

**NOTICE OF REQUEST FOR QUALIFICATIONS
CLIMATE ACTION PLAN PROFESSIONAL SERVICES**



Issued

7/7/23

Due Date

7/24/23

RFQ Acceptance

Todd Fabozzi

Director of Sustainability

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1. PROJECT DESCRIPTION

The Capital District Regional Planning Commission (CDRPC) is seeking proposals for professional consultant services to assist with the development of a regional Climate Action Plan (CAP) for the eight-county Capital Region (Albany, Schenectady, Saratoga, Rensselaer, Warren, Washington, Columbia, and Greene Counties). The CAP initiative is funded through the EPA's Climate Pollution Reduction Grants (CPRG) program. The focus of the CPRG program is to develop and implement a plan for reducing greenhouse gas emissions and other harmful air pollution. The CAP planning process will include the development of a Priority CAP (PCAP), which will include all emission sectors but will give initial priority to the Transportation and Residential/Municipal Building sectors (the largest GHG sources within the region). The PCAP must be completed by March 1, 2024. The PCAP initiative will include updating the region's current GHG community inventory, quantifying GHG reduction measures, completing a low-income and disadvantaged community analysis, and a review of authority to implement. Once the PCAP is completed, the consultant will work with CDRPC to develop a Comprehensive CAP (CCAP). The CCAP will address all sectors in more refined detail and will include GHG reduction measures for transportation, energy, buildings, agriculture, waste, chemicals, and industrial sources. The CCAP must be completed by August 1, 2025.

Once the CCAP is completed, the consultant will work with CDRPC to engage our state and regional partners and local communities on developing implementation measures and projects that advance the goals of the CCAP. We will develop an education and outreach campaign to widely publicize the plan, including webinars, workshops, and conferences. We will work with NYS to develop a statewide public data repository and reporting protocols for ongoing support of GHG updates. We will develop an ongoing regional tracking method for implementation projects, and a public facing GHG dashboard with yearly updates of the regional GHG inventory. A final status report will be completed and submitted by August 1, 2027.

2. BACKGROUND

CDRPC was established as a regional planning board in 1967 by a cooperative agreement among the counties of Albany, Rensselaer, Saratoga, and Schenectady. CDRPC is the prime contractor for the 28-county Eastern Upstate Region for NYSERDA's Clean Energy Communities Program and NYSDEC's Climate Smart Communities Outreach Coordinators Program. These programs, for which we provide on-the-ground technical support, will run concurrent with our CPRG program activities. Of the 173 municipalities in the Capital Region, which includes counties, towns, villages and cities, we've so far engaged with 79 communities through CEC and CSC program technical support. These communities have

taken actions to reduce their GHGs with energy reduction projects, such as converting to LED lights; adding or upgrading insulation; switching to renewable energy by installing solar, and transitioning fleets to alternative fuels. Many communities have completed or begun the process of inventorying their own emissions and climate action planning. The CAP will build off the municipal initiatives accomplished through these programs. This is the first community CAP for the full Capital Region; however, we have a community GHG inventory, using 2010 data, which was completed in 2013

The consultant will assist CDRPC to engage the Capital Region Transportation Council and the Capital District Transportation Authority in developing the GHG reduction measures and targets for the transportation sector. Both the Council and CDTA will be updating their own transportation and transit plans concurrent with the CPRG initiative. The consultant will also assist CDRPC to engage the Affordable House Partnership of Albany (AHP), which manages NYSERDA's Clean Energy Hub Program, to support and develop GHG reduction measures and targets for the residential building sector, to engage and support disadvantaged communities, and to develop green jobs workforce initiatives. The CAP will support these initiatives.

3. SCOPE OF SERVICES

The consultant will work at CDRPC's direction to develop the following deliverables:

#1: Priority Climate Action Plan (PCAP)

The initial deliverable is a Priority Climate Action Plan (PCAP), a narrative report due on March 1, 2024, which includes a focused list of near-term, high-priority, implementation ready measures to reduce GHG pollution and an analysis of GHG emissions reductions that would be achieved through implementation.

The PCAP must include:

- o A GHG inventory.
- o Quantified GHG reduction measures.
- o A low-income and disadvantaged communities benefits analysis; and,
- o A review of authority to implement.

#2 Comprehensive Climate Action Plan (CCAP)

The second deliverable is a Comprehensive Climate Action Plan (CCAP) due August 1st, 2025. The CCAP should touch on all significant GHG sources and sectors present in the metropolitan area, establish near-term and long-term GHG emission reduction goals, and provide strategies and identify measures to achieve those goals. The CCAP must include:

- o A GHG inventory.
- o GHG emissions projections.
- o GHG reduction targets.
- o Quantified GHG reduction measures.
- o A benefits analysis for the full geographic scope and population covered by the plan.
- o A low-income and disadvantaged communities benefits analysis;
- o A review of authority to implement.
- o A plan to leverage other federal funding; and,
- o A workforce planning analysis

#3: Status Report

The third deliverable is a Status Report due at the end of the 4-year planning grant period. This report should include:

- o The implementation status of the quantified GHG reduction measures included in the CCAP.
- o Any relevant updated analyses or projections supporting CCAP implementation.
- o Next steps for ongoing implementation.

The consultant will develop the deliverables based on the detailed workplan developed by CDRPC and approved by EPA and as documented in an agreed upon contract.

4. PROJECT BUDGET

CDRPC has budgeted up to \$250,000 to complete the scope of services. The consultant will be paid on a time and materials basis through quarterly invoices of documented work and an agreed upon hourly rate. CDRPC reserves the right to use the consultant for only a portion of the scope of services and work with multiple consultants on specific tasks.

5. SUBMITTAL REQUIREMENTS

The RFQ must be submitted through email in PDF format to Todd Fabozzi, Director of Sustainability, at todd@cdrpc.org by 12:00PM July 24, 2023.

The RFQ response must clearly demonstrate the qualifications, expertise, capabilities, and experience of the consultant. Please include responses to the prompts enumerated below (address by number). Provide links or additional attachments showing examples where noted.

1. Describe your organizational structure, philosophy, and provide a brief company history.
2. Describe the firm's experience developing climate action plans (provide two examples and include contact references).
3. Describe the firm's experience and methodology developing community GHG inventories (provide two GHG inventory examples, including one that includes multiple communities at a county or regional scale).
4. Describe the firm's experience working with NY State agencies and utilities in developing GHG data protocols and data access.
5. Describe the firm's familiarity with the Capital Region of NYS.
6. Describe the firm's familiarity and experience with NYSDEC's Climate Smart Communities Program
7. Describe the firm's familiarity and experience with NYSERDA's Clean Energy Communities Program.
8. Describe the firm's experience assisting municipalities in developing clean energy projects.
9. Identify the key personnel from your firm who would be assigned to this project. Include a brief description of their qualifications, current job functions, and proposed roles on this project team. Which team member will be responsible for the relationship and which team member will lead the tactical operations, providing day-to-day direction of the required work.

6. SELECTION CRITERIA

The selection of the consultant shall be based on information exhibited in the RFQ response and personal interviews with top respondents. Criteria for selection includes:

1. Experience in delivering high-quality climate action plans (20%).
2. Experience creating high-quality community GHG inventories (20%).
3. Experience developing clean energy projects (16%).
4. Familiarity with NYS local government clean energy and climate action planning programs and the Capital Region (8%).
5. Understanding the scope of the work (12%).
6. Ability to work collaboratively with CDRPC, regional partners, communities, and additional consultants (9%).
7. Demonstrated ability of key personnel (15%).
8. Reference checks.
9. Other factors relevant to the project.

CDRPC expects to evaluate proposals and provide notification of the short-listed firms within 7 days of the submittal deadline. Interviews with the best candidate or candidates will be scheduled within 1 week of short-list notification. The target date to start the CAP process is August 15, 2023.