

**Request for Proposals**  
**Fossil Fuel Transition Study**  
**RFP Release Date: Thursday Jan 22, 2020**  
**Proposals Due: Thursday Feb 20, 2020**

## Background

The Office of Economic Development (OED) is implementing an Inclusive Economy Agenda. This mission rests on three OED competencies to serve underserved populations: building self sufficiency and improving access to employment, family-wage job and wealth creation, and capacity-building for neighborhood resilience in the face of displacement. These three competencies, in turn, are reflected in various office programs: workforce development and training, small business support and technical assistance, industry cluster development, and neighborhood business district support.

Seattle's leadership is committed to move beyond incremental change and fundamentally reshape our building and transportation systems for a fossil fuel-free future which will effect current and future employers and employees. Recent commitments include:

- The Mayor's Green New Deal ([Executive Order #2020-01](#)) requires the City to engage with local businesses, workforce development organizations, and the labor community to identify and strengthen pathways to economic opportunity for those workers most impacted by the transition to a clean economy and to ensure workers are well matched to jobs created by emerging clean industries.
- Resolution 31895, adopted by the City Council in August 2019, established a goal of making Seattle climate pollution-free by 2030, and committed the City to ensuring a just transition for workers whose jobs currently depend on the fossil fuel industry.
- Starting in September 2020, residential heating oil in Seattle is subject to a tax which may affect the heating oil industry as well as open doors to an increase of residential electric HVAC installations and thus, create more green jobs.
- The Washington State legislature recently enacted a bill that requires commercial buildings 50,000 square feet and greater to meet energy reduction targets and upgrade their buildings with energy-saving equipment. Additionally, Seattle's Building Tune-Up Mandate requires that operation and maintenance work be completed to achieve energy efficiency.

2020 is a pivotal year for our City as we strengthen efforts to transition off fossil fuels, however we must understand how the transition off fossil fuels and their industries, lead both by policy and by public demand will affect our current and future workforce. Will employees in fossil fuel industries transition into clean/green occupations? Who will be left out? How do we prevent obstacles for underrepresented populations from accessing relatively high-quality green jobs<sup>123</sup> ? What support do they need?

The City of Seattle's Office of Economic Development seeks to clearly understand the employment and business impacts, including how many and what types of jobs in the region currently support the fossil fuel industry and what specific resources or actions will be required to achieve a just transition to clean jobs. Deliverables provided by this body of work will inform OED's industry cluster development strategy, a separate body of work to determine how to actively grow Seattle's clean energy industry.

## Timeline

### RFP Released

January 22, 2020

### Question Period 2020

January 22, 2020 - February 13,

Between January 21, 2020 - February 13, 2020, you may submit questions to [stephanie.gowing@seattle.gov](mailto:stephanie.gowing@seattle.gov) related to the application and process.

Questions and answers will be posted on OED's website: (<http://www.seattle.gov/office-of-economic-development>)

### Proposals Due

February 20, 2020

Proposals must be emailed to [stephanie.gowing@seattle.gov](mailto:stephanie.gowing@seattle.gov) by midnight on February 20, 2019.

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<sup>1</sup> <https://www.usenergyjobs.org/2019-state-reports>

<sup>2</sup> <https://www.brookings.edu/research/advancing-inclusion-through-clean-energy-jobs/>

<sup>3</sup> <http://laborcenter.berkeley.edu/pdf/2017/Diversity-in-Californias-Clean-Energy-Workforce.pdf>

## Award Notification

February 26, 2020

## Opportunity

Addressing the climate challenge means more than simply mitigating environmental impacts of our economic and energy systems. It means rebuilding those systems to deliver sustainable prosperity—economic health that works for a long time and for a lot more people. This transition won't be easy or quick. It's a huge social and economic shift, and that poses challenges, particularly for those who live closest to the economic margins and those who rely on fossil fuel industries for work. We need more information to help with understanding this challenging transition: How many jobs in the region currently depend on the fossil fuel industry? What specific types of jobs by sector, supply chain and/or verticals exist? What resources or actions will be required to achieve a just transition; What recommendations exist to increase future clean energy jobs and deploy these actions? Concurrently, what opportunities might await these workers, especially opportunities being driven by City and WA State policy? For example, Seattle Public Utilities (SPU) Rainwise Program is actively recruiting and training workers to meet the workforce demands of their program, and Seattle City Light retrained an entire cohort of meter readers; what lessons were learned from this transition?

Seattle's Office of Economic Development (OED) seeks to: (1) understand the potential impact to workers as the City acts to reduce reliance on fossil fuels; (2) analyze where job growth is anticipated in clean energy, transportation electrification, and related industries; (3) analyze growth occupations locally that might utilize the overlapping skills and competencies of these workers; and, (4) the implications of the above for skills and workforce development policy/programs.

Specifically, OED seeks a contractor or organization to:

- 1) Conduct an analysis of jobs and wages of those directly employed by the fossil fuel industry as well as related industries. Create a forecast of regional job growth leveraging existing work, such as Brookings' analysis on the 320 unique occupations spread across

three major industrial sectors, and taking into consideration automation and the future of work.

2) Identify current clean energy industry companies in the Seattle and interview them using a modified version of OED's business interview template to gather information such as, expansion opportunities, barriers to growth, workforce needs, supply chain opportunities, etc.

3) Conduct interviews, surveys and/or focus groups with key stakeholders, including fossil fuel companies and supply chains, labor unions, workforce training providers, and business associations impacted.

4) Provide recommendations for strategies and metrics that the City and its partners can implement to:

(a) ensure a just transition for workers, with a particular focus on how to best equip workers with the necessary skills to move from jobs reliant on fossil fuels to jobs in the clean energy sector;

(b) accelerate and expand job growth in the clean energy sector; and,

(c) ensure that jobs created are family-wage jobs.

### **Projected Deliverables Include:**

- A written analysis leveraging stakeholder engagement results (business surveys, interviews and/or focus group information) with recommendations
- Presentation on project progress to City team
- In-person bi-monthly check-ins on status of project at the Office of Economic Development (700 Fifth Ave, Suite 5752, Seattle), receiving feedback on draft deliverables such as inclusive stakeholder engagement plan, metrics, and analysis gaps
- 1-2 briefing/feedback sessions with fossil fuel industry on draft workforce business planning recommendations
- Slide deck to present research findings to Mayor, City Council and community.

## **Process and Timeline**

Please submit the application in Word or PDF by February 20, 2020 at midnight. Proposals should be submitted to Stephanie Gowing, Green Business Advocate – [stephanie.gowing@seattle.gov](mailto:stephanie.gowing@seattle.gov). A small review panel will review and score proposals using the criteria listed below. Applicants will be notified on February 26th of award status.

**Criteria:**

- Experience in subject matter(s)
- Understanding of services to be provided
- Project approach
- Satisfaction of clients/end users
- Value of proposed services and cost

Applications should not exceed seven to ten (7-10) pages including the budget. Please provide the following information in your application:

1. Organization Name, Contact, Mission and brief description of relevant services and analysis and their outcomes.
2. Detailed description of approach, process, model, timeline and activities to support the analysis.

**Key Events and Dates:**

Key Event	Date
Application Submitted	Thursday Feb. 20 <sup>th</sup> 2020
10 min presentation on proposal*	Friday Feb. 21 <sup>st</sup> 2020 1-2pm @ Seattle Municipal Tower
Award Notification	Wednesday Feb. 26 <sup>th</sup> 2020
Scoping and Contract Negotiations executed	Wednesday March 11, 2020
Feedback session(s) with effected industry	Week of May 4 <sup>th</sup> 2020
Presentation on draft findings to City team	Thursday May 28 <sup>th</sup> 2020
Final analysis complete	Monday June 19 <sup>th</sup> 2020

\*may not be required, but please hold date if so.

**Contracts:**

If awarded, grantees will swiftly work with OED to enter into contract negotiations to refine the scope of work, project milestones and outcomes. Activities may begin once the contract has been fully executed. The City of Seattle retains the right to reject any responses and is not required to award any funds if, in its opinion, the response failed to meet its requirements.

## Protest Procedures

In the event that an unsuccessful RFP respondent wishes to protest the selection of a successful respondent, they must do so by submitting in writing the reason for the protest to the Director of OED. Any such protest must be received within three (3) business days of receipt of notification of the successful respondent.

The decision of the Director will be final and conclusive unless the respondent affected makes a written request for reconsideration by the Director. Such a request must be received within three (3) business days after receipt of the Director's decision. A request for reconsideration will be denied unless the respondent affected shows the request is based on information that was not available prior to the protest. The Director shall consider all the facts available and issue a decision within five (5) business days after receipt of the request for rehearing, unless additional time is necessary, in which case, the affected respondent will be notified of the delay.

## Women and Minority-Owned Business Use Requirements

There will be no Women and Minority-Owned Business (WMBE) set-aside requirements on the resulting contract. However, in accordance with the Seattle Municipal Code 20.46A, the selected contractor will be required to make affirmative efforts to utilize WMBEs in performing the contract, whether as subcontractors, suppliers, or in any other capacity. The selected contractor must also comply with affirmative action and equal employment opportunity provisions mandated by SMC 20.44.

## Fair Contracting Practices Ordinance

The selected contractors will be required to comply with the Fair Contracting Practices Ordinance of the City of Seattle (Ordinance 119601), as amended. Conduct made unlawful by that ordinance constitutes a breach of contract. Engaging in an unfair contracting practice may also result in the imposition of a civil fine or forfeiture under the Seattle Criminal Code as well as various civil remedies.