable work, such as climate elements, climate action plans, vulnerability assessments, or GHG inventories
- Preliminary cost estimate or budget range

Email submittals to:

Leah Holmes  
City Clerk  
leah.holmes@millcreekwa.gov

**Submittal Deadline: 5:00 PM, March 30, 2026**

## EVALUATION CRITERIA

- Relevant climate planning experience, particularly in Washington: 25 points
- Qualifications of team members and specialized expertise: 20 points
- Clarity and strength of proposed approach and methodology: 25 points
- Demonstrated experience with public engagement: 15 points
- Familiarity with GMA, SEPA, and Commerce grant requirements: 15 points

## GENERAL TERMS

The City reserves the right to reject any or all submittals or waive minor irregularities. All submittals become public records under Washington State Public Records Act RCW 42.56 unless marked confidential.

## EQUAL OPPORTUNITY

The City of Mill Creek does not discriminate based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability.

## PUBLIC DISCLOSURE

Firms should mark proprietary sections as confidential and provide a reference table. If a records request is made, the City will notify the respondent to allow ten days for action to prevent disclosure.