



REQUEST FOR PROPOSALS

Community Energy and Emissions Plan

May 2020

Project CEEP-2020-01

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Request for Proposals
Municipality of the County of Colchester
Community Energy & Emissions Plan

1.0 INTRODUCTION

In light of our rapidly changing climate and increasing uncertainty about the future of Earth's biodiversity and ecological systems, there is an urgent need to address anthropogenic greenhouse gas emissions on a global scale.

The Municipality of the County of Colchester is listening to the science. We understand the importance of critically reducing our emissions in the next couple of decades, and we're up for the challenge. We are developing a Community Energy and Emissions Plan to help us guide our communities into a sustainable and affordable energy future.

Municipal governments are in a special position, where they can directly impact the day-to-day lives of their citizens, interact and learn from stakeholders in their communities, and make meaningful change at the local level. To assist with the global movement against climate change, the Municipality of Colchester must do its part to cut emissions. In order to do so in an effective, impactful, and cost-effective manner, we need a plan.

1.1 Services Required

The Municipality of the County of Colchester (Municipality) requires the services of a qualified consulting firm or consulting team to lead the development of a Community Energy and Emissions Plan.

The Municipality is seeking a consulting firm to lead the following components of the project (a detailed description of these tasks can be found in section *2.1 Scope of Work*):

- Preparation, situational analysis
- Data collection and update of existing inventories
- Community Engagement
- Cataloguing potential emissions reduction actions
- Setting targets
- Scenario-building and quantitative modelling
- Plan development and writing
- Providing general advice and expertise

Municipal staff will assist with the above tasks as needed and will take the lead on the following tasks:

- Arranging venues, refreshments, and advertising for community engagement, and scheduling consultations with local schools
- Consultation with Municipal employees and Council
- Spatial modelling and GIS, as appropriate
- Supplying data and access to municipal resources

1.2 Background & Context

Colchester is a rural municipality with a population of about 36,000, spread between dozens of small communities. The towns of Truro and Stewiacke, both separate municipalities within Colchester County, serve as urban centres for the Municipality of Colchester. Colchester has worked to be a “green” municipality for decades and has invested in green infrastructure, developed efficient processes, and made smart decisions that benefit the community, economy, and environment.

In 2016, the Municipality made a firm commitment to climate action by becoming a member of FCM & ICLEI’s Partners for Climate Protection (PCP) program, which is a network of municipalities across Canada working toward mutual knowledge-sharing and emissions reduction. In 2018, the Municipality of Colchester hired a Sustainability Planner, dedicated to the PCP Milestones, green initiatives, and emissions reduction, demonstrating Colchester’s ongoing commitment to climate action. The Sustainability Planner will be the primary municipal staff resource for the Community Energy and Emissions Plan. In spring 2019, the Municipality launched Solar Colchester, a municipal financing program for solar photovoltaic panels, available to residential and non-profit institutional property-owners. In fall 2019, the Municipality was awarded the Nova Scotia Federation of Municipalities’ Climate Change Leaders Award for Solar Colchester.

In recent years, there has been an increasingly vocal and visible part of the Colchester community calling for real change. One example is a local community group that appealed to Council in 2016 for a financing program to make solar energy more affordable, which resulted in the Municipality’s Solar Colchester program. Another is the regional climate summit held by a local environmental organization in September 2019 to draw attention to climate change and brainstorm ways to act at the local level. High school students in Colchester have been organizing regular climate strikes to demonstrate the urgency of the climate crisis and to protest political inaction.

It is clear from the increasing climate activism in Colchester and from interactions with community members that business-as-usual is no longer an option.

1.3 Project Description

The main objective of this project is to develop a Community Energy and Emissions Plan that lays out a realistic and achievable, yet ambitious, strategy for decreasing Colchester’s dependence on fossil fuel and moving toward a more efficient, affordable, and renewable energy future. The project process should consider the social, environmental, health, and economic benefits of emissions reduction initiatives to create a holistic plan that will help Colchester and its residents and businesses to thrive in the years to come.

The Plan will include corporate and community emissions reduction targets and actions and will be designed to later be integrated into existing policy documents. Implementing the CEEP will be the joint responsibility of the Municipality, local businesses, industries, institutions, and individuals.

As much as possible, the Plan should align with provincial, federal, and international targets for emissions reduction, including recommendations from the Intergovernmental Panel on Climate Change's *Special Report 15 – Global Warming of 1.5 °C* (2018).

1.4 Project Objectives

While project outcomes will be adjusted and finalized during the development of the Community Energy and Emissions Plan, below is a preliminary list of objectives that the Municipality hopes to achieve through the CEEP.

- Increased community awareness and buy-in
- Potential for emissions reduction
- New relationships and partnerships with community stakeholders, including businesses and community organizations
- Benefits to low-income households
- Potential to address energy poverty
- Benefits to small and local businesses
- Opportunities for local clean energy generation
- Improved energy security
- Accessibility and visibility of the Plan
- Economic viability of the Plan
- Potential for local economic development and job creation
- Increased local capacity to deliver projects
- Ambitious targets in line with scientific recommendations

1.5 Project Management

This project is being coordinated by Colchester's Sustainability Planner, Joanna Burris. The Project Team includes the Consultant, Sustainability Planner, and other Community Development staff assigned to the project. The Steering Committee will be established early on and will be used to advise the Consultant and guide the project.

2.0 WORK DESCRIPTION

2.1 Scope of Work

The Consultant's responsibilities will include but not be limited to the following tasks:

A. *Project Management, Coordination, & Meetings*

Manage and coordinate project team. Participate in start-up meeting and in ongoing coordination meetings and reviews as required. The Municipality will assist in coordinating meeting schedules and communication with stakeholders.

B. *Preparation*

In concert with the project team, establish a steering committee consisting of senior management, elected officials, and key community stakeholders. Coordinate an organizational meeting with the steering committee to establish terms of reference and

project outcomes and to determine municipal spheres of influence. Create list of all potential stakeholders.

C. *Situational Analysis*

Research current planning context, including climate and ecosystems, governance structure, demographics, relevant provincial and federal policies, existing Municipal policies and plans, built environment characteristics, transportation systems, and other relevant factors. Review baseline data collected to date. Identify areas that should be addressed in the CEEP, including land use, transportation, buildings (residential, ICI), infrastructure, etc.

D. *Inventories*

Collect data to update and fill gaps in the Municipality's corporate and community inventories as needed. The Municipality will provide access to its own databases where required. Choose an appropriate baseline year with input from steering committee and based on available data.

E. *Develop and Implement a Comprehensive Community Engagement Strategy*

Develop a strategy for community engagement that allows for appropriate methods of consultation with community members, local businesses and industries, schools, organizations, and other identified stakeholder groups. The strategy must allow for in-depth consultation of people from a wide range of demographics throughout Colchester. Municipal staff will participate in and assist with community engagement initiatives and secure venues, provide refreshments, advertise, and coordinate with schools.

F. *Develop Emissions Reduction Targets*

In collaboration with steering committee and based on science, community engagement, and commitments from other levels of government, develop emissions reduction targets for 2030 and 2050.

G. *Create a List of Actions*

In collaboration with project team and based on results of community engagement, develop a catalogue of potential short-, medium-, and long-term actions across all sectors that could be implemented in the Municipality to achieve the emissions reduction targets. Actions should align with other community social and economic goals laid out in policy and identified by stakeholders.

H. *Scenario Modelling*

Group potential actions into four alternative energy and emissions scenarios. Each scenario should be based on a different theme or area of focus. Use quantitative modelling to determine the energy and emissions impacts of alternative scenarios that will help Colchester to meet its targets for emissions reduction. Targets will be evaluated against the cost of implementing each of the scenarios, the return on investment, and the local economic impact.

I. *Plan Development*

Develop the Community Energy and Emissions Plan, including all elements described in section 2.3 (Deliverables). A draft Plan shall be submitted to the project team for review.

2.2 Deliverables

The primary deliverable of this project is a Community Energy and Emissions Plan that includes:

- Evaluation of current conditions and emissions
- Summary of public engagement efforts and findings
- Short- and long-term GHG emissions reduction targets
- Concrete and feasible actions for emissions reduction across all sectors
- Economic analysis of the Plan
- Implementation plan and schedule
- Strategy for ongoing monitoring of emissions

Another deliverable is an engaged and empowered community that understands the benefits of reducing community emissions and is committed to change. This will be achieved by a well-planned and comprehensive community engagement strategy and thorough execution.

2.3 Project Cost

A project budget and corresponding level of effort for the consulting services required shall not exceed \$100,000 plus HST. Should respondents to this RFP feel this budget requires an adjustment, an explanation of any changes should be outlined and justified in the Proposal. The project budget must include a separate line item for community engagement initiatives.

2.4 Consultant's Fees

The proposal shall include a schedule of fees and expenses detailing the hourly rates for project team members, an estimate of the amount of time each member will devote to the project, and the resulting cost *excluding HST*, all subtotalled by task. A breakdown of estimated disbursements and expenses *excluding HST* shall similarly be included. Fees and expenses for meetings with Municipal staff and stakeholders shall be included in the proposed total cost.

The Consultant may also wish to propose a payment schedule for work components or milestones. Monthly progress payments, less a ten percent (10%) holdback on the value of the work, may be disbursed by the Municipality in accordance with its policies and practices as outlined in section 4.9.

2.5 Project Schedule

Request for Proposals issued	May 1, 2020
Deadline for inquiries	May 15, 2020
Submission deadline	May 22, 2020
Award of contract	June 12, 2020**
Start-up meeting	June 18, 2020**
Stakeholder engagement (schools)	TBD**
Stakeholder engagement (community)	TBD**
Draft report	November 27, 2020
Final report	December 18, 2020

**Please note that while the Selection Committee will aim to meet all the proposed deadlines in the above project schedule, developments relating to the COVID-19 pandemic may result in delays in the award of the project, the start-up meeting, and the timing of engagement initiatives. All applicants will be contacted if changes to the schedule are required.

3.0 PROPOSALS

3.1 Proposal Content

Proposals shall contain the following information:

- A brief description of the Consultant's understanding of project requirements.
- Consultant's understanding of the scope of work proposed to be carried out, including tasks, steps, and method.
- A statement of any perceived challenges and risks this project may present and how the Consultant intends to mitigate those as part of their process.
- Brief description of the Consultant's organization (corporate profile) and a list of similar projects carried out recently by the Consultant, together with references.
- Resumes of key personnel to be deployed for the project, as well as an organizational chart for the project team showing lines of responsibility and roles.
- Profile and key personnel of sub-contractors/consultants proposed to be employed for the completion of the project and the scope of work that will be sub-contracted out to them. Sub-consultants shall be subject to the approval of the Municipality.
- A Gantt chart showing the project time schedule. Please include a minimum of one (1) week for each client review and acceptance wherever the time schedule requires.
- Consultant's fee and cost breakdown as referenced in this RFP.

3.2 Proposal Submission

Proposals marked “Community Energy and Emissions Plan” and addressed to the Sustainability Planner will be received at the Municipal Building, Community Development Department by May 22, 2020 at 3:00PM, local time at the following address:

Municipality of the County of Colchester
Community Development Department
1 Church Street, Truro, NS, B2N 3Z5
Phone: (902) 897-3170
Fax: (902) 843-4061

All applicants must submit *3 paper copies* and *1 digital PDF copy*. The digital copy must be submitted in an appropriately labeled USB drive.

The successful proponent will be required to work in close coordination with the Sustainability Planner and assigned municipal staff in preparing and delivering a cost-effective project.

Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted. Incomplete proposals may be rejected.

The Municipality will proceed with private openings. Consultants will be advised of the results after the Contract has been awarded.

3.3 Proposal Evaluation Criteria

Responses to this “Request for Proposals” will be reviewed by the Selection Committee and other specialists as appropriate. All proposals must comply with all requirements outlined in this document and all submissions will be evaluated and ranked against the following criteria and associated weights:

Evaluation criteria

40% *Consulting team information and experience:*

- team composition and representation by all necessary disciplines of the primary consultant and sub-consultants assigned to the project;
- experience of the proponent and key team members with similar projects and the range of specified services;
- experience with data modelling and scenario-building relating to emissions reduction;
- relevant community engagement experience in projects with similar scope and complexity;
- completeness of consulting team and demonstrated experience / expertise of all individual members;

- proposed organizational structure and coordination of the individual team members including reporting relationships, identification of lead members, and communication;
 - availability of back-up personnel and/or provision to access specialized skills; and
 - results of reference checks for previous projects.
- 30% *Project approach, methodology, & management:*
- approach to the scope of the services required;
 - understanding of project requirements;
 - management of project and suitability of the proposed work plan, including work program components, Gantt chart of time schedule, and contribution matrix of all personnel showing anticipated hours of involvement together with individual rates;
 - compliance with the Work Description outlined in section 2.0; and
 - ability to meet all project timelines.
- 25% *Proposed costs, value for money, and acceptance of terms and conditions:*
- value for money represented by the proposed level of effort; and
 - creative and cost-effective solutions
- 5% *Proposals:*
- quality and completeness of submission.

The Municipality of Colchester reserves the right to conduct interviews with potential proponents. The Sustainability Planner will be in touch to arrange a mutually convenient time and platform to conduct such interviews, if necessary.

3.4 Proposal Acceptance

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any Consultant who has submitted a proposal or with other parties as deemed in the best interest of the Municipality. The Consultant whose proposal is accepted by the Municipality is hereafter referred to as the “Accepted Consultant”.

This Request for Proposals is not to be construed as an offer. The Municipality reserves the right to not proceed with any or all aspects of this work without compensation for expenses to Consultants.

3.5 Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

3.6 Fees, Expenses, & Disbursements

The Municipality wishes to firmly establish the total cost of the consulting work prior to entering into a Contract. The Municipality requires that Consultants supply a detailed estimate of the total cost including all fees, expenses, and disbursements. Actual costs that exceed the estimated total cost without prior written approval of the Municipality will not be paid.

3.7 Inquiries

All questions related to this RFP should be directed to:

Joanna Burris, Sustainability Planner
Municipality of the County of Colchester
1 Church Street, Truro, NS, B2N 3Z5
Phone: (902) 897-3170
Fax: (902) 843-4061
Email: jbarris@colchester.ca

An addendum will be issued if, in the opinion of the Municipality, it is warranted.

3.8 Available Information

The following is a list of documents the Municipality considers necessary to be reviewed and/or utilized by the Consultant to undertake this work. A digital copy of these document will be provided upon request by the Proponent through Microsoft Office OneDrive.

1. *Interim Corporate Climate Action Plan, 2020.*
2. *Greenhouse Gas Inventory and Forecast, 2017.*
3. *Colchester 2029 (Integrated Community Sustainability Plan), 2010.*
4. *Central Colchester Municipal Planning Strategy, 2002.*

4.0 GENERAL CONDITIONS

4.1 Schedule & Cost

The Consultant shall contact the Sustainability Planner weekly to provide an update on the progress of the work. A copy of the updated Contract Schedule indicating progress to date shall be produced for the Municipality monthly or more frequently, if requested.

The Consultant shall promptly advise the Sustainability Planner of any differences or expected changes from the cost and schedule included in their proposal. No expenditures beyond the agreed amount will be permitted without prior written approval by the Municipality. If the Accepted Consultant is of the opinion that tasks being requested are outside the scope of the contract, they must immediately advise the Sustainability Planner in writing within five (5) working days of the request being made for costs associated therewith to be considered an additional expense.

4.2 Personnel

The Consultant is advised that the Municipality expects the personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any member of the work team. In the case of personnel being changed, the Municipality requires that the new personnel being assigned have a similar length and breadth of experience relevant to this project as the personnel being replaced and otherwise be acceptable to the Municipality.

4.3 Sub-Consultants

The Consultant is advised that the listed sub-consultants/sub-contractors and their work scope cannot be changed without the written permission of the Municipality. Failure to comply with this provision will be considered a breach of contract and may result in termination of the Contract.

4.4 Confidentiality

Information provided by the Municipality is to be treated as confidential and is not to be disclosed to any third party without the written permission of the Municipality except as necessary to perform the Contract.

4.5 Ownership of Information

The Consultant is advised that all information produced during this Contract, including but not limited to models, design notes, criteria, graphs, figures, maps, specifications and drawings, is to be considered the property of the Municipality and a reproducible copy and an electronic copy of the final design criteria, notes, models, reports, specifications and drawings shall be turned over to the Municipality upon completion. This includes a soft copy of all reports in PDF format.

4.6 Consultant's Responsibility

The Consultant shall indemnify and save harmless the Municipality, its officers and employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or error on the part of the Accepted Consultant or their servants in carrying out this Contract.

4.7 Insurance

The Consultant shall, without limiting its obligations or liabilities, maintain commercial general liability insurance coverage to a minimum of \$2,000,000, and professional liability (errors and omissions) insurance coverage to a minimum of \$2,000,000 and shall include proof of coverage and level of coverage in their proposal submission.

4.8 Regulations

The Consultant shall comply with all existing Federal, Provincial and Municipal regulations, guidelines and standards and other authorities having jurisdiction.

4.9 Payments

Payments shall be based on invoices submitted monthly by the Consultant and supported in such detail as the Municipality may request. Invoices shall indicate individual person hours, rate and extended amount; individual mileage, rate and extended amount; and expenses by category.

Payment will be made on a net thirty (30) days basis from receipt of invoice provided that the Municipality has approved the work that is being billed. Incomplete or unsatisfactory work will result in reduced compensation to the Consultant as deemed appropriate by the Municipality. No payment made by the Municipality under this Contract shall constitute acceptance of work or products that are not in accordance with the requirements of the Contract.

5.0 SOURCES

QUEST (Quality Urban Energy Systems of Tomorrow), 2016. *Community Energy Planning: Primer for New Brunswick Municipalities*. https://questcanada.org/wp-content/uploads/2018/08/Community-Energy-Planning-Primer-for-New-Brunswick-Municipalities_Full_Report.pdf

Town of Bridgewater, 2018. *Economic development through transformative community energy planning: A toolkit for municipalities everywhere*. <https://www.bridgewater.ca/document-library/sustainability/sustainable-bridgewater/1544-energize-bridgewater-community-energy-planning-toolkit-2018/file>

Ontario Ministry of the Environment and Climate Change, 2018. *Community Emissions Reduction Planning: A Guide for Municipalities*. <https://prod-environmental-registry.s3.amazonaws.com/2018-04/Community%20Emissions%20Reduction%20Planning%20Guide.pdf>