



REQUEST FOR PROPOSALS

*The University of Washington (UW) is now accepting proposals from cities, counties, special districts, and regional partnerships to be the municipal partner host for our Livable City Year (UW LCY) Initiative. This Request for Proposals is for municipal entities interested in hosting the UW LCY program for the 2017-18 academic year. We will partner with one municipal applicant, which will benefit from 40,000- 80,000 hours of research and study by University of Washington students and faculty members from a variety of disciplines, working to advance goals identified by the partner tied to livability, environmental sustainability, economic viability, and social equity, inclusion and access. The municipal partner must be prepared to support the effort through staff time and financial support. The deadline for proposals is **February 15, 2017**.*

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GETTING STARTED

- 1) Let us know that you are interested as soon as possible so we can begin discussion. Letters of Interest may be sent to UW LCY at uwlcy@uw.edu.
- 2) Compile and complete your 2017-18 UW LCY proposal. Feel free to consult with us as much as needed as you build your proposal. More information about the UW LCY can also be found online at <http://lcy.uw.edu>.
- 3) Submit the completed proposal to uwlcy@uw.edu by February 15, 2017. The UW LCY selection committee, comprising faculty, staff, and students from UW and previous partner cities, will select the 2017-18 partner by March 6, 2017.



PROGRAM OVERVIEW

The UW Livable City Year program is a cross-campus, cross-disciplinary, and community-engaged initiative that engages faculty and students with one city, county, special district, or other municipal partner for one academic year to take on projects fostering livability, including UW LCY focus areas of environmental sustainability, economic viability, population health, and social equity, inclusion and access, within the partner community. The program is led by faculty directors [Branden Born](#) with [The Department of Urban Design and Planning](#) and [Jennifer Otten](#) with the [School of Public Health](#), in collaboration with [UW Sustainability](#), [Urban@UW](#) and the [Association of Washington Cities](#), and with foundational support from [Undergraduate Academic Affairs](#) and the [College of Built Environments](#).

The selected municipal partner will work with UW LCY to identify a selection of projects that UW LCY faculty and students might address through classrooms and project-centered courses during the UW academic year (late September-mid June). Projects could involve applied research, policy or design proposals, design and implementation of a new initiative or campaign, and/or could include the following topics or methodologies:

- Developing policies or programs to promote social equity, economic prosperity, and ecosystem resilience
- Increasing connections with marginalized communities
- Water quality improvement
- Civic engagement and public input
- Urban reuse and redevelopment
- Assessment of healthy and resilient communities
- Rural area growth planning and preservation
- Food access and nutrition
- Place-based economic development
- Transportation planning and multi-modal systems
- Public infrastructure and facilities improvements
- Energy incentives and efficiency measures
- Population health and healthcare
- Parks and public spaces
- Public relations and fundraising
- Economic or feasibility projections

Faculty teaching UW LCY courses and their students will use a variety of approaches to examine problems, research best practices and existing needs/assets, identify successful benchmarks, engage community members and stakeholders, pitch new ideas and strategic approaches, and propose a variety of potential solutions. Municipal partners will work with faculty and connect with students throughout the quarter based on the needs and deliverables of the project.

Each project culminates in a final report delivered to the municipal partner after completion of the course. Additionally, UW LCY partnerships involve an initial kick-off event, an end-of-year wrap-up showcase and celebration, and regular project meetings with the partner community. The partnership will be publicized throughout the year through University and community press, highlighting project progress and partner engagement. These efforts provide avenues for community and stakeholder engagement, as well as recognition of the positive work happening in the partner community.

The partnership is possible through financial support by the municipal partner. This commitment varies based on the size and scope of the partnership, number of projects involved, and associated programmatic, materials, operational, and travel costs. (See the **EXPECTED FINANCIAL SUPPORT AND STAFF RESOURCES** section for further information on estimated financial support required.)



WHAT IS A LIVABLE CITY?

UW LCY is committed to partnerships for livable cities. We see livable cities as creative, strategic, purposeful, and resourceful, and driven by long-term commitments to safeguard natural resources, economic opportunities, and social equity for future generations within the region. This level of dedication is reflected in their approaches to land use, economic opportunity, transportation, infrastructure, the arts, real estate, education, population health, healthcare, food systems, and communication.

Livable cities work closely with regional partners to connect local efforts to a larger community vision for the good of the region. They invest in local commerce, and in doing so feed wealth back into their communities. They increase opportunity for community members across lines of race, class, age, gender, and ability, and retain the talents of a diverse workforce. In creating equitable access to quality education, jobs, and healthcare, they secure the wellbeing and human dignity of their populace.

Livable cities nurture a diversity of individuals, identities, and perspectives, and enjoy the benefits of strong social fabrics. They protect their ecological assets from destruction or degradation, promote renewable energy solutions, and practice sustainable development. These communities observe a long-term commitment to their people, opportunities, and places, and are resilient to the multitude of challenges facing our modern world.

UW LCY is founded upon the idea that universities and communities can work together to improve the health and vitality of their regions. By leveraging cross-disciplinary research and scholarship, community dialogue, human capacity, and innovation, municipal and university partners collaborate toward the pursuit of wiser, more vibrant, livable cities and communities.

BENEFITS OF PARTICIPATION

With a scholarly and impact-oriented focus on livability, environmental sustainability, economic viability, and social equity, inclusion and access, UW LCY provides a variety of benefits to municipal partners. These include:

- A plethora of creative **ideas, design plans, and policy recommendations** that will energize community leadership and members around projects tied to partner goals. Often student-faculty teams can consider a variety of innovative approaches that are sometimes unavailable to municipal partners or consultants due to constrained staff capacity, limited project budgets, or a restrictive political climate.
- **Insights** from faculty across disciplines with first-hand knowledge of leading-edge research and practices.
- The opportunity to **pilot or test out** concepts and options for projects prior to making larger commitments to specific pathways.
- Greater access to tools and resources to support **data-driven decision-making**.
- Expanded **opportunities for meaningful dialogue** with community members, fostering a culture of collaboration.
- Press releases and word-of-mouth **publicity** across the campus and community around forward-thinking, innovative university-community partnerships.
- Opportunities to **network** with talented young professionals soon to be entering the workforce.



HOW PROJECTS ARE ADDRESSED

UW LCY works to find innovative ways for faculty and students to address the projects of the municipal partner, within focus areas of livability, environmental sustainability, economic viability, and social equity, inclusion and access. In many cases projects are paired with one of the following types of courses:

- 1) A standard enrollment course specializing in a field of study related to the project. These courses will be taught by a faculty instructor, and are typically composed of anywhere from 10-50 undergraduate or graduate students. The courses may be entirely or partially dedicated to the project. This option is most suitable to projects that could benefit from a variety of different ideas and perspectives grounded in disciplinary or interdisciplinary theory, or large projects that need to be divided into subcomponents.
- 2) An independent study course in a field of study related to the project. This course format will entail a faculty-recommended upper-level undergraduate or graduate student or small group of students working under the close supervision of the faculty instructor in the discipline to complete the project. This format is most appropriate for small-scale projects, or to take on a single component of a large project.
- 3) A research team of 2-4 faculty-recommended students from one or more relevant disciplines. Students could be upper-level undergraduate or graduate. The course will be entirely dedicated to the project, and will be guided by a faculty instructor in a discipline related to the project. This format is flexible to a range of projects.

Faculty and municipal partners will work together prior to the start of the quarter to complete a Scope of Work for each project, defining the nature, parameters, and additional deliverables of the project as well as the roles and responsibilities of the faculty instructor, students, and municipal partner.

While most UW LCY courses will spend considerable time engaging with municipal and community stakeholders, they will also engage in extensive “behind the scenes” reflection under the guidance of their faculty instructors. Reflection is intended to stimulate inquiry, connect knowledge across disciplines, test assumptions, and ultimately enhance the value of both student learning and scholarly output.

Each project will culminate in a written report capturing all aspects of the project and process over the quarter. The report will include a detailed description of the project; an overview of contextual research or benchmark results; an explanation of inquiry, investigation, or implementation methods; a detailed description of student proposals; an overview of community feedback or stakeholder reactions; a description of process or design modifications informed by stakeholder feedback; and a comprehensive set of recommendations for addressing the problem over the short- and long-term.

Most courses will also include one or more student presentations, which can serve as opportunities for students to pitch ideas to municipal and community stakeholders and incorporate recommendations into their work products.



TIMELINE FOR PARTNER SELECTION AND PROGRAM IMPLEMENTATION

UW LCY projects are connected to UW academic courses; therefore it is critical that projects accommodate quarter timeframes (approximately 10 weeks per quarter). UW quarters run late September to mid-December, January to mid-March, and late March to mid-June.

We invite cities, counties, and special districts interested in proposing a partnership to contact us as soon as possible so that we can begin dialogue and field questions prior to application. Letters of interest may be directed to uwlcycy@uw.edu.

Proposed dates associated with the 2017-18 academic year are as follows:

- **February 15, 2017:** Municipal partner applications due.
- **March 6, 2017:** Selected municipal partner notified.
- **March 6, 2017:** Public announcement of 2017-8 UW LCY municipal partner.
- **March, 2017-March, 2018:** UW LCY and municipal partner matches projects with academic courses and faculty throughout the academic year. UW LCY staff, faculty instructors, and municipal partners develop scopes of work for each project-course match, meeting with community partners and other stakeholders as applicable.
- **June, 2017:** UW LCY and municipal partner sign contract. Scopes of work for each project-course match will be appended to the contract throughout the year.
- **October-December 2017:** Fall quarter classes work on UW LCY projects.
- **February 2018:** Written reports delivered to municipal partners for Fall quarter courses.
- **January-March 2018:** Winter quarter classes work on UW LCY projects.
- **April 2018:** Written reports delivered to municipal partners for Winter quarter courses.
- **March-June 2018:** Spring quarter classes work on UW LCY projects.
- **July 2018:** Written reports delivered to municipal partners for Spring quarter courses.

PROPOSAL COMPONENTS

Municipal partner UW LCY proposals should be no more than 3000 words, and include the following components:

- **Point of Contact and Departmental Involvement:** Please provide the name of the organization, the City / County / District Manager's name, and the name and contact information (email, phone, mailing address, department, and staff role) of the primary contact person for your proposal. Please include a list of identified or proposed departments or agencies that will be involved and briefly describe their roles.
- **Representative Project List:** Please provide a summary listing of proposed potential projects—this does not need to be comprehensive, but should demonstrate the breadth and scope of the proposed partnership. Summaries should briefly describe the project in 1-2 paragraphs, including the project's impacts in one or more of the UW LCY focus areas (livability, environmental sustainability, economic viability, and social equity, inclusion and access) and the designated Project Lead for the project. (Example Project Summaries from the pilot year can be requested—see **IDENTIFYING APPROPRIATE PROJECTS** section.)
 - **Example project summary:** Plan and design environmentally friendly re-use and redevelopment of a public housing site in a way that integrates an adjacent affordable housing complex, a sustainable stormwater management system, infill development, and the community at large. Expected impact: economic development, active transportation, and water quality. Staff contact: Jane Doe, Economic Development Department.



- **Details of Each Project:** Following each project's summary, please describe relevant details for the project as feasible. We welcome you to contact UW LCY to discuss how detailed these descriptions need to be. It is expected that the projects will be further defined and refined with UW LCY in the course of the partnership; however, available information about the project location (if applicable); specific questions or procedures that students could focus on; suggested deliverables from UW LCY courses, up to the completion of the entire project; and/or the role of community or partner organizations will serve to further clarify the projects and the proposed partnership.
- **Community Engagement:** Please describe how you plan to engage relevant community/ies in processes of defining, informing, or addressing the project. Please include a list of identified or proposed community groups or organizations and specific ways in which they might be involved.
- **Letters of Support:** Please include letters of support from leaders such as the City / County / District Manager, the partner's elected governing body, identified or proposed partner or community organizations, and identified or proposed funding sources, as applicable.
- **Other Resources:** If you have an action plan, strategic plan, or other adopted document showing the partner's commitment to the UW LCY impact areas, you may want to include or reference this document in your proposal.

IDENTIFYING APPROPRIATE PROJECTS

UW LCY partnerships span an academic year, and include three quarters. The projects within the partnership will begin October 2017 and will conclude in July 2018. UW LCY recommends that municipal partners plan to identify around 20-40 projects for which they would like course engagement. UW LCY program staff will match 15-25 municipal partner projects across the year. Having a greater number and range of project options allows for a more selective process in matching projects. UW LCY can provide a list of potential projects from our past partner, for reference.

UW LCY projects can be matched with courses across a wide range of disciplines, including, but not limited to, the following:

- Architecture
- Business
- Communications and Marketing
- Economics
- Environmental Studies
- Engineering
- Food and Nutrition
- Geography
- Health Sciences
- Information Sciences
- Landscape Architecture
- Law
- Nursing
- Policy
- Public Health
- Sociology and Social Work
- Transportation Engineering
- Urban Planning



Projects should be adequately funded, have sufficient staff time and resource capacities to host the partnership, should be compatible with the UW quarter schedule (or should be able to be phased out accordingly), and should be strongly supported at the city/county/district executive leadership level. (See the **EXPECTED FINANCIAL SUPPORT AND STAFF RESOURCES** section for further information on expected financial support and staff capacities.)

Contact us at uwlcycy@uw.edu if you would like access to the list of potential projects for the 2016-7 pilot year with Auburn, Washington. While the projects listed demonstrate a sampling of what the UW LCY could offer, the possibilities are endless. We encourage applicants to consider their unique contexts and, if applicable, major changes happening in and around their areas. Projects that have been “stuck” for some time or those in need of creative, data-driven solutions may be fruitful matches with UW LCY courses. Additionally, projects that are plugged into the larger efforts and priorities of the community have been found to get the most leverage and create the greatest impact.

EXPECTED FINANCIAL SUPPORT AND STAFF RESOURCES

Municipal partners will need to ensure that staff capacity and funding is available to support the partnership. Total support of the program may range from \$200,000 to \$350,000 depending on the size and scope of the partnership. Funding covers staff coordination and support; certain materials or equipment associated with the projects; student and faculty site visits to the partner community; created materials for display; coursework produced by students; and compilation, printing, and distribution of final reports.

UW LCY will work with municipal partner applicants to develop a budget for the academic year, and municipal partners will have the opportunity to set a maximum total cost. Larger communities should expect a higher cost than smaller communities due to the increased project load and the operational capacity needed to make the program impactful. Partners usually fund projects through a combination of sources including departmental budgets, project budgets, cost sharing with community partners, and/or grants. In future years we hope to explore a shared-cost model so that partners challenged with funding constraints may be able to participate.

A critical element of a successful UW LCY partnership is staff involvement. It is recommended that municipal partner applicants have at least one staff champion for UW LCY, such as a city/county/district manager or other person positioned to direct and motivate staff to participate in the partnership. Municipal partners will also be asked to identify a UW LCY Municipal Coordinator to serve as the primary liaison to UW, as well as a specific Project Lead for each project.

UW LCY Municipal Coordinator

The UW LCY Municipal Coordinator should be a municipal staff person who will be the primary program coordinator for all UW LCY projects operating under the municipality. This person will serve as the primary liaison to the UW LCY program, and will work closely with the UW LCY Program Manager throughout the partnership year to oversee administrative aspects of the program, support project-level partnerships, and ensure the overall quality of the partnership. The Municipal Coordinator will need to be able to maintain close communication with municipal staff and UW faculty involved in each project, and to be closely acquainted with each project. In addition, before the start of the academic year, UW LCY and the Municipal Coordinator will partner to compile and provide relevant documents such as prior concept plans, annual reports, budgets, vision documents, datasets, GIS maps and layers, computer-aided drawings, aerial photographs, and/or other historical or contextual information. The Municipal Coordinator should be able to commit an average of 20 and up to 40 hours per week to the program, depending on the number of UW LCY projects the municipal partner is engaged in each quarter.



Municipal Project Leads

Each UW LCY project will need a designated Municipal Project Lead. This person will work closely with the corresponding faculty instructor throughout the duration of the project to compile the Scope of Work and see the project through its implementation. This includes supplying faculty and students with data, context, and feedback necessary for the project; connecting them with relevant stakeholders; accompanying students on site visits; and participating in reviews of student work. Project Leads should be able to dedicate an average of 4 and up to 10 hours per week per project—recognizing that some Project Leads might be responsible for multiple projects—to project-related work.

PROPOSAL EVALUATION CRITERIA

Proposals should be submitted to uwlcy@uw.edu no later than February 15, 2017. Proposals will be evaluated by a selection committee, comprising UW faculty, staff and students, and city partners, based on the following criteria:

- **Leadership Support:** City/county/district manager and elected officials indicate willingness to provide resources, direct staff capacity, and actively participate in UW LCY courses.
- **Level of Fit with UW LCY Impact Areas:** Proposals include specific goals related to livability; economic viability; social equity, inclusion, and access; and environmental sustainability.
- **Level of Community Support and Engagement:** Proposals have support from organizations or communities such as not-for-profit organizations, transportation districts, school districts, business or professional organizations, research or educational institutions, or community groups. Proposals and/or project descriptions should indicate how these partnerships would function.
- **Real Impact:** Proposals include projects with relevant and meaningful outcomes for your community.
- **Diversity of Projects:** Proposals include a diverse range of projects that invite a variety of perspectives and ideas across multiple academic disciplines.
- **Financial Support:** Financial support for the UW LCY partnership will range from \$200,000 to \$350,000, to support 15-25 projects over the academic year. While we do not ask for a formal commitment of funds at this time, applicants should include a statement indicating expected sources of funding. (Please see **EXPECTED FINANCIAL SUPPORT AND STAFF RESOURCES** for details.)
- **Academic Calendar and Logistics:** Projects are compatible with the UW academic calendar of three, 10-week quarters. (Please see **TIMELINE FOR PARTNER SELECTION AND PROGRAM IMPLEMENTATION** for details.) Some projects may be complex enough to involve multiple courses over two or three quarters.
- **Faculty Match:** Projects are within the capability of UW LCY faculty expertise and curricular requirements. Coordinating with the UW LCY Program Manager as you develop your representative project list will help ensure a strong potential of a faculty match.

ADDITIONAL INFORMATION

Informational Webinar

The Livable City Year team will host a webinar in January to discuss the RFP and answer questions. Please email uwlcy@uw.edu if you are interested.

Contact Information for our Current City Partner

Jenna Leonard, the UW LCY Municipal Coordinator for Auburn, has graciously offered to answer questions about Auburn's experience with the UW LCY. You may contact her at jleonard@auburnwa.gov or (253) 561-1742.

We welcome you to email us at uwlcy@uw.edu and refer to the UW LCY's website, at <http://lcy.uw.edu>. As well, members of the UW LCY Planning Team and participating faculty instructors are available to answer any questions about the program or their experiences.