



City of Northfield
Minnesota

Request for Proposals

DRAFT

Introduction

The City of Northfield (“City”) is seeking a Consultant to provide services in developing a citywide Climate Action Plan (CAP) with the help of the Climate Action Plan Advisory Board (CAPAB). The CAP will serve as a comprehensive strategy for addressing climate change in Northfield and will identify targeted policies, programs, and projects that will both mitigate the City’s contribution to climate change, setting goals for carbon neutrality, reducing our carbon footprint, and preparing Northfield for the unavoidable impacts of climate change.

Inquiries about the engagement or the request for proposal should be addressed to:

David Bennett, P.E., Public Works Director/City Engineer
David.Bennett@ci.northfield.mn.us
507-645-3006

Submit 3 hard copies and one electronic copy of the proposal. The City of Northfield reserves the right to reject any and all proposals submitted.

The City of Northfield reserves the right, where it may serve the City’s best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the City, firms/individuals submitting proposals may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals,

The City of Northfield reserves the right to retain all proposals submitted and to use any concepts and ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm/individual of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the written contract between the City of Northfield and the firm/individual selected.

Tentative Project Schedule

Phase I – Data Gathering. Date: September 2018 – Jan 2019

Phase II – Writing Climate Action Plan. Start date: Jan. 2019

Core Areas

While the baseline studies have largely separated mitigation and adaptation, the CAP will be structured to provide integrated, actionable solutions in core areas in which the City’s baseline studies have identified the greatest opportunities for resilience and emissions reductions:

1. Clean Air
 - a. Efficient Transportation
 - b. Low-Carbon Fuels
 - c. Offsetting Carbon Emissions
2. Materials and Waste
 - a. Green Building
 - b. Waste Reduction
 - c. Recycling
 - d. Climate-Friendly Purchasing
 - e. Community Design
 - f. Community and Individual Action
3. Energy
 - a. Energy Efficiency & Conservation
 - b. Green Building
 - c. Renewable Energy
 - d. Low-Carbon Fuels
 - e. Land Use & Community Design
4. Land
 - a. Green Building
 - b. Waste Reduction
 - c. Renewable Energy
 - d. Efficient Transportation
 - e. Land Use & Community Design
 - f. Open Space
 - g. Offsetting Carbon Emissions
5. Food & Water
 - a. Water and Wastewater systems
 - b. Waste Reduction
 - c. Climate Friendly Purchasing
 - d. Land Use & Community Design
 - e. Community and Individual Action
6. Mobility
 - a. Renewable Energy & Low Carbon Fuels
 - b. Efficient Transportation
 - c. Community Design
 - d. Community and Individual Action
7. Built Environment
 - a. Energy Efficiency and Conservation
 - b. Green Building
 - c. Renewable Energy
 - d. Community Design
8. Safety
 - a. Wastewater Systems
 - b. Waste Reduction
 - c. Community Design
 - d. Open Space
9. Education
 - a. Climate-Friendly Purchasing
 - b. Community and Individual Action

Project Consultant

The City of Northfield is seeking a Consultant that demonstrates excellent understanding of climate change and climate change planning, technical expertise in urban planning and municipal climate change mitigation and adaptation, expertise in creative and effective community engagement, and knowledge of our community and region. Acknowledging that solutions will need to be implemented by, or with support from, city government, community and stakeholders, higher levels of government and outside entities, the Consultant should demonstrate expertise in

zoning and municipal codes, state regulations and incentives in Minnesota, public utility regulation, and the federal policy landscape.

The Climate Action Plan Advisory Board will actively manage the development of the Climate Action Plan. The Consultant's primary role is to lead the development of the Plan by providing technical expertise, supporting stakeholder engagement, and developing innovative materials. The Consultant is expected to work closely with staff and subcommittee's of the CAPAB to develop the Plan. The Consultant should be available to meet with the subcommittee's at least two time in development of the CAP.

The Plan will be developed with the public participation and input from:

- Climate Action Plan Advisory Board
- Environmental Quality Commission
- Northfield City Council
- Northfield residents and stakeholders

Scope of Work

The Consultant will focus on Phase I until budgeting for Phase II has been determined. While the envisioned scope presents a desired approach and key deliverables, the Consultant is encouraged to think creatively about how outside expertise can be used to best meet the City's need for planning integrated mitigation and adaptation solutions that provide benefits across built, social, economic, and environmental systems. In their proposal, the Consultant is encouraged to provide a detailed technical and project management approach that incorporates and expands on these tasks.

The total budget available for Phase I is \$15,000. Phase II is expected to begin on January of 2019.

Tasks

Phase I: Data Gathering – Done by the end of December 2018

- Gather existing data on city and community emissions
- Gather baseline data of the Northfield Area's water usage and food consumption habits
- Gather baseline data of the Northfield Community's forms of transportation

Present the data to the CAP advisory board, the EQC and City Council.

- Tables and targets should be a part of the presentation
- Prepare for public outreach in January 2019.

Phase II: Engagement and development of the Climate Action Plan January 2019 – September 2019

Engagement and Outreach – A creative public engagement process that can use a variety of tools to seek input on the scope of the plan Northfield and to gather input on the recommended changes to the plan.

- In addition to other creative public input tools, the Consultant shall plan for a minimum of four public meetings to gather public input. One of the meetings shall be in the morning, one in the evening, and one on Saturday or Sunday.
- After input is received, the consultant shall prepare a summary of the input. This summary will be presented to the Climate Action Plan Advisory Board (CAPAB) and Environmental Quality Commission (EQC). This will provide additional opportunity for input from these groups.
- The consultant shall come up with an engagement plan to seek input on the final draft document i.e. electronic comments, public meeting.
- Public Engagement – Share Final Draft with the public.
 - A minimum of two public meetings shall be held for the public to gather input on different nights.
- Prepare final report Climate Action Plan. Present it to the CAPAB, the EQC, and City Council.

Drafting – Drafting and Developing the Climate Action Plan – Due in August of 2019

- Draft of document by the end of May 2019
- Share draft with the CAP advisory board June 5th, 2019.
- Share the draft with the public during June 2019
- Share reviewed draft with the CAPAB July 10th, 2019
- Share reviewed draft with the EQC July 11th, 2019
- Share the reviewed draft and the comments with the City Council on August 6, 2019
- Finalize the draft in August 2019
- City Council adopts the plan on September 17th, 2019

Specifications / Requirements

The City is seeking a Consultant that has experience completing climate action plans for other municipalities and has demonstrated an ability to analyze existing information and propose tailored solutions for municipalities based on their unique conditions. The City is seeking a Consultant that is able to become familiar with Northfield during the project, and able to meet regularly in Northfield. The City intends to have a close working relationship with the Consultant and is looking for a Consultant that has technical expertise, but is also willing and able to creatively problem solve to develop a Plan that is designed specifically for Northfield's needs. The Consultant should be capable of producing both sound analysis and high-quality reporting materials.

The City of Northfield has completed some reports on their [carbon footprint](#) and has other resources for [Climate Action Planning](#) in Northfield. These reports will be used to provide the

baseline for the Climate Action Plan. The City seeks a consultant whose approach is both efficient and appropriately scaled to the planning-level analysis of the CAP. The City of Northfield expects all analyses, data, original graphics, and editable copies of all written reports to be turned over to the City at the completion of the project. No portion of the Plan will be proprietary.

Proposal Requirements

Proposals must include the following:

- Written proposal of how the Consultant will complete the tasks identified in the Scope of Work
 - Proposals must include an explanation of the project management approach to executing project scope
 - Proposal should include a description of the Consultant's expertise and capabilities necessary for completing the tasks identified in the Scope of Work.
- Sample Work
 - Please include sample reports, graphical and online communication materials that demonstrate consultant capabilities. Proposals should include sample materials from the primary and sub-consultants as necessary in order to demonstrate all consultant capabilities.
- Resumes
 - Resume of all project staff from primary consultant and sub consultants must be included.

RFP Ranking

The RFP will be ranked on the following criteria:

1. Consultants technical expertise related to climate action planning – 30%
2. Consultants Experience – 30%
3. Consultants past performance (reference checks) – 10%
4. Cost of the RFP – 30%

Submission of Proposals:

All proposals must be sent to and received by:

David Bennett
P.E., Public Works Director/City Engineer
801 Washington St
Northfield, MN, 55057

Proposals shall be submitted no later than 2PM, CST, on _____, 2018.

Late proposals will not be accepted. Submit 3 hard copies and one electronic copy of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s).

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