



RFP for Community Engagement Services

Responses to questions submitted by March 28, 2025

1. **Question:** Do you have community ambassadors identified so far, or an audience of community partners to find them in mind?

a. **Answer:** The City has not identified specific community ambassadors. However, the City of Bellevue has established relationships with community partners and community organizations through past engagement efforts and established bodies, like the Bellevue Diversity Advantage Network and Centering Communities of Color. The selected consultant will be able to utilize this network to identify and recruit potential facilitators, with a focus on relationships that will be able to reach those underrepresented in engagement.

Those underrepresented in engagement correlate largely with those most impacted by housing issues in the Puget Sound region including, but not limited to, renters and non-white residents (especially Black/African American and Latino/a/x communities) but also youth and young adults and foreign-born individuals (immigrants and refugees).

2. **Question:** Do you have the number of how many community facilitators are to be trained in mind?

a. **Answer:** While the City is open to alternate proposals, a consultant should aim to engage between six to ten facilitators who would be able to reach different underrepresented populations. The City anticipates each facilitator will conduct multiple engagements, the number of which is to be determined with the selected consultant.

3. **Question:** As we read the RFP, identifying, recruiting, and training community facilitators must take place in two months, May - June. That is a very tight timeline, can you shed more light on the timeline you envision and any flexibility you have?

a. **Answer:** The City has the ability to be flexible with the timeline as long as the outlined tasks are completed no later than August 4, 2025. The original timeline was established in order to maximize the time for engagement

before the end of the school year and summer holiday. If consultants do not believe that the tasks outlined can be accomplished within that timeframe, the City encourages proposals for an accomplishable timeline that concludes no later than August 4, 2025.

4. Question: The RFP describes the consultant as assisting in developing a training program for *community facilitators* to facilitate conversations with the members of the Bellevue Community who are underrepresented in public participation processes. Are you interested in receiving proposals from consultants who, themselves, could facilitate those conversations with underrepresented members of the community?

a. Answer: The project aims to build capacity within the Bellevue and East King County community and to expand relationships with community partners and ambassadors through training and resources. As such, the City is not interested in consultants facilitating conversations solely themselves. The project team may consider limited consultant facilitation in cases where the consultants have existing relationships with underrepresented members of the community.

5. Question: Would you consider dividing the project resources among multiple consultants?

a. Answer: The City will accept proposals that include a subconsultant within the proposed budget. Given the limited budget and timeline, the City will not contract directly with multiple consultants.

6. Question: Is there any flexibility in the timeline? Could some of the facilitated conversations occur in July?

a. Answer: The City has the ability to be flexible with the timeline as long as the outlined tasks are completed no later than August 4, 2025.

END