

# REQUEST FOR PROPOSALS



The Community Development Department is requesting proposals for:

## Climate Action and Resilience Plan

RELEASE DATE: Monday, March 21, 2022

RESPONSE DUE: Monday, April 11, 2022

Response Due Date Extended to Monday, April 25, 2022

## GENERAL INFORMATION / BACKGROUND

The City of San Fernando is requesting proposals from qualified consultants to prepare the City's Climate Action and Resilience Plan (CARP) and associated environmental document pursuant to the California Environmental Quality Act (CEQA). The CARP will provide a roadmap that outline specific activities that the City will undertake to reduce greenhouse gas emissions and to adapt to climate change. The CARP must provide an inventory of greenhouse gas (GHG) emissions and a vulnerability assessment, outline actions to mitigate climate change through GHG reductions, and identify strategies to adapt to the effects of climate change. The CARP will be used for CEQA project streamlining.

The CARP will be completed in two phases. The Phase 1 involves data collection and analysis of Greenhouse Gas Emission Inventory and a Vulnerability Assessment. Phase 2 will be completion of the CARP that will build upon the information gathered in Phase I. Phase 2 will focus on identifying specific activities that the City can achieve with the greatest emission reductions in the most cost effective manner, and include strategies for climate adaptation and resilience.

## SCOPE OF WORK

The primary goal of the CARP is to provide tools for the City of San Fernando and the community to build community resilience to climate challenges. Consultant will be asked to recommend GHG emission reduction targets through 2030 that align with Senate Bill 32 and through 2050 to align with Executive Order B-30-15. The CARP must also address climate adaptation strategies in accordance with Senate Bill 379, resilience measures, as well as risks and vulnerabilities.

The Consultant will produce a CARP that aligns with the City's other sustainability efforts and outlines clear strategies that serve as the City's roadmap for achieving the newly established reduction goals and adapting to a changing climate. At the minimum, the CARP must:

1. Develop inventory of GHG emissions and a vulnerability assessment.
2. Develop clear GHG emission reduction targets.
3. Develop goals, strategies, and actions to enable the City to achieve or exceed GHG reduction goals.
4. Develop climate adaptation and resilience strategies.
5. Identify funding and implementation measures.
6. Develop methods for reporting and monitoring the effectiveness of the plan.

The final document should be reader friendly, contain graphic summaries.

## **Phase 1. Analyze GHG Emissions & Vulnerability Assessment**

The Consultant will develop inventory of GHG emissions and a vulnerability assessment.

### **GHG Emission Inventory**

The Consultant will prepare a GHG inventory based on tools and guidance provided by the International Conference for Local Environmental Initiatives (ICLEI). Information should be collected and used to create a methodology worksheet using tools and guidance provided by ICLEI-Local Governments for Sustainability. The methodology worksheet should include the City operations inventory (data gathered from City departments will be presented in a worksheet for a community wide inventory), and a worksheet that calculates the equivalent CO<sub>2</sub> emission from those energy uses. Resources used on the City operation inventory should include the Local Government Operations Protocol (LGOP), developed by ICLEI, the California Air Resources Board (CARB), the California Climate Action Registry (CCAR), and The Climate Registry (TCR). The LGOP provides internationally recognized GHG accounting and reporting principles for cities wanting to quantify and report emissions in a transparent way.

### **Vulnerability Assessment**

The Consultant will provide a vulnerability assessment of the risks that San Fernando is likely to face as the impacts of climate change become more severe. The risks evaluated must include, but are not limited, to drought, extreme heat, precipitation, air quality, winds, wildfires, and any indirect effects of sea level rise in nearby coastal communities (e.g. population migration). The analysis will also address any disproportional impacts that climate change may have on vulnerable populations across the City (e.g., seniors, children, low-income residents, persons with disabilities, etc.). Considerable experience in analyzing data, writing, preparing figures, and in communicating with the public, Commissions, and Councils is desirable.

### **Deliverable**

- GHG Emissions Inventory and Vulnerability Assessment.
- Written report for City Council of GHG inventory and vulnerability assessment that details the methodology and provides an analysis of the information.
- Presentation of the GHG Inventory and Vulnerability Assessment to the City Council.

## **Phase 2: Completion of CARP and CEQA Document**

The Consultant must provide a draft CARP utilizing a fully transparent and collaborative process. Recommendation for GHG emission reduction targets that align with Senate Bill 32 and with Executive Order B-30-15 must be provided in the CARP. The Consultant must also provide climate adaptation strategies in accordance with Senate Bill 379, resilience measures, as well as risks and vulnerabilities.

The Consultant must develop and prioritize adaptation measures for each identified risk based on level of severity (low-risk, medium-risk, and high risk). This effort should include both community adaptation measures as well as those for City operations and calculate the costs and benefits for each measure. The consultant may use the City's Hazard Mitigation Plan in order to coordinate adaptation measures and current City hazard mitigation efforts related to natural events and infrastructure improvements.

The final CARP must include GHG emission analysis, goals, strategies, and actions to enable the City to achieve or exceed GHG reduction goals, climate adaptation and resilience strategies, and means of reporting and monitoring the effectiveness of the plan. Specific strategies and priority actions selected to meet recommended target reductions should be summarized into a strategic framework with specific near-term, mid-term, and long-term implementation plans. Measures should identify agencies and departments responsible for implementation, indicators for success, potential partnerships, recommended funding sources, and appropriate methods to measure progress.

The Consultant will provide staff reports throughout the CARP development process, as needed, in addition to drafting the staff report for the final CARP adoption. The consultant will also support staff in preparing for and presenting to the Planning and Preservation Commission and City Council. Four (4) public hearings are anticipated.

### **Outreach and Engagement Methods**

The Consultant will collaborate with the City and community partners to plan, manage and implement community engagement. This effort should include leading and facilitating meetings with the overall community in addition to targeted outreach to the City's diverse population.

The consultant is expected to prepare and provide any materials required to implement the proposed outreach plan including but not limited to flyers, posters, presentation material, engagement tools (e.g. surveys), and reports. The consultant should be prepared to attend meetings and engage with City Council throughout the CARP development process. Consideration will need to be given to the education level and English-proficiency of prospective attendees, with an emphasis on Spanish bi-lingual translation.

If permissible, the meetings will be hosted in person at a City Facility, at a pre-existing event, or in the form of a pop-up location.

**Outreach and Notification:** The Consultant shall reach out to all City residents to get a broad range of opinions for the project. The task of inviting participants can include direct mailers, newspaper advertisements, email blasts, social media, etc.

**Community Meetings and Workshops:** The Consultant shall facilitate three community meetings to gather feedback from the community. A pop-up meeting format at an existing event may also be planned as a community meeting. Meetings will be documented, and the findings are to be reported to the City.

**Presentations to City Commissions and City Council:** The Consultant shall summarize and present community engagement findings, as well as a summary of the CARP, to a City Commission or the City Council as directed by staff.

**Social Media:** The Consultant, under the guidance of the City, shall develop social and digital media content that corresponds with the project or plan. Social media content shall be developed for the City's Instagram, Facebook, and Twitter, and Next Door accounts.

**Advisory Group Meetings:** The consultant shall convene an Advisory Group to identify key issues and opportunities for the project, review findings, and confirm plan recommendations. The Advisory Group shall meet a minimum of three (3) times during the project.

**Survey:** The Consultant shall develop an online survey to receive input on project goals/objectives, barriers, attitudes and preferences, and demographic information. The online survey will be completed early in the planning process, and will be used to inform project recommendations. QR codes shall be used on promotional materials for additional distribution of the survey. City staff may require supplementing the online survey with in-person, intercept surveys along the project area to ensure ease of access.

**Language Needs:** All engagement materials and methods shall be conducted in English and Spanish, unless explicitly instructed by City staff.

**Printing:** Consultant shall anticipate the need for printing across the project. Consultant and City Project Manager will review printing-related expenses on a rolling basis to ensure the budgeted amount is sufficient and equitably applied across the project. The Consultant shall procure all print requests.

**Material Procurement:** Consultant shall anticipate the need for educational tools and presentation materials to support engagement tasks. The City will approve the proposed list of educational tools and material (oversized maps, pop-up banners, virtual reality equipment, interactive live polling equipment, etc.) in part or in whole within seven (7) days of receipt of a proposed list. The Consultant shall procure all items on the final list within a timely manner.

### **CEQA Document**

The Consultant must prepare the appropriate environmental document pursuant to CEQA for adoption of the CARP and for future streamlining.

### **Deliverable**

- CARP document for adoption by City Council
- CEQA document for adoption by City Council

- Written reports and presentations to Planning and Preservation Commission, and City Council for adoption of the CARP. Four (4) public hearings are anticipated.

## INSTRUCTIONS TO SUBMITTING FIRMS

### A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this Request for Proposal (RFP), and that it is capable of delivering quality services to the City in an efficient and cost-effective & manner.

### B. Questions/Clarifications

Please direct any questions regarding this RFP to Kanika Kith, Director of Community Development, via e-mail at [kkith@sfcity.org](mailto:kkith@sfcity.org). Questions must be received by 5:00 p.m. on **Friday, March, 25, 2022**. All questions received prior to the deadline will be collected and responses will be emailed by **Thursday, March 30, 2022**.

### C. Submission of Proposals

Provide cost estimates for Phase 1 and Phase 2.

All proposals shall be submitted via email to Kanika Kith at [kkith@sfcity.org](mailto:kkith@sfcity.org) and the subject line of the email shall read, **“City of San Fernando RFP – Climate Action and Resilience Plan.”** Proposals must be received no later than **Monday, April 11, 2022 at 5:00 p.m.** All proposals received after that time will not be accepted.

**Proposal Due Date Extended to Monday, April 25, 2022 at 5:00 p.m.**

### D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

### E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

1. Make the selection based on its sole discretion;
2. Reject any and all proposals without prejudice;
3. Issue subsequent Requests for Proposal;
4. Postpone opening for its own convenience;
5. Remedy technical errors in the Request of Proposal process;
6. Approve or disapprove the use of particular sub-contractors;
7. Negotiate with any, all, or none of the prospective firms;
8. Solicit best and final offers from all or some of the prospective firms;
9. Accept other than the lowest offer; and/or;
10. Waive informalities and irregularities in the proposal process.

**F. Contract Type**

It is anticipated that a standard form professional services agreement contract will be signed subsequent to the City Council's review and approval of the selected firm.

**G. Collusion**

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **SCHEDULE FOR SELECTION**

RFP Available:	March 21, 2022
Deadline for submittal of Questions:	March 25, 2022
Response to Questions:	March 31, 2022
Deadline for submittal of Proposal:	April 11, 2022
Execute Agreement (at City Council Meeting):	May 2, 2022

## **SELECTION CRITERIA**

The City of San Fernando will select the consultant on the basis of qualifications and experience. The following general selection criteria will be used to evaluate each consultant firm:

1. Qualifications and knowledge of Project Manager and key personnel's experience most closely related to the stated scope of work.

2. Relevant experience within the past ten years.
3. Responsiveness and clarity of the proposal.
4. References.
5. Time commitment and availability.

## **CONTENTS OF PROPOSAL**

The following information shall be submitted in response to this RFP:

1. Name, Address and Phone Number of the firm.
2. Related experience during the last ten years.
3. Name and detailed resume of key personnel including Project Manager, whom proposer intends to use to work on the City's projects, showing educational background and assignment experience for at least the past ten (10) years.
4. References from previous clients with direct knowledge of each key personnel's, including Project Manager's, past performance.
5. Estimated Project Schedule broken down by (1) Phase 1 – GHG Emission Inventory & Vulnerability Assessment; and (2) Phase 2 – CARP and associated CEQA.
6. Cost proposal broken down by Phase 1 and Phase 2, the services being provided during each phase, and hourly wage rates for all personnel providing the service. The cost proposal should follow the estimated project schedule. The City will not be selecting the firm based on price, but will evaluate the thought that went into developing the estimated schedule and the staffing to accomplish each phase.
7. The estimated project schedule and cost proposal should be organized such that Phase 1 is completed first then Phase 2.