

Seattle transportation plan: Partnership with Organizations

Request for Proposals

GOALS AND PURPOSE

The Seattle Department of Transportation (SDOT) would like to ensure the new citywide Seattle transportation plan meets the needs of communities of color and those of all incomes, abilities, and ages. One way we want to meet our goals is by partnering with community-based organizations (CBOs) and local businesses to create a plan that advances our goal of a racially equitable and socially just transportation system.

The Seattle transportation plan has budgeted \$200,000 to partner with community-based organization or businesses to engage with communities we have traditionally underserved.

Community organizations are asked to submit proposals to help SDOT achieve our project goals to:

- Establish a renewed vision for Seattle's transportation system and public spaces organized around community aspirations and our SDOT vision, values, and performance goals (for equity, climate, safety, and stewardship).
- Create a policy framework for mobility in Seattle by building on Seattle's 4 modal master plans (Transit Master Plan (2012/2016), Pedestrian Master Plan (2017), Freight Master Plan (2016), and Bicycle Master Plan (2013)) and expanding our thinking for different uses of streets and public spaces.
- Inform the possibility of a next transportation funding package by identifying programs, projects, and service needs that align with this renewed vision.

PRIORITIES

We will prioritize applications from organizations that serve Black, Indigenous, People of Color, limited-English communities, lawful permanent residents, immigrant/refugees, People with Disabilities, East Africans, Asian Pacific Islanders, Latinx, low-income, LGBTQ+, unsheltered individuals, youth, and other groups who the City has traditionally marginalized.

ELIGIBILITY FOR CONTRACT

- Organizations must be non-partisan.
- 501(c)(3) non-profit organizations or a licensed business entity (for example: LLC or Corporation)

APPLICATION TIMELINE

Proposals due December 20, 2021

CONTRACT TYPES

Organizations are invited to apply for one of two categories:

1. **Engagement partnership and policy recommendations**
Up to \$30,000
2. **Engagement and information gathering**
\$5,000

ELIGIBILITY

501(c)(3) non-profit organizations or a licensed business entity (for example: LLC or Corporation)

CONTACT

Lizzie Moll

Email: Lizzie.Moll@seattle.gov

Phone: 206-348-1729

Seattle transportation plan: Partnership with Organizations

Request for Proposals

FUNDING AVAILABLE

A total of \$200,000 in contracting opportunities are available to community organizations. Applicants may apply for only one contract type.

1. Engagement partnerships and policy recommendations –Up to \$30,000

Contracts will be awarded to organizations that provide a scope with activities and strategies for collaboration on the Seattle transportation plan through **January 2023**.

2. Engagement and information gathering – \$5,000

Contracts will be awarded to organizations that provide a single or series of event(s) intended to contribute qualitative or quantitative data to the Seattle transportation plan. Events must be completed by **September 2022**.

TIMELINE

- Optional information sessions and opportunity to ask questions (will be held online).
 - **November 19, 1-2 PM**
 - **December 2, 6-7 PM**Please let us know if you need an interpreter or translator at least one week in advance. Fill out this survey to get the invitations for the upcoming information sessions: <https://forms.office.com/g/RXRmzcNtMq>.
- **December 20, 2021** - Proposals are due by 4:00pm.
- **January 2022** - Notice of award.
- **February 2022** – Awardee kick-off (will be held remotely).
- **September 30, 2022** - Outreach activities must be completed for engagement and information gathering contract.
- **January 15, 2023** – Contract closes (unless amended earlier) for engagement partnerships and policy recommendations.

SCOPES OF WORK

Engagement partnerships and policy recommendations

Scope for up to \$30,000

Term of agreement: January 2022-January 2023

Community based organizations (CBOs) will participate in Seattle transportation plan (STP) activities in coordination with Seattle Department of Transportation staff. The City team as well the STP's engagement consultants are available to support the CBO's activities and will work with the organization to create materials and standard templates for recording input. CBO tasks include:

- Project management
 - Participate in planning meetings with SDOT staff and leadership, other Community Based Organization's staff, and external stakeholders such as individual community members and public and non-profit partners
 - Communicate with project manager and staff by email, phone, and/or surveys/forms to provide input and feedback on project direction, strategy, and logistics

Seattle transportation plan: Partnership with Organizations

Request for Proposals

- Review and provide feedback on materials such as meeting agendas and notes, communications
 - Monthly billing and invoicing
- Planning for engaging within communities
 - Create an engagement plan to demonstrate how you would reach those within your community
 - Identify and engage with additional community members who are or could be interested in the project
 - Actively contribute to the design and implementation of project activities
 - Articulate how and when SDOT staff can assist in the process
 - Lead qualitative and/or quantitative data gathering to inform the transportation plan on matters of policy, transportation system and/or public space deficiencies, needs, and possible solutions from CBO staff and/or with additional community members with tactics such as:
 - Focus groups/in person meetings
 - Social media outreach
 - One-on-one conversations or interviews
 - Engagement through art
 - Surveys
 - Location based outreach where folks are already gathered such as:
 - Community festivals or gatherings
 - At regularly occurring meetings or groups
 - Third place outreach (such as community coffee shops or informal community gathering places)
 - Public space observations
 - Other culturally appropriate methods
- Implement engagement plan
 - Schedule meetings and/or events, set agendas and develop any necessary materials (with help from City staff)
 - Coordinate and articulate where and when SDOT staff can help
 - Take notes and provide feedback to SDOT
- Provide a memo or paper with recommendations that includes:
 - Input on how best to incorporate what you have heard into the final product(s)
 - Use SDOT's Transportation Equity Framework tactics to build upon transportation and public space priorities and to highlight where there is consensus on transportation priorities, where there are areas of tension/disagreement, and where your communities can provide additional knowledge and understanding.
 - An appendix to summarize outreach and engagement approach (who we met with, events/activities, etc) and any surveys, interviews, comment forms, or other documents that provide input to SDOT

Seattle transportation plan: Partnership with Organizations

Request for Proposals

- Translation of information gathered or summaries of what was learned into English if engagement was done in a language other than English

Expected number of hours to participate in project management for the above activities is 3-10 hours per month. Anticipated number of hours to develop and implement an engagement plan will vary. Anticipated to also have multiple events/continued ways to engage and an engagement plan for the year.

Engagement and information gathering

Scope for \$5,000

Community based organizations (CBOs) will participate in Seattle transportation plan activities with Seattle Department of Transportation staff. Tasks include:

- Participate in planning meetings with SDOT staff and leadership, other Community Based Organization's staff, and external stakeholders such as individual community members and public and non-profit partners.
- Lead qualitative and/or quantitative data gathering to inform the transportation plan on matters of policy, transportation system deficiencies and needs and possible solutions from CBO staff and/or with additional community members with tactics such as:
 - Focus groups/in person meetings
 - Social media outreach
 - One-on-one conversations or interviews
 - Engagement through art
 - Surveys
 - Public space observations
 - Location based outreach where folks are already gathered such as:
 - Community festivals or gatherings
 - At regularly occurring meetings or groups
 - Third place outreach (such as community coffee shops or informal community gathering places)
 - Other culturally appropriate methods
- Translation of information gathered or summaries of what was learned into English if engagement was done in a language other than English.

Expected to have one large event or multiple smaller meetings or activities.

Seattle transportation plan: Partnership with Organizations

Request for Proposals

SUBMIT A NARRATIVE: QUESTIONS AND CRITERIA

Please submit a narrative answering the following questions. Proposals will be selected and funded based upon the degree to which the narrative meets the following criteria.

Please limit narratives to 5 total pages.

1. Engagement partnerships and policy recommendations

Section	Questions for you to answer:	What we're looking for:
A. Your community (15 points)	<ul style="list-style-type: none"> Who are the populations of people whom you will be engaging with? 	<ul style="list-style-type: none"> What is the diversity of your community (e.g., Black, Indigenous, People of Color Communities, Immigrant and refugee populations, Low-income communities, People experiencing homelessness or housing insecurity, Individuals who were formerly incarcerated, People living with disabilities, Women and female-identifying populations, LGBTQIA+ communities, Youth, Aging adults, Displaced and/or high-risk displacement neighborhoods, Other (please specify))?
B. Leading with race (10 points)	<ul style="list-style-type: none"> How does your organization currently serve and interact with Black people, Indigenous people or other People of Color (BIPOC)? 	<ul style="list-style-type: none"> How embedded is your organization within BIPOC populations?
C. Staffing (5 points)	<ul style="list-style-type: none"> What are the roles of the staff and/or volunteers who will be implementing engagement activities and participating in providing feedback to SDOT staff? 	<ul style="list-style-type: none"> Does the staffing and structure demonstrate that your organization is equipped to implement your proposed engagement activities within your communities as well as with SDOT?
D. Engagement Scope (30 points)	<ul style="list-style-type: none"> What are your strategies for engagement for the Seattle transportation plan? (See one pager for more information) What activities and strategies will help us gather information to develop policies to achieve a racially equitable and socially just transportation system and related public spaces? How would you develop activities around SDOT's goals and values 	<ul style="list-style-type: none"> Is the engagement plan well thought out and complete? Does it demonstrate creativity, adaptability, and demonstrated expertise to effectively engage community members? Does your organization identify specific strategies and plans that address the unique needs of the different communities?

Seattle transportation plan: Partnership with Organizations

Request for Proposals

	<p>for equity, climate, safety, and stewardship?</p> <ul style="list-style-type: none"> • How would you like to engage within your communities as well as with SDOT staff? • How will your approach help us reduce barriers and address inequities in our transportation system and in our outreach and engagement approach? 	
E. Budget (10 points)	<ul style="list-style-type: none"> • What is your budget for these activities? 	<ul style="list-style-type: none"> • Does your organization demonstrate knowledge of effective and realistic engagement strategies within budget? • Does your budget have enough detail to justify compensation?
F. Tracking (10 points)	<ul style="list-style-type: none"> • How will your organization track and evaluate the effectiveness of its strategies? 	<ul style="list-style-type: none"> • Does your organization clearly outline how it will track the results or effectiveness of strategies? • Does your organization demonstrate a good sense of metrics (either quantitative or qualitative)
G. Vision and perspective (15 points)	<ul style="list-style-type: none"> • How does your organization’s experience working with your communities bring an important perspective to the Seattle transportation plan? 	<ul style="list-style-type: none"> • Scoring based on vision and understanding of the Seattle transportation plan and nexus between the organization’s goals and SDOT’s values and goals.
H. Geography (5 points)	<ul style="list-style-type: none"> • Does your organization primarily work within a specific geography? If so, which neighborhoods? 	<ul style="list-style-type: none"> • Scoring based on organization’s service to neighborhoods with a high displacement risk (see Seattle 2035 Growth and Equity analysis) and/or displaced communities with a tie to Seattle

Seattle transportation plan: Partnership with Organizations

Request for Proposals

2. Engagement and Information Gathering Contract Criteria

Section	Questions for you to answer:	What we're looking for:
I. Your community (20 points)	<ul style="list-style-type: none"> Who are the populations of people whom you will be working with? 	<ul style="list-style-type: none"> What is the diversity of your community (e.g., Black, Indigenous, People of Color Communities, Immigrant and refugee populations, Low-income communities, People experiencing homelessness or housing insecurity, Individuals who were formerly incarcerated, People living with disabilities, Women and female-identifying populations, LGBTQIA+ communities, Youth, Aging adults, Displaced and/or high-risk displacement neighborhoods, Other (please specify))?
J. Leading with race (10 points)	<ul style="list-style-type: none"> How does your organization currently serve and interact with Black people, Indigenous people or other People of Color (BIPOC)? 	<ul style="list-style-type: none"> How embedded is your organization within BIPOC populations?
K. Engagement Scope (40 points)	<ul style="list-style-type: none"> What are your strategies for engagement for the Seattle transportation plan? (See one pager for more information) How would you develop activities around SDOT's goals and values for equity, climate, safety, and stewardship? How will your approach help us reduce barriers and address inequities in our transportation system, in our public spaces, and in our outreach and engagement approach? 	<ul style="list-style-type: none"> Is the engagement plan well thought out and complete? Does it demonstrate creativity, adaptability, and demonstrated expertise to effectively engage community members?
L. Budget (10 points)	<ul style="list-style-type: none"> What is your budget for these activities? 	<ul style="list-style-type: none"> Does your organization demonstrate knowledge of effective and realistic engagement strategies within budget?
M. Tracking (10 points)	<ul style="list-style-type: none"> How will your organization track and evaluate the effectiveness of its strategies? 	<ul style="list-style-type: none"> Does your organization clearly outline how it will track the results or effectiveness of strategies?

Seattle transportation plan: Partnership with Organizations
Request for Proposals

		<ul style="list-style-type: none">• Does your organization demonstrate a good sense of metrics (either quantitative or qualitative)
N. Geography (10 points)	<ul style="list-style-type: none">• Does your organization primarily work within a specific geography? If so, which neighborhoods?	<ul style="list-style-type: none">• Scoring based on organization’s service to neighborhoods with a high displacement risk (see Seattle 2035 Growth and Equity analysis) and/or displaced communities with a tie to Seattle

Seattle transportation plan: Partnership with Organizations

Request for Proposals

HOW TO SUBMIT A PROPOSAL

1) By email (preferred). Must be received by 4:00pm on December 20, 2021.

Email: Lizzie.Moll@seattle.gov

2) By mail. Must be received by December 20, 2021.

Mail the proposal to:

Lizzie Moll

P.O. Box 34996

Seattle, WA 98124-4996

RESOURCES AVAILABLE TO ORGANIZATIONS

If organizations have questions about the application process, staff are available by phone or email at 206-348-1729 or Lizzie.Moll@Seattle.gov. E-mail us your contact information if you would like to keep-in-touch about any updates to the contract process.

Staff will remain available to organizations throughout the duration of the contract.

Existing program materials, such as translated documents, will be provided free of charge to organizations.

Please see this [link for helpful hints and questions and answers for your application.](#)

Seattle transportation plan: Partnership with Organizations

Request for Proposals

Seattle Transportation Plan Proposal Cover Sheet

Please note that all documents provided to the Seattle Department of Transportation are subject to the Washington State Public Records Act. If a member of the public requests any of the documents submitted with this proposal, the City will be required to release them, in whole or in part.

Applicant organization/group name:

Address:

City, state, zip:

Website:

Leader of the applicant organization/group:

Title:

Email:

Phone:

If the project is being managed by a different person, please also give us the following information.

Name of project lead:

Title:

Email:

Phone:

NONPROFIT OR BUSINESS ENTITY STATUS

Is your organization an IRS 501(c)(3) nonprofit organization? Yes No

Is your organization registered as a licensed business entity (for example, LLC or Corporation)? If so, what type of business license:

Is your organization non-partisan? Yes No

STAFF AND VOLUNTEERS

Does your group have paid staff? Yes No

If yes, how many full-time staff? How many part-time staff?

Does your group have volunteers? Yes No

If yes, how many volunteers?

What is your overall project budget?

How much funding are you requesting?

- \$5,000 (for engagement and information gathering)
- Up to \$30,000 (for engagement partnerships and policy recommendations) **Please specify amount:**

Seattle transportation plan: Partnership with Organizations

Request for Proposals

COMMUNITIES SERVED

Neighborhoods:

Communities:

Languages:

Estimated reach:

PARTNER ORGANIZATIONS

- Is your organization planning to partner with other organizations to complete the work described in this proposal? **Yes** **No**
- If yes, provide the name of the organization(s) and dollar amount that will go to each.

PROPOSAL CHECKLIST

- Proposal cover sheet
- Narrative answering the above questions for either **Engagement partnerships and policy recommendations (Up to \$30,000)** or **Engagement and information gathering (\$5,000)**
- Current IRS 501(c)(3) letter or proof of legal business (e.g., scanned copy of business certificate or print out from the Secretary of State)

(DECEMBER 5, 2021) MAYOR'S EXECUTIVE ORDER 2021-08 VACCINATION REQUIREMENTS FOR CITY CONTRACTORS

The Consultant, by submitting its Proposal, agrees that it will comply with Mayor's Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well. Furthermore, the Consultant shall submit the City provided Vaccine Attestation form no later than the contract execution date. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City's request.

The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: www.seattle.gov/contractorvax

All costs related to the Mayor's Executive Order shall be considered included with or incidental to other Cost items.