



Request for Proposal

to

UPDATE TOWN OF MOUNTAIN VILLAGE
CORPORATE AND COMMUNITY
GREENHOUSE GAS EMISSIONS INVENTORY
AND REPORT

Issue Date: 10/21/19

Closing Date of Submission: 11/13/19

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Introduction and Background

Situated at 9,545 in the heart of the breathtaking San Juan Mountains, Mountain Village was incorporated in 1995 as a home rule municipality. A state-of-the-art gondola transportation system connects the Town of Mountain Village with the Town of Telluride. The total population is approximately 1,425 but, at times, influxes to 20,000 visitors per day. For more information, please visit us online at townofmountainvillage.com.

Environmental stewardship is a high priority for the residents of Mountain Village. In 2008, the Town of Mountain Village adopted its [Zero Waste Action Plan](#) (ZWAP) which outlines the Town's commitments to energy and climate protection, as well as resource conservation and waste management, water management, toxin reduction and community education and engagement.

As a member of the [Colorado Communities of Climate Action](#) (CC4CA), Town of Mountain Village adopted the [CC4CA Policy Agenda 2018-2019](#) in August 2019. This defines greenhouse gas (GHG) reduction targets as more than a 26% reduction by 2025, using 2005 as the baseline year for achieving this goal.

In 2020, we aim Town Council to pass a resolution committing to the [Compact of Mayors](#) and the compliance requirements of that program: 1) creating a greenhouse gas emissions inventory, 2) setting an emissions reduction target, and 3) developing a climate action plan. Participation in the Compact of Mayors will allow us to reexamine our existing targets, adjust if required and make any necessary amendments to our targets to align with current thinking and recent provincial and federal commitments to GHG reductions. It will also allow us to update both our Corporate and community GHG inventories and action plan. The Compact of Mayors also includes an assessment of the community's climate change risk and vulnerability and development of a climate adaptation plan.

Objective

The Town of Mountain Village is requesting proposals from qualified consultants/companies to review our existing GHG reduction targets and establish new targets if necessary, update our Corporate and community GHG inventories and develop a climate action plan while satisfying the requirements of the CC4CA Policy Agenda.

Scope of Work/Deliverables

When this project is complete the Town of Mountain Village will have:

- A clear, concise report that outlines the GHG emissions baseline, targets and reduction plan for the Corporation of the Town of Mountain Village and the community of Mountain Village.
- Green Team Committee endorsement of the baseline, targets and reduction plan.

- Baseline, targets and reduction plan in a complete report ready for Council consideration by summer of 2020. Data and analysis will be comparable to regional data.
- The tools and training needed to fully calculate future emissions in house, or in a cost-effective manner through ongoing consultant support with arrangements to be discussed during contract negotiations if necessary.

The successful Applicant will deliver the following:

a) GHG inventory and forecast

- Update and expand Mountain Village's community GHG emissions inventory following the Compact of Mayors protocols. The inventory would include, at minimum, stationary energy use, transportation energy use (ground and air), waste, wastewater, and fugitive emissions.
- Update and expand Mountain Village's Corporate GHG emissions inventory aligning with the Compact of Mayors protocols. The inventory would include, at minimum, stationary energy use, transportation energy use (ground and air), waste, wastewater, and fugitive emissions.
- Conduct the updated CC4CA and Compact of Mayors compliant inventory in conjunction with the existing Town of Mountain Village community GHG inventory; briefly compare and contrast the two inventories and describe how they fit together.
- Conduct the updated CC4CA and Compact of Mayors compliant inventory in conjunction with the existing community GHG inventory; briefly compare and contrast the two inventories and describe how they fit together.
- Using the GHG calculation protocol required by the Compact of Mayors, measure, report and verify GHG emissions.
- Recommend project scope and baseline year aligned with Compact protocol recommendations, Colorado House Bill 19-1261, CC4CA Policy, and ZWAP.
- Identify the process for data collection and manage that process by providing recommendations to staff on best practices and providing the necessary tools for data management.
- Forecast business-as-usual future emissions based on assumptions about population, economic growth and fuel mix through 2050, including a brief discussion of how the forecast was derived; calculate the percent change in each community sector.
- Provide a summary of data sources, emission intensity values or coefficient values used for all energy types, and any assumptions made with respect to data for both the inventories and forecasts.
- Provide the methodology, tools and training needed for the Town to replicate future GHG inventories at no future cost to the Town or in a cost-effective manner through ongoing consultant support with arrangements to be discussed during contract negotiations if necessary.
- Deliver a detailed inventory data management manual with methodology, emissions factors, framework, and any assumptions associated with the inventories and forecasts, ensuring there is a clear audit trail for third party verification and future inventory replications.
- Benchmark the inventories with other comparable municipalities.

b) GHG Emission Reduction Targets

- Review existing targets and propose appropriate updated Corporate and community GHG emission reduction targets that are challenging, but achievable and verifiable.
- Provide a rationale for recommended targets.
- Express the reduction targets as a percentage increase or decrease from baseline levels by the target year.
- Create targets that correspond to the timelines consistent with Colorado House Bill 19-1261, CC4CA Policy, and ZWAP.
- Provide a summary of all data sources, emission intensity values or coefficient values used, and any assumptions made with respect to data for the emission reduction targets.
- Solicit input on targets from the Green Team Committee.

c) Recommended Actions to Reduce GHG Emissions

- Develop a climate action plan to achieve reduction targets based on what was learned in the inventory, taking into account any existing emissions reduction measures that will continue.
- Develop a list of high potential opportunities for emissions reductions and evaluate the feasibility of those opportunities using key criteria such as emissions reduction potential, co-benefits, implementation cost and funding sources, difficulty, applicability, and implementation timeframe; demonstrate how these activities will make progress towards targets.
- Develop and recommend an outreach and engagement strategy to solicit input on the climate action plan. The strategy should recommend ways to solicit input on existing, proposed and potential new actions from a range of community stakeholders.
- Provide a summary of data sources, emission intensity values or coefficient values used, and any assumptions made with respect to data for the proposed activities.
- Identify how the actions complement existing municipal plans and policies, including but not limited to Town of Mountain Village's adopted CC4CA Policy, and ZWAP.
- The Consultant shall identify potential costs and potential funding sources for the actions recommended in the climate action plan.

d) Other

- Develop the report with engaging design and professional, clear and concise writing that can be read and understood by Council, staff and public.
- Be prepared to present the draft plan to Green Team Committee, and the final plan to Council.
- Submit the final plan in both Word and PDF.
- Report on emerging legislation, policies, GHG reporting protocols or any other new information that could impact the development of the plan; identify opportunities, uncertainties and limitations and suggest process or methodological improvements that could better achieve project objectives.

Proponents should refer to the Compact of Mayors compliance guidance prior to submitting their proposal.

Timeline Deadline

Deadline	Date
Release RFP	10/21/19
Deadline for submission of questions	11/6/19
Distribution of answers to RFP questions	11/11/19
RFP due date (by 5:00 p.m.)	11/14/19
Award RFP	12/20/19
Estimated Project Start Date	1/1/20

Budget

Please provide a lump sum amount necessary to undertake the work outlined above, excluding taxes. Also include who will be undertaking the work, and an hourly rate for each person working on the project. Proponents may choose to split the work into separate components for cost of 1) the inventories 2) the target setting and 3) the climate action planning. Depending on the costs received, the Town of Mountain Village retains the right to reduce or split the scope of work and awarding of associated contracts.

Consultant Qualifications

Proponents are to identify project team members and their role in the project as well as their relevant experience and qualifications. This should include the resumes of all project team members. Additionally, the Consultant shall provide:

- Detailed account of the proposed project manager’s capacity to deliver the project on time and on budget as well as an account of their experience with similar projects over the past three years.
- Organizational experience completing the requirements of the greenhouse gas (GHG) emissions inventories and forecasts, GHG emissions reduction targets, local action plans, Compact of Mayors or similar programs, etc.
- References for three of these types of projects should be included in the proposal, in addition to the duration of the projects and budget.
- Demonstration of knowledge and experience in designing successful and innovative community engagement programs.
- Demonstration of expertise in data research, collection and analysis as well as energy management, conservation, planning, sustainability or related fields.
- Complete organizational summary of all subcontractors to be included in the project team (if applicable) and a clear description of proposed roles and responsibilities.

Submission Requirements

Proposals shall be submitted via email to Zoe Dohnal, Business Development and Sustainability Sr. Manager, Town of Mountain Village at zdohnal@mtnvillage.org, and contain:

- Cover sheet: The cover sheet shall list the name of the Consultant team or individual with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.
- Qualifications: The Consultant qualification information shall include:
 - Professional resume(s) stating qualifications to provide the services described herein. Include number of years in business, number of employees, location of office or offices, names of principals or employees who will complete the services. Provide resumes of all personnel assigned to the project.
 - Provide information on prior experience conducting community greenhouse gas emissions inventories on similar projects in Colorado. Include project name, date, Owner, location of project, budget and scope of work.
 - References (three minimum) identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
 - Provide a project timeline addressing the components outlined in the Scope of Work and Project Deliverables section below. Project kickoff is currently anticipated for **January 2020**.
 - Provide cost proposal with a budget range including a not to exceed amount.
- The maximum length of the Proposal shall be ten (10) pages double-sided in PDF format, exclusive of resumes, references, and documentation relating to project experience.

Evaluation Criteria

Proposals will be assessed against the following weighting criteria:

Criteria	Weight%
Project team qualifications and experience	20
Approach and work plan/understanding of project	20
Cost-effectiveness	20
Quality of proposal	20
Schedule	20

Proposals will be evaluated on the following general criteria:

- The completeness and quality of the proposal relative to the RFP requirements.
- Your company's expertise in preparing GHG inventories, target setting and climate action planning as described in this RFP.
- Quality of past project examples and reference checks.
- Price for your services.

- Low bid alone will not be a basis for award.

Public Appearance

The Applicant may be called to present at a public Council meeting. The Applicant should expect to field and respond to questions from the Municipal Council at this meeting.

Statutory Requirements

The Applicant acknowledges any information or documents provided to the Town may be released pursuant to the provisions of the Colorado Open Records Act

Project Addenda

Addenda may be issued by the Town up to three days prior to the stated deadline for submissions. All addenda become part of the Request for Proposals and must be acknowledged in your proposal.

Proposal Amendments or Withdrawals

Proponents may amend or withdraw their proposal prior to the deadline for proposal submission by submitting written notice to the Business Development and Sustainability Sr. Manager. All proposals become irrevocable after the deadline for proposal submission.

Amendments to proposals after submission will be permitted, prior to the deadline for proposal submission. Amendments are to be endorsed by the same parties who submitted the original proposal. The onus is on the Applicant to ensure timely receipt by the Town of any modifications to what has been proposed.

Proponents may withdraw their proposal prior to a written Notice of Award for the project from the Town. The Applicant will provide written notice of withdrawal.

Proposal Questions

All questions regarding this RFP must be directed to the Business Development and Sustainability Sr. Manager, Zoe Dohnal (zdohnal@mtnvillage.org) at least seven (7) days prior to the deadline for proposal submission. Enquires will be recorded and may, at the Town's discretion be distributed to all known proponents participating in the RFP or form part of an addendum.

Proponents have the responsibility to notify the Business Development and Sustainability Sr. Manager of any ambiguity, error, omission, oversight, contradiction or any item open to interpretation in this RFP, as it is discovered, and to request instruction, a decision, or direction required in preparing their proposal.

Project Timeline Extension

The Town may, by a written addendum, extend the time for the receiving of the responses.

Proposal Acceptance/Rejection and Conditions

The Town will review all submissions and may request additional interviews from the highest-ranking Proponents.

The Town reserves the right at its sole discretion, to award the project in part or in whole to one or more Proponent.

The Town reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion. By submitting a proposal, the Applicant waives any right to contest in any legal proceeding or action the right of the Town to award the project to whomever it chooses, in its sole discretion, and for whatever reasons the Town deems appropriate. Acceptance of a proposal by the Town shall only be through written Notice of Award to the successful Proponent.

Upon award the successful Applicant shall enter into a binding Agreement with the Town in a form acceptable to the Town attorney's office.