CITY OF TUMWATER
REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST.

The City of Tumwater ("City") is requesting proposals for the purpose of a conducting a regional gap analysis of existing plans, policies and implementation practices related to vehicle miles traveled reduction goals in the Thurston Climate Mitigation Plan (VMT Gap Analysis). The City's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by October 24, 2025.

Issue RFP	September 8, 2025
Deadline for Questions	September 26, 2025
Deadline for Submittal of Proposals	October 10, 2025
Interviews (if needed)	October 13 - 17 2025
Notify Firm Chosen	October 24, 2025

Work is intended to begin in 2026, with the goal to complete contract execution before the end of 2025.

III. INSTRUCTIONS TO PROPOSERS.

A. All Proposals must be submitted electronically, via email, using the following subject line:

"Request for Proposal VMT Gap Analysis – Formal Submittal"

All Proposals shall be submitted to the following email address:

Alyssa Jones Wood, Sustainability Manager
ajoneswood@ci.tumwater.wa.us

A response email will be provided for each submittal verifying your Proposal has been received by the City.

No other method of delivering proposals will be accepted.

B. All proposals must be received by October 10, 2025 4:00 pm PT.

C. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request.

To be responsive, the following items must be included in your submittal:

GENERAL PROPOSAL DOCUMENT REQUIREMENTS:

- Special color displays, promotional materials, etc., are not desired.
- Emphasis should be on completeness and clarity of content; brevity is strongly encouraged.
- No more than thirty (30) pages including cover page, and letter of interest.
- Resumes are not included in the ten (10) page count and will be attached as part of the overall Proposal. All resumes will be no more than one (1) page in length.
- Font shall be 12 point except for section headings, etc.
- Text may be single spaced.
- A minimum of 1" margins (all sides) for all pages. Does not apply to spreadsheets and worksheets.
- All pages shall be 8 ½" x 11"

D. The Sustainability Manager, Alyssa Jones Wood, or a designated representative will notify the firm selected by October 24, 2025.

E. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

IV. **SELECTION CRITERIA**.

Factor	Points
1. Responsiveness of the written proposal to the purpose and scope of service	30
2. Price	25
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work	40
4. References	5
Total Possible Points	**100**

Each proposal will be independently evaluated on factors 1 through 4.

V. **TERMS AND CONDITIONS**.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. **SCOPE OF SERVICES**.

Work must begin January 2026 and be completed by December 31, 2026.

The City of Tumwater is seeking a qualified consultant, on behalf of the Thurston Climate Mitigation Collaborative (TCMC), to evaluate and conduct a gap analysis of regional and jurisdictional plans and policies to reduce vehicle miles traveled (VMT) in the Thurston region.

The overarching goals of this project are to:

- Evaluate current VMT status and trends, as compared to the land use and VMT targets established in the Thurston Climate Mitigation Plan (TCMP).
- Identify what types of vehicle trips contribute the greatest amount of VMT.
- Evaluate regional and jurisdictional plans, policies, and implementation practices that impact VMT in the Thurston region, and assess if these approaches are sufficient to meet established VMT reduction goals. Evaluate if current approaches to land use and transportation planning and implementation are consistent with the strategies outlined in the TCMP and best practices for VMT reduction.
- If needed, recommend changes to regional and/or jurisdictional plans, policies, and implementation practices to achieve regional VMT reduction goals (this may include suggested land use and code amendments).

The TCMC is a partnership among four jurisdictions (Thurston County and the cities of Lacey, Olympia, and Tumwater), working together to plan and implement regional climate mitigation actions, as described in the TCMP. This project was selected by the TCMC as a priority initiative for regional collaboration 2025. Final award and project scope are contingent upon funding allocation from each partner.

<u>Task 1: Project Kick-Off and Ongoing Coordination</u>

Consultant will:

- Organize, schedule, and lead an overarching project kick-off meeting
- Organize and schedule regular project check-ins throughout the course of the project

City/Collaborative Staff will:

- Attend kick-off and check-in meetings
- Clearly identify the goals of the project and targets against which gaps will be measured

<u>Task 2: Data Collection</u>

Consultant will:

- Identify data sources that they need in order to complete the work. Data sources will likely include existing local and regional VMT data, as well as each jurisdiction's comprehensive plan, municipal code, and other relevant plans.
- Provide a detailed data request to Collaborative Staff with a reasonable deadline to produce said data

- Track receipt of data and store the data

City/Collaborative Staff will:

- Provide consultant with all requested data, whenever it is available
- Respond to consultant to clearly state when certain data is not available
- May recommend additional data sources for consideration

Task 3: Plan and Policy Review

Consultant will:

- Review jurisdictional and regional plans and policies to inform understanding of regional approaches to VMT reduction and identify areas for further investigation through staff interviews.
- Prepare a memo to document the results of the plan review, including preliminary findings and key questions for staff interviews.

City/Collaborative Staff will:

- Review the draft memo and provide up to 1 round of consolidated feedback.

Task 4: Staff Interviews

Consultant will:

- Interview regional and jurisdictional staff to clarify understanding of existing plans and policies and learn more about implementation practices.
- Prepare draft interview questions for review and approval by City/Collaborative staff.
- Schedule interviews with jurisdiction and agency staff.
- Conduct up to 10 total interviews with key planning staff at each jurisdiction, the Thurston Regional Planning Council, and Intercity Transit to better understand current approaches to land use and transportation planning in the Thurston region.
- Prepare a memo summarizing the results of staff interviews. Provide up to one round of edits.

City/Collaborative Staff will:

- Identify key staff for interviews.
- Provide introductory emails to initiate scheduling of interviews. Review and approve proposed interview questions.
- Provide one round of consolidated feedback on the interview summary memo.

Task 4: First Draft of Analysis

Consultant will:

- Provide Collaborative Staff with a memorandum and discussion opportunity about how the data will be analyzed and results displayed, before spending significant time pursuing that analysis.
- Utilize approved methodology to analyze data
- Produce a narrative report of the analysis, inclusive of sections on data sources,

methodology, and findings

City/Collaborative Staff will:

- Review proposed analysis methodology and provide comments to be incorporated
  - Once any comments have been incorporated, the Collaborative Staff will provide approval for work to move forward
- Review the narrative report and provide up to 2 rounds of consolidated feedback.

Task 5: First Draft of Recommendations

Consultant will:

- If current approaches are insufficient to meet established VMT reduction targets, recommend alternative actions or approaches to achieve targets. Recommendations should consider the types of vehicle trips that generate the most VMT in the region. Recommendations may apply to individual jurisdictions (Lacey, Olympia, Tumwater, and Thurston County) or the TCMC more broadly. Specify which, if any, approaches are best addressed at a regional level.
- Produce a narrative report of recommendations to fill gaps between intended targets and current day, including examples or case studies for those solutions.

City/Collaborative Staff will:

- Review the narrative report and provide up to 2 rounds of consolidated feedback.

Task 6: Presentation to the TCMC Community Advisory Workgroup (CAW) and Executive Committee

Consultant will:

- Create a PowerPoint presentation about the project, inclusive of analysis and findings
- Present said presentation at a scheduled CAW and EC meeting (2 separate meetings), inclusive of facilitating a request for feedback from the panelists

City/Collaborative Staff will:

- Coordinate consultant's presentation with the TCMC Administrative Consultant
- Draft a staff report based on the work products of the consultant to be included with the agenda packet

Task 7: Final Report

Consultant will:

- Incorporate feedback given by City/Collaborative staff, EC, and CAW into a final combined draft of the analysis and recommendations
- Provide data analysis documentation, including any raw and processed data and metadata in an accessible format. This includes any data utilized to make graphics in the final report.
- Provide up to 2 rounds of revisions

City/Collaborative Staff will:

- Provide up to 2 rounds of consolidated edits and approve final report

VII. **COMPENSATION**.

This project is not to exceed $65,000.

A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. **PUBLICATION**.

Name of Publication: The Olympian Dates: September 8, 2025