


Comprehensive Plan Update: Climate Element RFQ Q&A

- 1. Has Mill Creek decided if it's integrating climate goals and policies into its other comp plan elements, or creating a stand-alone chapter?**
 - The City plans on creating a stand-alone chapter, although goals and policies in other chapters may need to be amended to support the update.
- 2. Does Mill Creek want consultant support in developing a final climate element that combines both sub-elements? The RFP does not explicitly call this out as a needed deliverable.**
 - Yes.
- 3. How much of the project's in-person engagement activities should bidding teams assume will be performed by Mill Creek staff versus consultant staff?**
 - The in-person engagement activities are assumed to be performed primarily by consultant staff.
- 4. The RFQ asks for a schedule and coordination strategy. Is that referring to coordination with Mill Creek staff, or coordination between the Resilience and GHG sub-element portions of the work?**
 - Coordination with Mill Creek staff.
- 5. Does Mill Creek plan to adopt its climate element before or after June 2027?**
 - Final adoption is anticipated after June 2027.
- 6. Can the requested comparable work examples be hyperlinks, or does Mill Creek want full PDFs as an appendix to the proposal?**
 - PDFs are preferred, but hyperlinks are acceptable.
- 7. Has Mill Creek already prepared a multimodal level of service, or is that something bidders should plan to include as part of this scope?**
 - We have an existing multimodal level of service in our Comprehensive Plan.
- 8. How does the City anticipate the two Subelement scopes to overlap in terms of a phased timeline - should the bidders prepare for both Subelements to progress concurrently?**
 - The City anticipates that both Subelements will need to progress concurrently in order to meet the June 30, 2027, deadline.
- 9. Does the City require that proposals provide two separate approaches for each Subelement, and/or can the bidder adjust the task structure to represent both Subelements in one overall approach?**
 - Both may be represented in one overall approach.
- 10. Could the City elaborate on what they'd like to see in a 'Coordination Strategy' as part of the proposal? Should this be its own separate section, or can we integrate coordination strategies throughout the approach section?**
 - The coordination strategy does not need a separate section; it can be integrated throughout the approach section.

- 11. Would the City prefer for a bidder to explicitly highlight engagement expertise in the area of each Subelement, and/or will the evaluation team consider engagement project experiences beyond Climate Element/Comp. Plan development beneficial?**
 - The evaluation team will consider engagement project experiences beyond Comprehensive Plan development beneficial.
 - 12. Does the City have preferences regarding project phases, deadlines, etc. to consider as bidders develop a timeline?**
 - All deliverables must be complete by June 30, 2027.
 - 13. What is the City's approximate budget for this project?**
 - \$480,000.
 - 14. Does the City have pre-existing relationships with tribes? To what extent have tribes been engaged in City plans and initiatives prior to this effort?**
 - The City has reached out to the tribes on previous plans and initiatives whenever public notice was required.
 - 15. How many public workshops or meetings does the City anticipate for each sub-element?**
 - This will be determined while developing the public engagement plan.
 - 16. What is the budget for this work?**
 - \$480,000
 - 17. How much was awarded from the GMA Climate Planning Grant?**
 - \$500,000
 - 18. If you are able to share, what amount of the Climate Planning Grant have you received or expect to receive, and how much of that are you setting aside for consulting services for this project?**
 - The City has received a \$500,000 Climate Planning Grant, of which \$480,000 is allocated to the work outlined in the RFQ.
 - 19. Does the City of Mill Creek have any existing relationships with local Tribes?**
 - The City has reached out to the tribes on previous plans and initiatives whenever public notice was required.
 - 20. Has the City previously completed any climate risk or vulnerability assessments, hazard mitigation plans, or resilience planning efforts that should inform the Climate Resiliency Subelement? If so, please specify which software or tools, if any, were used during the assessment process.**
 - No.
 - 21. Does the City have a preferred greenhouse gas accounting framework (e.g., ICLEI ClearPath, Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC), Greenhouse Gas Protocol, or other methodology)?**
 - Not at this time.
 - 22. Does the City have access to utility or regional emissions records and data (e.g., electricity, natural gas, transportation modeling, waste streams) that can be shared with the consultant team?**
 - No.
 - 23. Approximately how many community meetings, workshops, or public hearings does the City anticipate during the project?**
 - This will be determined while developing the public engagement plan.
 - 24. Does the City anticipate translation services, multilingual outreach, or partnerships with community organizations to support engagement with overburdened communities?**
- 

- This will be determined while developing the public engagement plan.
- 25. Does the City anticipate the Climate Element adoption proceeding under a Determination of Non-Significance (DNS) or would the consultant team be expected to evaluate alternatives that could require additional environmental review?**
- The City anticipates adoption proceeding under a DNS at this time.
- 26. Does the City have target milestones for Planning Commission review, Council workshops, or Commerce grant reporting that the consultant schedule should align with?**
- The City has target milestones for Commerce grant reporting. Most notably, all deliverables must be complete by June 30, 2027.
- 27. Is there an incumbent?**
- No.
- 28. What scope of emissions analysis is anticipated (e.g., scope 1, scope 2, scope 3)?**
- To be determined.
- 29. Are there cost breakdown requirements for the cost table? (Loaded rates, hours estimates, etc.)**
- No.
- 30. Will the City provide additional funds for the costs associated with GHG emissions Reduction Subelement#2 if the development of a website is requested?**
- No.
- 31. Does the State of Washington have any requirements or guidance regarding the standardization of methodologies for Task #3? For example, if the City of Mill Creek elects to use AR5 values for Global Warming Potentials (GWPs), but the State of Washington or other municipalities utilize different GWP values or calculation methodologies, will this project be required to align with those state-level standards or methodologies? Additionally, will the City of Mill Creek be required to use any specific software platforms or data collection and analysis methods currently utilized by the State, county, or other municipalities?**
- The City is not aware of any requirements, but the Department of Commerce does offer climate element planning guidance: <https://www.commerce.wa.gov/growth-management/climate-planning/climate-planning-guidance/>
- 32. What is your budget for this work? Knowing the budget will help us frame our approach.**
- \$480,000.
- 33. Will you provide a sample contract for our legal department to review?**
- Please see attached
- 34. Do you have a particular reason for holding two separate kick-off meetings and preparing two charters and Community Engagement Plans, rather than one kick-off/charter/CEP for the Climate Element as a whole, including both subelements?**
- That is how the scope work for our Climate Planning Grant was structured, but it may be possible to combine them into one.
- 35. Is there existing data or information that the City could provide that would help inform our proposal, like existing climate data or analysis?**
- No.
- 36. Will the Consultant team be responsible for specific Commerce grant deliverables in addition to those associated with updates to the Climate Element, e.g., will subconsultant be responsible for submitting the quarterly Commerce reports, etc.**
- The Consultant team is not anticipated to be responsible for specific Commerce grant deliverables in addition to those associated with updates to the Climate Element.

37. Will previous communitywide emissions data be available from the 2013 CAP & 2018 updates?

- The City does not have this data available.

38. What level of coordination with the Planning Commission and City Council is anticipated beyond public workshops and public hearings? Will a final presentation be anticipated?

- At least one study session and final presentation are anticipated for the Planning Commission and City Council.

39. What is the budget for this work?

- \$480,000.

40. If there is no defined budget, is there an amount we should not exceed?

- \$480,000.

41. The community engagement scope mentions website development. Can you expand on what you are looking for in a website rebuild to help with budgeting.

- The City is looking for development of a project webpage to share information about the Climate element with the public.

42. The community engagement scope mentions surveys. Who is your priority audiences for this survey? Are you looking to provide the surveys in languages other than English?

- This will be determined while developing the public engagement plan.

43. Do you have an estimate for the number of workshops, meetings, and public hearings?

- This will be determined while developing the public engagement plan.

