REQUEST FOR PROPOSALS

Collaborative Community Solutions for Improving Air Quality in east Yakima and Ellensburg

Overview

Community Systems Solutions (CSS) is seeking a college, university or other educational organization to support a collaborative community engagement initiative in Ellensburg and Yakima, Washington. This effort aims to identify priority air pollutant emissions reduction projects in these communities.

CSS invites proposals and pricing quotes for either the full scope of services outlined below or specific service elements, based on the responder's expertise and capabilities.

Proposal Submission Deadline

This RFP closes at **5 p.m. PT on Friday, March 21, 2025**.

CSS intends to select a responder who demonstrates the necessary expertise and qualifications to perform the required services at a fair and reasonable cost. However, CSS reserves the right to enter into agreements with qualified respondents at any time while the RFP remains open and to decline entering agreements if no proposals meet our needs.

Selection Criteria

Proposals will be evaluated based on the following:

1. Ability to meet the requirements outlined in the scope of services.

2. Qualifications, professional experience, and skills of proposed personnel.

3. Proposed fee structure and overall cost of services.

PROJECT OVERVIEW

CSS is a nonprofit committed to socially and environmentally responsible community and economic development. Our clients include state and local governments, nonprofits and trade organizations. More information about CSS can be found at https://communitysystemsolutions.com.

CSS has been awarded two Air Quality in Overburdened Communities Grants from the Washington State Department of Ecology. These grants fund:

 1. **A robust community engagement process** to collaborate with residents of Yakima and Ellensburg–communities that are disproportionately impacted by air pollution–to identify priority air pollutant emissions reduction projects.

 2. **The development of a plan and design** for at least one air pollutant emissions reduction project in each community.

CSS will lead the project and seeks an educational partner to provide student and faculty support for both the community engagement process and the development of emissions reduction plans in each community.

RFP SCOPE OF SERVICES ELEMENTS

The RFP response should include all or some of the following specific scope of services, based on the responder's expertise and capabilities:

1) Student and Staff Participation
    a) Provide student participants as interns.
    b) Provide staff participants to help guide students and/or offer support services
2) Venue Coordination
    a) Identify potential venue spaces (CSS will be responsible for booking identified venues).
3) Survey Development and Coordination
    a) Collaborate with CSS to develop survey content.
4) Student Leadership Recommendations
    a) Recommend student leads for the following activities:
        i) Community and government team meetings
        ii) Compilation and analysis of community surveys
        iii) Project research
        iv) Development of project reports
5) Project Coordination with CSS on the following deliverables:
    a) Assist in identifying community-driven projects aimed at reducing criteria air pollutant emissions and protecting public health.
    b) Compile a list of proposed air quality (AQ) projects from previous reports and documents
    c) Facilitate the identification of the top ten AQ projects based on community input
    d) Develop an implementation plan and design criteria for air pollutant emission reduction projects, with a focus on mitigating unregulated sources of air pollution
6) Reporting and Documentation
    a) Work with CSS to produce progress reports and a final report documenting project activities, findings, and outcomes.

Project TIMELINE

March - May 2025: Public meetings, including. dedicated sessions for this initiative and presentations at existing meetings hosted by local governments and community organizations.

June 2025: final report submission.

COMPENSATION

Students: Paid for time spent on project-related activities within scope of work.

College/University Programs & Faculty: May receive compensation for associated costs and time spent on project activities.

Proposal Submission Requirements

Please include the following in your response:

1. Contact Information - Name, title, email, phone

2. Institutional & Departmental Background - Areas of specialization relevant to this project.

3. Scope of Services - Specify which services from the RFP you can provide. .

4. Pricing & Fee Structure - Cost estimates for proposed services.

5. Project Timeline - Availability and ability to perform the services and meet project deadlines.

RFP CONTACT INFORMATION

All questions and proposal submissions should be directed to:

Mike Bahr

 CEO, Community System Solutions

mike.bahr@cssgrants.org

RFP posted February 19, 2025.