

**Whatcom County
Request for Proposal
RFP #19-50**

Notice is hereby given that sealed proposals will be received by Whatcom County Purchasing at its Office in the Administrative Services Finance Department located on the fifth floor of the Whatcom County Courthouse, 311 Grand Avenue, Suite 503, Bellingham WA 98225 for the following:

Consultant Services for:
Climate Action Plan Update
UNTIL: 2:30 PM on Tuesday, June 25, 2019

At which time and place the responses will be publicly opened, and the names of the submitters identified. All interested people are invited to be present. Late submittals will not be considered. Whatcom County reserves the right to reject any or all proposals and to waive any irregularities.

Whatcom County Planning & Development Services Department requests proposals from qualified consultants interested in assisting Whatcom County in updating its Climate Action Plan. Further information is contained in the RFP document, which can be downloaded at no charge from the Whatcom County Purchasing website at <http://www.co.whatcom.wa.us/Bids.aspx>, see "Related Documents" at the bottom of the RFP posting page. If you are unable to download the pdf documents from this website, contact Purchasing at FN_Purchasing@co.whatcom.wa.us (preferred), or phone (360) 778-5330.

Whatcom County affirms it will not discriminate against, or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Whatcom County encourages disadvantaged, minority and women owned consultant firms to respond.

Publication Dates: June 5 & 12, 2019.

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

Whatcom County Planning and Development Services Department desires to select a qualified consultant to assist the County in identifying early action items to address the mission of the Climate Impact Advisory Committee as described in Ordinance 2017-080, complete an update to the Whatcom County emissions inventory, and assist in the completion of the first update to the 2007 Whatcom County Climate Action Plan.

Background

Whatcom County Council approved creation of the Climate Impact Advisory Committee through Ordinance 2017-080 on December 5, 2017. Council appointed committee members in the following months and the first meeting was held in March of 2018. The committee has been tasked with providing review and recommendations to the Whatcom County Council and Executive on issues related to the preparation and adaptation for, and the prevention and mitigation of, impacts of climate change. During the recent biennial budgeting process, Whatcom County Council allocated funds to support the work of the Climate Impact Advisory Committee. The committee has crafted this RFP and will help coordinate the work products of the selected consultant.

Some initial relevant climate change information can be found at:

Document	Date	Link
Whatcom County Climate Action Plan 2007	September 2007	http://whatcomcounty.us/DocumentCenter/View/36617/Whatcom-County-2007-Climate-Protection-and-Energy-Plan
Ordinance 2017-080, establishing WCC 2.126, Climate Impact Advisory Committee	December 2017	http://documents.whatcomcounty.us/weblink/8/0/doc/4223112/Page1.aspx?searchid=ddacd9-2339-4b55-b107-4cff5c52f6ae
UW Climate Impacts Group Puget Sound State of Knowledge Report	November 2015	https://cig.uw.edu/resources/special-reports/ps-sok/

Scope of Work

The consultant will work with county staff and Climate Impact Advisory Committee members and as needed with other local, State, Federal, and Tribal agencies, and other community partners to address priority areas as described in Ordinance 2017-080. The consultant shall attend monthly Climate Impact Advisory Committee meetings until contract is completed and shall facilitate relevant scope of work agenda items within those meetings.

The consultant will complete an updated emissions inventory using ICLEI’s ClearPath Model. Based on this inventory, the consultant will identify key areas that deserve more attention to reduce local greenhouse gas emissions on a schedule that meets or exceeds new or revised state and federal targets on greenhouse gas reduction and goals for renewable energy. The consultant will be familiar with relevant documents and current available science that relate to the climate action plan update.

The consultant will review implementation status of 2007 Climate Action Plan, identify and evaluate cost and benefit of additional potential strategies to mitigate emissions, and will make recommendations to the Climate Impact Advisory Committee to prioritize mitigation strategies that have measurable goals over a designated timeline consistent with state targets. In addition, the consultant will perform an initial assessment of climate vulnerabilities within Whatcom County to anticipate future sea level rise, risk of flood, fires, drought and other impacts of climate change that should be considered in community planning and capital facilities development,

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

as well as identify and evaluate relative costs and benefits of potential adaptation strategies. This initial climate vulnerability assessment and preliminary adaptation planning will inform the first draft of an adaptation chapter to be included in the Climate Action Plan.

In summary, the consultant will assist the Climate Impact Advisory Committee to achieve the above mentioned goals as they relate to the Climate Action Plan update. The consultant will present the above deliverables in report form to the County Climate Impact Advisory Committee.

The consultant selected shall provide a price breakout for the following key deliverables. The prices provided shall be all inclusive – no additional costs shall be charged to the county for the options below without an approved change order.

Scope of Work

- Complete greenhouse gas emissions inventory using the ClearPath Model for year 2017 including a comparison of 2017 Emissions Inventory to 2000/2005 original emissions inventory.

Options to be priced separately:

1. Review implementation status of 2007 Climate Action Plan, and identify and evaluate cost and benefit of potential mitigation measures
2. A complete 2012 greenhouse gas emissions inventory using the current methodology
3. Identify early action items with measurable goals and timelines to reduce greenhouse gas emissions
4. A climate vulnerability assessment to help inform the first draft of an adaptation chapter to be included in the Climate Action Plan
5. The creation of climate vulnerability assessment protocols and recommendations to be used by various County departments
6. Identify and evaluate relative cost and benefit of potential adaptation strategies to reduce or mitigate risk

The county will have the option of selecting any or all of the options above. The contractor shall present the work results in draft format to the Whatcom County Climate Impact Advisory Committee one month prior to final draft completion.

The final report addressing the above-mentioned deliverables made available in Microsoft Word, Adobe Acrobat PDF, and also providing any additional employed data formats, i.e. spreadsheet or GIS datum.

Changes to the agreed upon scope shall be in writing. Work shall not commence on a change order until the county has provided a notice to proceed in writing.

Submittal of Proposals and Budgets

Submit **one (1) unbound original and three (3) copies** of the proposal in a sealed package, marked on the outside as follows:

Name of Submitter
RFP #19-50, Climate Action Plan Update

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

Send or deliver the proposal to:

Attn: Sara Winger, Purchasing Coordinator
Whatcom County AS-Finance
311 Grand Ave., Suite #503
Bellingham, WA 98225

The proposal must be received no later than **2:30 PM, Tuesday, June 25, 2019**. Late submittals will not be considered. Responses transmitted directly to Whatcom County electronically or by fax will not be considered.

It is the submitter's responsibility to deliver the document to the proper address by the assigned time. Whatcom County accepts no responsibility for lost or misdirected submittals.

Whatcom County reserves the right to reject any or all proposals and waive any irregularities.

The County is not liable for any costs incurred by the consultant before issuance of a contract. All costs incurred in responding to this RFP are solely the responsibility of the consultant. All materials submitted in response to this RFP become the property of Whatcom County, are public record, and will not be returned.

Each proposal must be **limited to five (5) two-sided pages** and shall include:

1. Names of project team members, their related experience specific to climate action planning and emissions inventory assessments, outreach, facilitation, and community engagement, an understanding of Whatcom County's land uses, understanding of projected climate impacts and recommended measures to address projected climate impacts, and their expected roles in this project. List the anticipated percentage of time the project manager will have available for this project. Please identify the portions of the project anticipated to be performed by sub-consultants and who they are.
2. Three references from jurisdictions with similar projects performed by the firm/team under a similar scope of work and budget.
3. Proposed approach and methodology to the scope of work, a suggested work program outline, deliverables, calendar of activities, and budget.
4. All actions and deliverables called for or proposed with deliverables, corresponding at a minimum, to the scope of work outlined above, with a breakdown of estimated hours, estimated month of delivery, and assigned personnel in each work task and phase, and costs associated with each task.
5. A description of how the consultant team provides quality control and review to assure adequate level of service, cohesive work documents, and successful project completion and management.

The proposal and all materials submitted with the proposal shall become the property of the County, and will be subject to Public Record Requests. Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be submitted.

The issuance of this RFP constitutes an invitation to submit a proposal. The County is under no obligation to select any of the responding consultants. This RFP may be withdrawn by the County for any reason, and the County shall have no liability for any costs incurred in preparing a proposal.

Budget

Whatcom County has allocated up to \$50,000 in the 2019-2020 adopted budget for this update, if needed.

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

The final dollar amount, tasks, and schedule will be negotiated with the selected firm/team as part of the final contract for this service. If the County is unable to negotiate a satisfactory contract with the firm selected, negotiation with that firm will terminate and the County may select another firm.

The consultant team's proposed budget should be structured to be flexible, as certain tasks may or may not be necessary or may not be as robust as they potentially may be. The total should include all expenses and materials to deliver the work products. Whatcom County will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the County or specific written authorization from Whatcom County.

Schedule

It is anticipated that the consultant will commence work on the project in July 2019, and complete the work by a target date of December 1, 2019.

Consultant Selection Criteria

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience and capacity with knowledge of local natural resources and natural resource values, climate change science and projected impacts, greenhouse gas emissions inventory protocol, and which specifically address the following criteria (in order of importance):

- Degree of interest and responsiveness shown in undertaking the project.
- Overall quality of the response including creativity of the written proposal describing the approach and methodologies the consultant will use.
- Demonstration of past ability of completing similar projects and meeting deadlines, including references.
- Familiarity with other jurisdictional climate action plans.
- Qualifications and experience of key staff and sub-consultants who will participate in the project, including familiarity with greenhouse gas emissions inventories using ClearPath, mitigation measures, vulnerability assessments, and adaptation planning in a municipal context.
- Current workload of firm and key personnel.

Interviews and Selection

Each complete proposal received prior to the deadline, will be reviewed by County Planning and Development Services staff, County Executive Office staff, County Public Works staff, and at least one Climate Impact Committee member, and ranked against the other proposals based on the criteria listed above. If additional information is needed, the County may extend an invitation to the top proposals to be interviewed by a County panel. The tentative date of interviews, if any, is expected to be the week of June 25, 2019.

The County interview panel's overall evaluation of each of the consultants interviewed will focus on the strength of their written proposal and presentation. Each interview will be limited to 45 minutes and include a 30-minute presentation from the consultant giving an overview of their approach and methodology for all phases. The panel will be looking at the strength of the consultant's knowledge of greenhouse gas emissions inventory protocol, greenhouse gas reduction strategies, projected regional climate change impacts, climate

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

vulnerability assessment procedures, group and community facilitation experience and approach, and their ability to present their findings in a format understood by the public and elected officials. The remaining 15 minutes will give the County panel an opportunity to ask questions of the consultants. The final selection will be made by the interview panel after ranking each firm against the other based on the criteria listed above. The top ranked firm will be asked to enter into a contract with the County, unless no firm is selected.

General Assumptions

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any proposal and budget submitted by a consultant. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete each phase of this project on time and within budget.

1. The County may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the consultant. Consultants will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, computer disks, GIS datum, maps, magnetic media, or material which may be produced or modified by the consultant or sub-consultant while performing work shall belong to Whatcom County. Digital copies of any data collected by the consultant or sub-consultants shall be provided to Whatcom County.
3. All consultant deliverables will be prepared in appropriate formats including but not limited to ArcMap, Microsoft Publisher, and Adobe Acrobat. Any spreadsheets and graphs will be prepared in MS Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final non-GIS deliverables will be provided in both MS Word and PDF file formats as requested by County staff. Digital versions shall include all graphics, tables, and appendices in suitable form for publishing on the County website.
4. Unless otherwise agreed upon, the County is responsible for document reproduction and distribution of all review and final drafts.
5. The consultant will have primary responsibility for coordinating, reviewing, and editing information obtained from their team members to ensure that the individual sections of the Work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.
6. The County will provide all available government documents, studies, maps, GIS data layers, and mapping and other technical information pertaining to the PDR Program based on the consultant's data request. Any documents provided in hardcopy shall be returned to the County as appropriate upon completion of the contract.
7. The County will consolidate all internal County staff review comments on draft review documents and provide a single, complete set of comments to the consultant's project manager for revisions.
8. The consultant will provide project updates and other information suitable for posting on the County's website. The County is responsible for website updates of available project materials.
9. Note: Whatcom County PDS is open Monday thru Friday, 8:30 AM – 4:30 PM.

Whatcom County
RFP #19-50
Consultant Services for:
Climate Action Plan Update

10. County staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings and hearings.

Questions

Please direct all questions, in writing, to the assigned staff person:

Chris Elder, Planner II
Planning and Development Services
5280 Northwest Drive, Bellingham, WA 98226
360.778.5932
celder@co.whatcom.wa.us

All questions received will be responded to, and all questions and responses will be made available to all potential submitters upon request. Questions that may affect the outcome of the RFP process will be issued to all potential submitters by addendum.