

**CITY OF DULUTH
CITIES FOR CLIMATE PROTECTION CAMPAIGN**

REQUEST FOR PROPOSAL

**PROFESSIONAL SERVICES TO UPDATE THE CITY OF DULUTH
GREENHOUSE GAS EMISSIONS INVENTORY**

Issued 5 November 2009

All proposals are due by 2PM, Thursday, December 3rd, 2009.

Purpose:

The purpose of this project is to update the City of Duluth Greenhouse Gas Emissions Inventory and Forecast Report. The City of Duluth will contract for the professional services of a Consultant to update the 2001 Greenhouse Gas Inventory and Forecast Report using 2008 as the base year and 2020 as the target year. The updated inventory will meet requirements for fulfilling the City of Duluth's commitment to the International Council for Local Environmental Initiatives (ICLEI) Cities for Climate Protection Campaign (CCP). The updated inventory will be used to evaluate, monitor and verify progress on work considered and undertaken toward reducing emissions.

Background:

In May of 2001, the Duluth City Council passed a resolution to participate in the Cities for Climate Protection Campaign (CCP) sponsored by the International Council for Local Environmental Initiatives (ICLEI www.icleiusa.org). The City of Duluth joined with over 110 cities in the United States, and more than 500 worldwide, to make a commitment to addressing global climate change at the local level. A Greenhouse Gas Inventory and Forecast Report (hereafter referred to as the 2001 Report) was completed in October 2001 as the first step in the 5 Milestone process outlined by ICLEI for cities participating in CCP. In 2002 Milestone 2 was completed when the Duluth CCP set a reduction target of municipal emissions of 20% by the year 2020.

In December, 2008, the Mayor of Duluth formalized a document defining the structure, organization and guidelines of the CCP Advisory Committee (also referred to in this document as the Committee). This document (attached) outlines the responsibilities of the CCP Advisory Committee and the City in advancing the progress of the 5 Milestones defined by ICLEI in the CCP process.

Scope of Work:

The Consultant will update the 2001 Report using the ICLEI Clean Air and Climate Protection (CACP) Software 2009, Version 2.1 and the ICLEI Local Government Operations Protocol (LGOP) for the quantification and reporting of greenhouse gas emissions inventories, Version 1.0. The CCP Advisory Committee will provide the Consultant with a hard copy and electronic copy of the 2001 Report and an electronic copy of the LGOP. The City of Duluth will provide the Consultant with the CACP software and a hard copy of the ICLEI LGOP.

The Scope of Work will be broken down into three Tasks, defined in this document.

Task 1. Update the greenhouse gas emissions inventory for the 2008 base year;

Task 2. Forecast greenhouse gas emissions for 2020 target year; and

Task 3. Creation of the Report.

Task 1. Inventory

This inventory will be an estimate of emissions from all sources within the City as well as an estimate of the proportional amount of emissions from indirect sources that contribute to air quality within the City of Duluth. Greenhouse gas emissions will be estimated using the categories and assumptions as established in the 2001 Report. The inventory will be conducted using the ICLEI CACP software, and organized and guided by the LGOP.

The emissions inventory will categorize emissions by all sectors as documented in the previous report together with any additional requirements set forth in the ICLEI LGOP. The consultant will compare the categories in the 2001 report to those outlined in the ICLEI LGOP and the CACP Software, noting and reporting any discrepancies to the Committee.

The consultant will provide monthly reports to the Committee on progress made and problems encountered. The consultant will be provided access to member-resources located on the ICLEI website and to ICLEI technical assistance.

Task 2. Forecasting

The consultant will update the greenhouse gas emissions forecast for the target year of 2020, using the ICLEI CACP Software and accompanying LGOP.

The consultant will project greenhouse gas emissions for the target year of 2020 based on the projected growth in population and the projected increase in employment in the region. The consultant will use socio-economic forecasts for the City of Duluth available in 2008.

Task 3. Creation of the Report

The consultant will write the Report according to the format used in the 2001 Report and any other requirements designated in the ICLEI protocol (LGOP). A draft of the new report will be submitted and presented to the CCP Advisory Committee for review and the consultant will attend a meeting with the Committee to discuss the draft of the report prior to completion of the final report.

Concurrent with the development of the final report, the CCP Advisory Committee will be undertaking the initial development of the Local Action Plan for the City of Duluth. The consultant will incorporate information, including potentially a status report, provided by the CCP Advisory Committee from their work-to-date in the development Local Action Plan into the final report. The final report will be provided and presented by the consultant to the CCP Advisory Committee and the City Council.

Timeline

The consultant will assist the Committee and any other City employees designated in establishing a timeline for deliverables to include the following:

- Project Start-up and trial run of ICLEI CACP software – *tentatively set for February 1, 2010*
- Data & Information Gathering
- Monthly Reports to the Committee on progress made and problems encountered
- Forecasting future emissions
- Report Preparation
- Submission of Draft Report to Advisory Committee
- Presentation of Draft Report to Advisory Committee
- Preparation of Final Report, including incorporation of Local Action Plan
- Presentation of Final Report to Advisory Committee – *tentatively set for October 19, 2010*
- Presentation of Final Report to Duluth City Council for adoption

Minimum Qualifications

- proficiency with Microsoft Office Program
- demonstrated familiarity with technical concepts of and technical language relating to energy, energy quantification, greenhouse gas emissions, and greenhouse gas emissions quantification
- demonstrated proficiency in technical writing

Proposal Submission Requirements

- resume
- three letters of recommendation or references
- demonstration/description of relevant experience
- detailed description of not less than 2 and not more than 5 examples of relevant work, including contact information for a reference for each project
- description of any and all members of consultant's proposed project team
- proposed fee for defined scope of work

Note: The total budget for professional services for the Contract for services as defined in the RFP will not exceed \$18,000.00.

Selection Process

Review of all submissions will be conducted by a selection committee consisting of the citizen members of the Duluth Cities for Climate Protection (CCP) Campaign Advisory Committee, the City Architect, and other members of the City of Duluth Administration.

Qualified candidates will be asked to appear for an interview with the selection committee. A Consultant will be selected and notified of selection within 2 weeks of the interview date.

**Any questions should be submitted in email to:
Terry Groshong, City of Duluth
tgroshong@duluthmn.gov**