



Request for Community Engagement Services

The City of Bellevue's Environmental Stewardship Initiative (ESI) team is seeking community-based organization(s) (CBO) to assist with outreach and engagement for the [Sustainable Bellevue Environment Stewardship Plan Update](#). The [Sustainable Bellevue Plan](#) is a strategic roadmap for climate action and sustainability originally adopted in 2020 and based on a framework of five focus areas with short-term and long-term targets.

In 2024, the Environmental Stewardship team is beginning our regular five-year update process to ensure the Sustainable Bellevue plan continues to fit the needs of our community and shape the sustainable future for decades to come. The plan update is expected to launch at the end of October and conclude in the fall of 2025. The 2026-2030 Sustainable Bellevue Environmental Stewardship Plan will guide climate action and sustainability planning in Bellevue for the next five years, including strategies to prepare the city and community for climate impacts and ensure that the city's most vulnerable residents have access to climate resilience programs.

The community-based organization(s) will assist in reaching members of the Bellevue community who are underrepresented in public participation processes. The CBO(s) will work with the ESI Team in a convener capacity to co-design engagement events or opportunities for underrepresented communities¹. The ESI team is soliciting proposals for the following Scope of Work:

- Meetings with ESI staff and sustainability stakeholders to understand engagement objectives and engagement topics and questions.
- Co-designing, with ESI staff, two engagement events or opportunities that serve underrepresented communities and members served by CBO and partner organizations. These events or opportunities may be standalone events or be incorporated into existing programming. CBOs are encouraged to include partner organizations in events and planning, if relevant to the co-designed engagement model. The city would like the first engagement opportunity to occur in the

¹ Underrepresented communities include communities whose representation in decision-making processes is disproportionate to their presence in Bellevue as a whole. Underrepresented communities face barriers to participation in the public process, including language barriers, lack of information about the public participation process, lack of trust in institutions, lack of access to decision-making tools, and more. These barriers to public participation are the result of systemic exclusion from the decision-making process and historical and ongoing harm to communities or community members by public institutions.



January—February 2025 timeframe and the second engagement opportunity in the March–April 2025 timeframe.

- Organizing events or other engagement opportunities, including coordinating logistics, securing an appropriate event space, and coordinating food and refreshments that meet cultural and dietary needs of communities served.
- Promoting events or engagement opportunities and coordinating attendees, including gathering community members' attendance, sending reminders, and confirming attendance for both events.
- Facilitating events or engagement opportunities as a co-host.
- Coordinating follow-up communication from ESI team to share next steps with CBOs and community members.
- Reviewing translated materials for accuracy and relevance to community if applicable.
- Completing a brief final report on the events and engagement using a template provided by the ESI team.
- Other tasks as determined by the CBO and ESI team, such as promoting other ESI outreach surveys and materials to CBO lists, etc.

Budget & Proposals:

Please send brief proposals outlining community engagement services and activities not-to-exceed \$9,000 total, including potential compensation for partner organizations and participants, to Sofia Fall, Sustainability Program Coordinator, at sfall@bellevuewa.gov. Questions may be sent to sfall@bellevuewa.gov by October 15 at 6:00pm. Responses to questions will be circulated and posted at www.bellevuewa.gov/Environment on October 16.

Please send proposals by **6:00pm on October 25**.

Proposals should be no more than five (5) pages and include:

- A brief overview of the CBO's mission, regular programming, history of serving underrepresented communities, and target community or communities served
- Approach to the scope of work



- Relevant experience convening community meetings and organizing events
- Budget
- List of project personnel and roles

Proposers are welcome, but not required, to use the Proposal Template provided to complete their proposals.

Proposals will be selected based on:

- Strength of proposed approach (50%)
- Relevant experience serving as a community convener (15%)
- Demonstrated history of serving underrepresented communities (25%)
- Budget—value for money (10%)

In addition to supporting engagement for the Sustainable Bellevue Plan update, this effort is intended to help build capacity with CBOs in Bellevue to support engagement and collaboration for future city initiatives. Proposers may also highlight how this opportunity will help the organization build capacity to better serve their community.

Interested CBOs are encouraged to attend an [informational session from 12:00-1:00pm on Thursday, October 17 at Bellevue City Hall](#) to meet the ESI team and ask questions about the opportunity. If a CBO is interested in this opportunity, but not sure if they are a good fit, you are encouraged to reach out to Sofia Fall (sfall@bellevuewa.gov) with any questions.