

Addendum # 2

City of Kirkland Revenue Equity & Sustainability Study (Job# 41-21-FA) Answers to Questions

1) How does the City define equity for this project? Where can we find the City's equity goals?

The [2021-2022 City Council Goals](#) includes "Inclusive and Equitable Community", which is the City's overarching equity goal. There are also a number of legislative and strategic actions related to equity, which can be accessed here:

- [Resolution R-5240\(PDF, 639KB\)](#)
- [Resolution R-5434\(PDF, 396KB\)](#)
- [Draft DEIB 5-Year Roadmap](#)
- [Sustainability Master Plan](#)

In the context of this project equity is focused on ensuring that the implications for different socio-economic and racial sub-groups within Kirkland are understood before any new revenue ideas are introduced. This would include looking at who pays fees now and how that might change over time

2) Regarding proposal requirements, please clarify what the City is looking for in terms of the Business/Financial references. How do those differ from Client references?

No difference, these are the same as client references.

3) Please expand on the proposal expectation to include a draft list of data requests in the work plan. Are those referencing data requests specifically for the City to provide or all potential data sources?

These are data requests made to the City, for example revenue from prior years. This will help City staff to plan their work and involvement at various points in the project.

4) How does the City see the involvement of its staff throughout this project?

The City will provide staff support for regular project check in meetings throughout the process. The City's intention is to have touch points during the process where more substantial City staff involvement would be required, but that development of any models and reports are primarily managed by the consultant and reported back to the City.

The times at which more City involvement might be required include:

1. At the outset of the project – responding to data requests and answering questions on direction
2. Once a draft model/report is produced – to provide feedback and any potential changes
3. During development of Council reports

- 5) The RFP requires three business and financial references. We assume this refers to firms or services that we engage with for our business services (and not business or financial firms we have had as clients). Can you please confirm?**

Correct, this can be read as the same as client references.

- 6) Under Submission Criteria, #3, the RFP says "Explain roles and responsibilities City is expected to provide, including a draft list of data requests." We assume this may be a typo and that the City will be responding to our data request, not providing it. Can you please confirm?**

This is a list of data the consultant would be requesting from the City. That would include prior year revenues, current tax structure, and other requests for City data.

- 7) We noticed that the RFP does not specifically include public or stakeholder engagement in the scope of work. We have found that engagement -- if done well -- can be valuable when the topic of consideration is complicated and politically sensitive. Revenue equity likely falls into this category of topic. Would the City be open to proposals that provide options for some level of engagement?**

The City would be willing to consider this as part of proposals but would not want this to make significant alterations to the timeline.

- 8) Will resumes or page dividers count toward the 25-page page limit?**

Resumes do count towards the page limit, but dividers do not count towards the limit. 25 pages (including resumes) plus headers and dividers is fine.