



GENERAL SERVICES

CITY OF DURHAM

Request for Proposals (RFP) Carbon Neutrality and Renewable Energy Plan

Date of Issue: 11/12/2019

A. PURPOSE FOR RFP

1. Through this request for proposals (RFP), notice is hereby given that the City of Durham, North Carolina, General Services Department, is seeking a firm to design and develop a Carbon Neutrality and Renewable Energy Action Plan.
2. This RFP provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFP may be downloaded directly from this site: <http://durhamnc.gov/bids.aspx>.

Interested firms may submit proposals, meeting the requirements defined in the RFP to:

Paul Cameron
Sustainability and Energy Analyst
City of Durham, General Services Department
2011 Fay Street
Durham, NC 27704
Phone: 919-560-4197 ext. 21244
Email: paul.cameron@durhamnc.gov

3. **Proposals must be received by 5:00 p.m. 12/10/2019**
To ensure receipt of any addenda to the RFP, please contact the person listed above to register as an interested firm. The City is not responsible for providing updated information/changes to firms not known by the City as holding a copy of this RFP.
4. **Any questions regarding this RFP must be received in writing prior to 11/26/2019 by 5:00 p.m.** Questions received after this date may not receive responses. Questions should be directed to **Paul Cameron**. All written questions will be answered in an addendum emailed to interested firms and posted on the City's website: <http://durhamnc.gov/bids.aspx>
5. Questions received by the Department of General Services after this date will not receive a response or be the subject of addenda. Firms who are registered as interested firms will receive the addendum via email.
6. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. The City of Durham reserves the right to reject any and all submittals. The City of Durham is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.



B. BACKGROUND AND SCOPE OF SERVICES

Background for the Carbon Neutrality and Renewable Energy Action Plan

In 2007, the City of Durham and Durham County adopted the “[Greenhouse Gas and Criteria Air Pollutant Emissions Inventory and Local Action Plan for Emissions Reductions](#)”. This Local Action Plan includes an inventory of emissions from both units of government, the Durham Public Schools, and the community (residential, commercial, industrial, transportation, and solid waste), goals for emissions reductions, and a list of sample measures to reduce emissions. The plan sets a goal of a 50% reduction of local government emissions (City and County combined) by 2030. The City accounts for 74% of total local government emissions. As of 2017, City emissions have decreased by about 8% since 2009. To meet the 2030 goal, City emissions need to decrease by an average of 1,875 tons of eCO₂ per year, or about 3.5% of 2017 levels per year.

The City and County created a joint Sustainability Office in April 2008 to oversee the implementation of the Local Action Plan. The City-County Sustainability Manager conducted annual emissions inventories and tracked progress towards the goals set out in the Local Action Plan. On July 1, 2019, the City and County established independent sustainability offices to further advance each entity’s goals. This RFP engagement will result in a Carbon Neutrality and Renewable Energy Action Plan for the City of Durham.

In 2018, the City completed the City’s first-ever sustainability plan, the [City of Durham Sustainability Roadmap](#). The result of a year-long visioning and planning process, the Roadmap establishes goals and measures across seven sustainability focus areas, encompassing economic, social, and environmental criteria. The Roadmap calls on the City to update the 2007 Local Action Plan by 2020, creating a fundable action plan towards carbon neutrality in City operations by 2040. The Roadmap sets an additional goal of reducing the amount of energy use intensity in City-owned buildings by 30% by 2040.

In 2019, the City Council approved a resolution calling on the City to develop an action plan by 2020 that communicates how to transition City operations to a supply of 80% renewable energy by 2030, achieve carbon neutrality in City operations by 2040, and reach 100% renewable energy sourcing by 2050.

The fields of greenhouse gas emissions mitigation and renewable energy have matured in the twelve years since the Local Action Plan was adopted. Technologies, policies, and fuel mixes that affect emissions levels have changed significantly. Many communities now have lessons learned on what is most and least effective in achieving emissions reductions and adopting renewable energy sources after more than a decade of work in this area. Refined scientific models and shifts in global perceptions about the urgency of addressing climate change also justify Durham revisiting our goals to consider how best to have the biggest impact while addressing the financial, political, and social realities of our time.

Scope of Services

The strategic sections and deliverables listed below are the basic and minimal requirements in order to be considered as responsive to this Request for Proposals. Based upon your prior experience with municipal Energy Action Plans, you are encouraged to include other items, suggestions, and recommendations.

Each strategic section requires that the consultant will:

- a. Document existing City of Durham baseline information
- b. Quantify carbon equivalent reductions in metric tons to date
- c. Quantify carbon equivalent reductions/savings in gallons and/or consumption, where applicable
- d. Invite City staff to all briefings and future meetings
- e. Engage City staff in action items
- f. Survey best practices for reduction targets and strategies
- g. Include City staff in peer review of publications

Strategic Sections

1. Greenhouse Gas Reduction Targets and Action Plan Strategy

- a. Develop recommended reduction targets, including 5-year benchmarks for each sector through 2040
- b. Identify near-term actions that can be achieved by 2025 with measurable indicators.
- c. Quantify each proposed measure's cost and benefit, where possible, and include internal and external factors that would affect cost and benefits (e.g.: battery storage costs fall below \$x/kW, Duke Energy's renewable energy mix reaches xx%, biogas from NC hog farms becomes commercially available, etc.)
- d. Develop a carbon abatement marginal cost curve specific to Durham
- e. Estimate timeline of implementation for recommended measures
- f. Identify who will be responsible for each measure. Identify associated co-benefits of each measure

2. Energy Efficient Buildings Strategy – The City of Durham is developing an Energy Management Program within the General Services Department, using ASHRAE Level 2 audits to identify energy-saving opportunities in City facilities. The City is working on implementing dashboard technology with the SAS energy management system to track and analyze energy usage. The City of Durham will continue to pursue energy efficiency opportunities and stronger means to capture energy data for existing City owned and operated buildings.

- a. Provide a comprehensive list of the energy efficiency activities already undertaken by the City
- b. Develop a coordinated strategy for future actions
- c. Coordinate strategy with existing City software

3. Fleet Transformation and Alternative Fueling Strategy - The City has over the past several years converted some of the municipal fleet to more fuel-efficient vehicles and/or alternative fuels.

- a. Perform comprehensive survey of City of Durham activities to date
- b. Develop strategy for continuing and augmenting current activities
- c. Develop coordinated strategy for fleet transformation and alternative fuels program, including infrastructure development
- d. Coordinate data collection from strategies into tracking metrics

4. Renewable Energy Strategy - The City is currently conducting an in-house assessment of City-owned sites for renewable energy opportunities. The City has several renewable energy projects already in place, which include solar photovoltaic, solar thermal, and methane recovery. The City of Durham will continue to pursue renewable energy opportunities on municipal facilities and land.

- a. Prepare inventory all City of Durham renewable energy projects to date
- b. Develop a strategy for reviewing potential new opportunities

- c. Coordinate data collection from strategies into tracking metrics

5. Financial Implications of Carbon Neutrality and Renewable Energy Action Plan items – The City of Durham recognizes that there are financial costs and benefits associated with the comprehensive Carbon Neutrality and Renewable Energy Action Plan. The following information is needed.

- a. Greenhouse Gas Reduction Targets and Action Plan costs and benefits
- b. Energy Efficient Buildings Strategy costs/savings/revenue/return on investment
- c. Fleet Transformation and Alternative Fueling Strategy costs and benefits
- d. Renewable Energy Strategy costs/savings/revenue/return on investment
- e. Carbon equivalent savings and a recommended system for accounting for carbon
- f. Return on investment for carbon and/or cost savings
- g. Identify and evaluate financing techniques for energy projects
- h. Return on investment and a lifecycle cost analysis of each recommended strategy

6. Legal, Policy, & Regulatory Review - The City of Durham recognizes that there are legal/Regulatory issues associated with the comprehensive Carbon Neutrality and Renewable Energy Action Plan. The following information is needed.

- a. Identify and evaluate potential barriers to the action plan based upon current city, state, and federal laws and regulations
- b. Recommend possible legislative/regulatory actions to address barriers
- c. Identify opportunities available to North Carolina municipalities provided for in statutes and/or regulations

Deliverables

Develop a Carbon Neutrality and Renewable Energy Plan Report

As mentioned in the background section of this RFP, the City of Durham is working to develop an approach to reach their goals for carbon reduction and renewable energy.

The primary deliverable to be provided through the requested services is a customized and achievable climate action and renewable energy plan for the City of Durham's government operations. This includes understanding the City's energy use and technological solutions, barriers, legal implications, and potential financial models for renewable energy implementation.

The plan should be presented in two sections: Part 1: Carbon Neutrality Plan and Part 2: Renewable Energy Plan and each section should be bid separately.

Part 1: Carbon Neutrality Plan

- a. Perform the analysis and the technical writing/review of the full report document, including integration of Strategic Sections 1- 6 through at least two drafts and the final report. This report will include a detailed implementation plan geared toward reducing greenhouse gas emissions and increasing energy efficiency within the City of Durham municipal operations. Provide a written background summary of the City's climate protection and sustainability efforts.

- b. Provide a prioritized comprehensive integrated matrix as a decision support tool for the City of Durham that includes all steps/activities/strategies, their cost range, lead responsible department, carbon reduction range, energy reductions, timing, etc.
- c. Perform a review of all adopted applicable plans including the City of Durham 2005 Comprehensive Plan for consistency with Action Plan items.
- d. Prepare recommendations for updates to and identify any inconsistencies with updates for the 2005 Comprehensive Plan.
- e. Recommend a list of actions/steps to address noted gaps and inconsistencies in the 2005 Comprehensive Plan that will support the inclusion of themes related to energy efficiency, conservation and a carbon accounting system.
- f. Provide professional quality design and printing of report as well as an electronic version suitable for the City of Durham website.
- g. Attend and support internal and external meetings as necessary.

Part 2: Renewable Energy Plan

The plan created by this project should include the identification and prioritization of strategies to achieve stated renewable energy goals structured in a framework of practical achievability with an understanding of the regulatory context and conditions in North Carolina. Additionally, the plan should incorporate these issues as they relate to City buildings and operations. The plan should be developed in close coordination with City staff. Essential elements of the plan include:

- a. Assessment of the current regulatory framework for energy policy, investor owned utilities and renewable energy in North Carolina; provide an analysis and recommendations for local and state policy changes that would positively impact the potential success of a renewable energy plan;
- b. Assessment and identification of renewable energy and energy storage opportunities and approaches to achieve identified strategies or scenarios including identification of appropriate locations for renewable energy and/or storage installations or implementation to include municipally owned/operated lands or facilities;
- c. Provide a prioritized comprehensive integrated matrix as a decision support tool for the City of Durham that includes all steps/activities/strategies, their cost range, lead responsible department, carbon reduction range, energy reductions, timing, etc.
- c. Development of recommendations/opportunities for community partnerships with private businesses, utility companies, renewable energy providers, non-governmental organizations, and other relevant parties within the City;
- d. Support City staff for public meetings or presentations and development of educational and outreach materials related to the plan or plan development process.

Education and Outreach – both with internal and external partners

- a. The City of Durham has a draft Equitable Engagement Blueprint to address inequity in development projects. The Blueprint may be reviewed here: https://www.durhamcommunityengagement.org/equitable_engagement. The public involvement products of the selected firm or team will be expected to support the Equitable Engagement process and respond to input received from the Equitable Engagement process.
- b. Consultant to provide direct support for communications throughout the project to include press templates, training for City staff on how to communicate climate action concepts, and direct outreach to local, regional, and national media.
- c. Prepare meeting notes for all meetings for the duration of the project.
- d. Prepare documentation for the project in a format suitable for the City’s website.

I. SCHEDULE

| Preliminary Project Schedule: | Date |
|--------------------------------------|---|
| Review Proposals and Interviews | December 2019 |
| Intent to Award | January 2020 |
| City Council Approval | February 2020 |
| Notice to Proceed | March 2020 |
| Contract Duration | Date of Notice to Proceed through February 2021 |

J. **EQUAL BUSINESS OPPORTUNITY PROGRAM:** It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City’s Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all City contracting, including procurement services.

In accordance with the Ordinance, all contractors are required to provide information requested in the “Equal Business Opportunity Program Procurement Forms” package included with this Request for Bids. Bids that do not contain the appropriate, completed forms will be deemed non-responsive and ineligible for consideration.

For procurement services that have no UBE goals, only the “Employee Breakdown” form is required. This project has no UBE goals.



The Department of Equity and Inclusion is responsible for the Equal Business Opportunity Program. All questions about "Equal Business Opportunity Program Procurement Forms" should be referred to Deborah Giles or other department staff at (919) 560-4180.

- K. NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA): The City of Durham will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact Logan Small, ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or Logan.Small@durhamnc.gov, as soon as possible but no later than 48 hours before the scheduled event.
- L. E-VERIFY COMPLIANCE: If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subcontractors," and "comply" as used in this subsection (a) shall have the meanings intended by NCGS 143-129(j); and (iii) the City is relying on this subsection (a) in entering into this contract. (b) If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.
- M. STATE TREASURER'S LISTS REGARDING IRAN AND BOYCOTT OF ISRAEL: If the successful bidder or the City signs the contract on October 1, 2017 or afterwards, and the value of the contract is \$1,000 or more, the following applies unless the bidder otherwise states in its bid: the bidder affirms (by submitting a bid) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147-86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147-86.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.
- N. SUBMITTAL RESPONSE REQUIREMENTS: Provide one original and three (3) copies (including one unbound copy suitable for photocopying) and one electronic copy in PDF format of your submittal. Please limit response to forty (40 single-sided or 20 double-sided) pages, excluding City required non-collusion affidavit and UBE documentation. Font size shall be no less than 10 pt. Also, in keeping with the City's conservation effort, you are asked to please print the full submittal on recyclable, normal stock, white, office paper without a plastic binding or a plastic cover.

Proposal Format

Proposals should be submitted in a format that allows for uniform review and easy access to information by the Evaluation Committee. The proposals should be clear and concise, with the substantive portion of the proposal limited to 20 pages (single-sided). Additional pages shall be allowed for staff resumes, references and other general proposal information. Emphasis should

be placed on the specific qualifications of the people who will actually provide the services and the firm's ability to manage the service. To assist in the evaluation process the proposal shall contain at least the following information:

- 1) **Transmittal Letter and Signature Page:** Provide a brief cover letter stating your firm's commitment to provide the services as needed in this RFP, including a brief narrative describing the firm, its history, and data relative to the firm's size.
- 2) **Basic Qualifications**
 - a) Provide the firm's experience with renewable energy, climate adaptation, and/or sustainability planning and energy policy efforts at the community or local government level in the last 5 years;
 - b) A complete list with brief descriptions of recent renewable energy, climate adaptation, or sustainability planning efforts at the community or local government level the firm has participated in in the last 5 years;
 - c) Information describing the firm's knowledge or experience coordinating with utilities and renewable energy providers;
 - d) Provide the firm's experience with energy policy, implementation or development of emerging strategies or approaches to promote or enable to use of renewable energy and the applicable regulatory context of energy policy and renewable energy projects in the State of North Carolina including knowledge and coordination with the NC Utilities Commission or similar regulatory entity;
 - e) Provide examples of your experience coordinating with relevant government agencies or other organizations with key knowledge of energy regulations, energy efficiency and renewable energy policy and implementation;
- 1) **Staff Qualifications**
 - a) Provide an overview of the qualifications of your project manager and key project staff, including anticipated sub-consultants; including the identification of appropriate personnel with detailed knowledge of renewable energy, climate adaptation or sustainability planning and detailed knowledge of the regulatory context of energy policy and renewable energy in North Carolina and/or personnel with experience coordinating with the NC Public Utilities Commission;
 - b) Describe who will perform the various tasks and what will be their level of involvement and responsibilities and give their qualifications for this specific project;
 - c) Include resumes of individuals;
 - d) Provide a list of at least three (3) projects in the last 5 years of this nature for each person listed, with brief descriptions, which show ability to complete projects. Include organization name, address, contact person's name, phone number, email address and name and type of project; and
 - e) Indicate the location of the office that agent(s) will work out of while services will be performed.
- 2) **Approach to Project**
 - a) Include a statement describing how you would approach this project and how you will work with the members of the project team;
 - b) Describe your approach to completing the essential renewable energy plan elements identified in the Scope of Work; and
 - c) Describe experience conducting project related meetings and scoping meetings.
- 3) **Examples of Work**

- a) Provide specific example(s) of your firm's local/municipal renewable energy, climate adaptation or sustainability plan development projects prepared for municipal or other government clients. Where available, online links to example plans/documents should be provided for reference during proposal review

O. SELECTION CRITERIA

1. **Evaluation and Selection**

- a. Each member of the Evaluation Committee will individually review and rank each proposal by the criteria described. The full Evaluation Committee will then convene to review and discuss these evaluations and arrive at a composite ranking for each firm. At this point firms with the lowest ranking will be eliminated from further consideration. If more than one firm remains under consideration, the evaluation team may interview such firms and then reach consensus on the best qualified firm.
- b. City staff will conduct reference checks by contacting those individuals submitted by the Respondent with their proposal in response to this RFP. In addition, the City may contact references not listed by the Firm.
- c. References checks will not be ranked separately, but will be used to validate information included in the Proposal submitted by Respondents. The information obtained for the reference checks may also impact the rankings assigned by the selection committee for the proposals and interviews.
- d. The City reserves the right to investigate and confirm the Respondent's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors, as well as the quality of services. Unfavorable responses to these investigations are grounds for rejection of proposal.
- e. If compensation or other terms cannot be agreed upon with the selected firm, the City will terminate negotiations with that firm and may enter into negotiations with the next highest ranked Respondent.

2. **Proposals will be ranked using the following:**

- 25%: Project Approach and Understanding of Project Objectives and Constraints
- 25%: Fee Schedule fees are reasonable and when combined with the qualifications, promise high value to the City.
- 20%: Experience Working on Similar Projects
- 15%: Demonstrated Ability to Meet Project Schedules and Budgets
- 10%: Management, Team Organization and Skill Experience of Key Team Members
- 5%: Other Factors as determined by the Selection Panel (Examples: References, Quality of Presentation Materials, Responsiveness, etc.)

- P. FEE SCHEDULE: Comprehensive list of all unit price fees that might apply in the delivery of the service area. To include typical reimbursable expenses and mark-up rates for sub-contracted work. These fees are to apply for the life of the contract, including the at-will extension of the contract for an additional year.

- Q. NON-CONTACT PROVISION: Interested firms shall be prohibited from contacting any City official or employee during the course of the pre-submittal, interview, negotiations, pre-contracting, or other process of this solicitation, except to participate in the pre-proposal conference and to submit questions via the City's designated project manager. Any such contact shall be grounds for disqualification of any firm who may have initiated such contact.

R. ATTACHMENTS

- a. Appendix A: Insurance Requirement
- b. Appendix B: Equity and Inclusion Forms
- c. Appendix C: Non-Collusion Affidavit
- d. Appendix D: City of Durham Contract
- e. Appendix E: Trade Secrets and Confidentially

