

## Equity Review and Engagement Program for Comprehensive Plan Update

### RFP Job #26-22-PB

#### Questions and City Response

May 2022

1. **Does the City of Kirkland conduct regular trainings, workshops on race and social justice?**

Response: The City's Diversity, Equity, Inclusion and Belonging efforts are described on the City's [website](#) and includes publishing a draft [Diversity, Equity, Inclusion, and Belonging 5-year Roadmap](#) document seeking review before being adopted soon. Currently we are having community conversations about equity, inclusion and belonging but there are no community wide trainings available. We hope to implement such trainings as described in the roadmap document. The roadmap document lists 6 key goal areas, objectives and actions for within the City organization and community regarding:

- Leadership, Operations, and Services
- Plans, Policies, and Budgets
- Workplace & Workforce
- Community Partnerships
- Communications & Education
- Facility & System Improvements

Within the City of Kirkland organization, staff receives ongoing diversity, equity, inclusion and sexual harassment training. The City is in the process of hiring an Equity, Inclusive, and Belonging Manager to help with the implementation of the 5-year road map.

2. **How do you see the comprehensive plan's stakeholder engagement and racial equity work connecting?**

Response: Ideally, there will be a direct correlation between stakeholder engagement and racial equity in influencing Comprehensive Plan policies and regulatory changes related to equity, inclusion and belonging for the future of the city. As described in the RFP, we are looking for innovative ways to engage and listen to all of our community members. Not only is equity and inclusion a key theme for our Comprehensive Plan update from a regional perspective, but also a high priority for the [City Council's goals and work program for 2021-2022](#).

3. **How does the City plan to respond if issues arise out of the engagement or racial equity work?**

Response: Not sure what you mean regarding this question, but as part of the process we will have a community conversation about racial equity issues. See response below.

4. **How does the City intend to use the information/findings of the engagement?**

Response: The City will use the information and findings of the engagement to revise policies in the Comprehensive Plan and changes to development regulations and City processes and procedures.

5. **Who (How?) does the City plan on implementing the engagement, and is there a budget for it? Or is development of an engagement budget part of the scope?**

Response: The City has an overall budget for the Comprehensive Plan update and staff are in the process of allocating the funds for various tasks. The budget for the consultant services described in

## Addendum #1

the RFP scope of work is \$50,000. City staff will implement the community engagement plan developed by the consultant.

- 6. We are having a hard time fitting all of the requested information into the required ten pages – would the City consider increasing the limit to 15 pages?**

Response: Resumes may be excluded from the 10 page limit. We want to retain the 10 page limit.

- 7. Page 10 under submittal requirements and criteria- Could you please explain the difference between section C. Related Experience, and Section D. Statement of Experience? The two sections are very similar and we're unsure how they should differ. Given the tight page limit we want to make sure we're using space effectively.**

Response: Yes, on page 10 the two sections C and D are redundant and apologize for that. For clarification, follow section D and include at least three references and contact information for your experience with similar projects.

- 8. How were the key audiences identified?**

Response: We identified key audiences based on experience with other long range community engagement processes we have completed in the past. Also, there are Growth Management Act requirements, and other regional planning documents (such as Puget Sound Regional Council Vision 2050 Growth Strategy documents, King County Countywide Planning Policies) that require cities to plan for more equitable and inclusive communities. Also, from information contained in the City's draft [Diversity, Equity, Inclusion, and Belonging 5-year Roadmap document](#). We are open to the consultant's suggestions.

- 9. Should the CEP include a demographic analysis or will the City of Kirkland will provide one?**

Response: The City will provide an updated Community Profile with updated demographic information. We are open to the consultant's suggestions.

- 10. Would the selected consultant have access to existing list of DEI contacts (internal and partners) for review and to make additional suggestions?**

Response: Yes the City will share what we have and know and look for additional suggestions from the consultants.