

PRELIMINARY Scope of WORK

OBJECTIVES

Develop a shared understanding of Olympia's current food system conditions and community priorities through broad, inclusive engagement. Phase I will result in an Existing Conditions and Community Priorities Report that informs Phase II.

TASKS

The preliminary scope of work for the first phase of the plan includes the following tasks:

1. Summary of Tasks, Deliverables and Schedule
2. Assess Olympia's Existing Conditions, Gaps, and Resiliency
 - a. Review relevant City plans, policies, and datasets
 - b. Review regional efforts (including Tumwater and Thurston County)
 - c. Compile and analyze data related to:
 - i. Food production and urban agriculture
 - ii. Food access and food security
 - iii. Healthy food opportunities
 - iv. Food distribution and retail
 - v. Food waste and recovery
 - d. Identify system gaps, barriers, inequities, and opportunities
 - e. Map key assets and service gaps (as feasible within budget)
 - f. Coordinate with regional partners to avoid duplication and align efforts
3. Public and Stakeholder Engagement
 - a. Prepare a comprehensive engagement strategy that includes a plan for engaging historically underrepresented communities
 - b. Conduct community and targeted outreach
 - i. Design and facilitate large-format, inclusive public forums
 - ii. Provide multilingual access and accessibility accommodations
 - iii. Utilize interactive engagement methods (e.g., small groups, visual tools, polling)
 - iv. Develop a community survey
 - c. Identify and meet with key stakeholders
 - d. Interview community-based organizations, producers, and food access providers (avoiding duplication with regional efforts)
 - e. Synthesize engagement findings into prioritized community values and needs

DELIVERABLES (PHASE I)

1. Project Management Plan
2. Public Engagement Plan
3. Existing Conditions Report
4. Community Engagement Summary
5. GIS Maps
6. Asset Inventory
7. Food Systems Assessment
8. Council Presentation

Phase II: Policy Development, Strategy and Plan Adoption

OBJECTIVES

Translate Phase I findings into actionable policies, implementation strategies, and Comprehensive Plan amendments (if applicable).

TASKS (PHASE II)

1. Develop goals, benchmarks and metrics
 - Develop clear and measurable goals aligned with Phase I priorities
 - Align goals with Comprehensive Plan policies
 - Prepare metrics for public facing platforms.
2. Develop Actionable Strategies
 - Identify and prioritize scalable, equity-centered strategies appropriate for Olympia
 - Define prioritization criteria and apply it to proposed strategies
 - Identify short-term and longer-term structural strategies
 - Evaluate governance models (e.g., food policy councils, advisory groups)
 - Identify funding, staffing, and resource needs, including revenue opportunities
 - Analyze economic development opportunities and relevant policy or legislative pathways
 - Align strategies with goals identified in prior phases
3. Develop preliminary plan based on community, stakeholder and staff input, current conditions, vision and goals.
 - Develop presentation materials for Council and Committee meetings. Incorporate data and analysis into graphic and written formats for presentation and discussion with the public, City Council and committees.

- The draft plan will go through Council Committees and to a Council Study Session for feedback.
- 4. Final Plan Development and Adoption
 - Prepare final comprehensive actionable Food Systems Plan for adoption by City Council.

DELIVERABLES (PHASE II):

1. Draft Plan
2. Final Plan
3. Executive Summary
4. Comprehensive Plan amendment language
5. Implementation Matrix
6. Funding Strategy
7. Performance Dashboard
8. Presentation materials
9. Final digital file

PROJECT SCHEDULE

Upon the City's request for professional services, it is expected that the consultant will be able to complete the requested service within 12-18 months. The first phase of the plan is estimated to take approximately 6-9 months. The second phase is anticipated to take an additional 6-9 months, and the project will be completed by December 31, 2027.