



REQUEST FOR TASK ORDER - CITY OF TAKOMA PARK MARYLAND

Contract Name	CITY OF TAKOMA PARK SUSTAINABILITY AND CLIMATE ACTION PLAN (Contract Number: PW-20190215)
Point of Contact	Direct technical and administrative questions to both Gina Mathias, ginam@takomaparkmd.gov AND to Daryl Braithwaite, daryl@takomaparkmd.gov ; 301-891-7623

TASK SPECIFICATION

Task Name	Takoma Park Sustainability and Climate Action Plan
General Description	The selected contractor shall provide an updated Sustainability and Climate Action Plan. The updated plan should include strategies to reduce greenhouse gas emissions city wide and climate resiliency strategies for Takoma Park. (“Project”)
Detailed Description	<p>The City of Takoma Park is seeking a consultant to develop a Sustainability and Climate Action Plan (SCAP). The SCAP will be the City’s fourth plan / report, building upon the 2000 Local Action Plan for Reducing Greenhouse Gas Emissions, 2010 Task Force on Environmental Action Report, and the 2014 Sustainable Energy Action Plan.</p> <p>The SCAP will analyze implementation efforts to date of previous plans and provide a clear path towards the aspirational goal of 100% reduction in greenhouse gas emissions. The SCAP should present a bold and transformative vision within a framework that also contains incremental, achievable actions and goals.</p> <p>Consultants should utilize an equity based foundation that integrates community well-being. The plan should incorporate resiliency and benefits framing for all strategies considered in the plan. The SCAP will be developed with broad community input through a robust community engagement effort. The consultants will work with Takoma Park staff to develop a robust public engagement process that includes convening stakeholder groups to review and provide feedback on proposed strategies, actions, and goals.</p> <p>An evaluation methodology should be presented and approved.</p> <p>Under the MWCOG Statement of Intent associated with the Scope of Work, the following related tasks are requested by the City of Takoma Park.</p> <p>Task 1: Greenhouse Gas Inventories</p> <p>A. Analysis of trends in emission over time, including drivers of change, and analysis</p>

	<p>of reductions from local programs.</p> <p>Task 2: Climate Change Mitigation and Sustainability Program Planning Support</p> <p>Develop city-wide plan for greenhouse gas emissions elimination and climate adaptation and resiliency</p> <ul style="list-style-type: none"> A. Identification of local and regional strategies, measures, programs or projects to reduce emission of greenhouse gasses. B. Development of technical information on actions, including but limited to approach, needs, deployment issues, feasibility, timing, legal considerations, market assessments, costs, ownership, procurement, deal structure, and finance options. C. Development of reports, presentations, education, and outreach materials that provide draft and final results of strategies, measures, and climate sustainability action plan. D. Participation and leading of workshops, training, or other events with City of Takoma Park. <p>Task 3: Adaptation and Resiliency Services</p> <ul style="list-style-type: none"> A. Identification of probable climate risks, impacts, and vulnerabilities. B. Identification of options and strategies to respond to anticipate climate impacts and vulnerabilities. C. Integration of adaptation and resiliency into the city-wide plan.
<p>Project Requirements</p>	<p>The selected contractor shall complete Tasks 1, 2, and 3 with presentations by October 31, 2019. Alternate schedules can be proposed and will be considered by City of Takoma Park.</p>
<p>Additional Task Order Requirements</p>	<p>The selected contractor must accept the Terms and Conditions contained in the contract with MWCOG as well as the City of Takoma Park’s requirements for Living Wage, and Non Participation in the Nuclear Weapons Industry. The Terms and Conditions contained therein will be incorporated by reference into the final authorized Task Order contract.</p>
<p>Deliverables</p>	<p>The consultant shall provide the City of Takoma Park with a detailed Sustainability and Climate Action Plan (SCAP) that includes a robust engagement strategy throughout the process and a detailed and actionable implementation strategy. The consultant will review Takoma Park’s GHG emissions inventories and identify Community-wide future strategies, convene stakeholder groups and facilitate an engagement process that includes equity. The plan and presentation of materials shall address the following sectors: residential energy, commercial energy, transportation, natural resources, and waste. Plan development must be formatted to include measurable actions and include cost effectiveness.</p> <p>DELIVERABLES LIST</p> <p>Project Initiation and Process (Meetings and Reporting)</p>

	<p>Project timeline</p> <p>Kick-off Meeting with Primary Team Members</p> <p>Project Progress Meetings, including reports with staff, committees, community workshops, meetings and events</p> <p>Develop an Outreach and Engagement Process with equity framework</p> <p>Robust community engagement strategy throughout with identified target stakeholder groups</p> <p>Proposed list of strategies</p> <p>Analysis of strategies (emissions reductions, impact, cost, co-benefits, etc.)</p> <p>Final list of Plan Strategies</p> <p>Prioritized implementation plan</p> <p>Proposed projects with costs</p> <p>Implementation Plan</p> <p>Annual report template</p> <p>Written community-wide Sustainability and Climate Action Plan</p> <p>Draft Action Plan (iterative process)</p> <p>Final Sustainability and Climate Action Plan</p> <p>Glossary</p>
Task Order Term	Until 2021

PROJECTED SOLICITATION TIMELINE

Task Order Release Date	Friday, February 15, 2019
Proposal Due Date	Thursday, February 28, 2019
Contractor Selection	To Be Determined.

PROPOSAL REQUIREMENTS

Proposal must be clearly legible. Font size must be no smaller than ten (10) point. Document margins must be no smaller than 1 inch. **All** of the information related to the proposal, including budgets, timelines, plans, deliverables, and team lists must be included. All proposals **must be** submitted electronically by the due date to Gina Mathias at GinaM@TakomaParkMD.gov **AND** Daryl Braithwaite at DarylB@TakomaParkMD.gov

Section	Description
Technical Approach and Schedule	<ul style="list-style-type: none"> ■ Provide a proposed Statement of Work (“SOW”), including narrative on proposed approach to completing each task. ■ Provide an estimate of the time required to complete each task.

Price Proposal	<ul style="list-style-type: none">■ Provide the total price to perform the project as outlined in your technical approach.■ Provide the cost allocation for each of the project activities.■ Provide the total amount of the Task Order Cost that will be allocated to any proposed subcontractor(s) and the name of the subcontractor(s).
OPTIONAL: Project Samples	<ul style="list-style-type: none">■ Please provide samples of similar project deliverables, can be provided as hyperlink, PDF, or actual .xls or .doc file.

TASK ORDER PROPOSAL EVALUATION

Proposals will be evaluated on proposed statement of work, timeline/schedule, and consistency with the Project goals and budget effectiveness/efficiency. Failure to follow proposal requirements, outlined above, may result in disqualification.

Evaluation Criteria	Evaluation Basis <i>Description of what evaluators will be looking for</i>	Weight <i># of points or percentage allotted for this criteria</i>
Proposed Timeline/Schedule	Evaluators will review timelines to ensure that they are attainable and reasonable.	40
Proposed Statement of Work	Evaluators will review a description of how the work will be accomplished for each task, and that the work outlined in the timetable will result in accomplishing the goals of the Task Order.	40
Cost	Evaluators will review the costs for each activity and the total costs to complete the Task Order.	20
TOTAL		100

TERMS & CONDITIONS

- › Selected contractor must comply with insurance requirements, Living Wage, and Non Participation in the Nuclear Weapons Industry provisions.