



REQUEST FOR PROPOSALS VULNERABILITY ASSESSMENT AND CLIMATE ADAPTATION STRATEGIES

City of Bath

Planning Office

C/O Sustainability and Environment

55 Front Street Bath, ME 04053

Date of Issuance: July 22, 2022

PROPOSALS DUE 5:00PM August 25, 2022

I. GENERAL

- a. The City of Bath (hereinafter “City”), acting as lead agency, intends to retain a qualified environmental consultant(s) (hereinafter “Consultant”) to provide professional services to perform a vulnerability assessment and develop climate adaptation strategies (hereinafter “Project”) in accordance with the scope of services as outlined herein. The City anticipates working with a single firm or consultant team but reserves the right to bifurcate the scope of work based on proposals received. The City has recently adopted a climate action resolution and continues to support climate action activities. This project will help to fulfill these goals by identifying the parts of our community most vulnerable to climate change and developing strategies for adaptation.
- b. Background. The City was awarded a community action grant through the community resilience partnership of the Governors Office of Policy Innovation and the Future. **Consultant’s proposal amount should not exceed \$50,000.**
- c. Project Goals. The goals of this project are to engage diverse and disadvantaged segments of the community in the climate adaptation planning process, conduct a climate change vulnerability assessment of the community, develop adaptation goals and policies, and update the safety element and alignment of the Maine Won’t Wait action plan as part of the Climate Action Plan Update.

- d. Estimated Timeline.

RFP Release Date	July 22, 2022
Proposals Due	August 25, 2022
Consultant(s) Selection and Notification	September 7, 2022
Expected Contract Execution, Project Kick-off	September 14, 2022

- e. Contact Information. Please direct all questions regarding the RFP to Rod Melanson, Director of Sustainability and Environment at rmelanson@cityofbath.com (207) 443-8363.

II. SCOPE OF SERVICES

The City of Bath is seeking proposals from qualified and experienced providers of environmental planning services, with a specific background in conducting vulnerability assessments and developing climate adaptation plan policies.

Objectives

- a. Community engagement including two consultant-led community wide workshops.
 - a. A statement of the methods the consultant proposes to include underserved populations is a required element of this RFP.

- b. Vulnerability assessment analyzing what climate change effects will impact Bath including identifying sensitive infrastructure and communities.
- c. Adaptation strategies and implementation plans to address the most urgent needs identified in the vulnerability assessment. Draft adaptation policies to integrate in the adopted 2019 Climate Action Plan update.

Guiding Reference

1. City of Bath [2019 Climate Action Plan](#)
2. City of Bath COAST Report to DACF December 2013
3. City of Bath [Climate Action Commission Resolution](#)
4. [City of Bath Design and Resiliency Team Final Report 2014](#)
5. State of Maine's four-year climate action plan, [Maine Won't Wait](#)
6. Portland and South Portland's [One Climate Future](#)
7. UMaine Climate Change Institute [Climate Futures](#) Plausible Scenario framework
8. [Volume 1: Vulnerability Analysis](#) -updated November 20, 2020
9. Urban Sustainability Directors Network (USDN) 80x50 [Framework and Guide to equitable, community-driven climate preparedness planning](#)
10. Bath Climate Action Plan - [Municipal Water Pollution Control Facility and Collection System](#) March 2022 – Wright-Pierce Engineering
11. Southern Midcoast Maine Social Resilience Project
12. State and Federal regulations

Deliverables

- a. Community engagement of underserved populations
- b. Review the current Climate Action Plan and provide amendments to the Plan to incorporate resiliency efforts as well as alignment with the 'Maine Won't Wait' Climate Action Plan.
 - i. Develop a succinct integrated implementation schedule for the 2019 CAP with Vulnerability assessment items included.
- c. Identify multiple sea level rise scenarios based on the latest scientific projections and develop a recommended planning process for the city.
- d. Produce a Climate Vulnerability Assessment Report that considers factors including but not limited to (this assessment will include detailed mapping and imagery):
 - Climate Hazards (such as changes in sea level rise, storm surges, tidal flooding, changes in precipitation and storm patterns, changes in air temperatures, or changes in water temperatures and acidifications)
 - Infrastructural Exposure, Risk, and Vulnerability (such as infrastructure relating to transportation, energy, water and wastewater, communication systems, or impacts to sites containing contaminated soils or hazardous waste)

- Environmental Exposure, Risk, and Vulnerability (such as impacts on marsh migration, erosion, natural water systems, shifting habitats, and human health.
 - Socioeconomic Exposure, Risk, and Vulnerability (such as impacts to local economies and livelihoods, housing and built environments, community resources and food security, health, and social equity)
- e. High-level summary of results presented in a format for communication with the public, such as through accessible language, infographics, or other visual means. Further, consultants will create graphics and other content suitable for distribution on social media that the parties can use to promote the report.
- i. Create a list of critical action items for the City, as well as action items for property owners
 - ii. Implement inclusive community planning strategies

III. PROPOSAL SUBMITTAL REQUIREMENTS

- a. The City requires submittal of one original (hand delivered or mailed) and one electronic version (submitted via email to rmelanson@cityofbath.com), and a maximum of 15 pages. In order to expedite and simplify proposal evaluation and to assure that each proposal receives the same orderly review, all proposals should adhere to the format described below. Submission of a proposal shall be conclusive evidence that the proposer has investigated and is satisfied as to the conditions to be encountered in performing the work. All proposal sections and pages should be appropriately numbered. Proposals must include a table of contents listing all sections, figures, and tables. Submitted proposals shall include:
- i. **Executive Summary, Company Overview, and Professional Qualifications.** Include a brief introduction and executive summary of the major facts or features of the proposal, including any conclusions, assumptions, and recommendations the consultant desires to make. The Executive Summary should be designed specifically for review by a nontechnical audience and senior management. Provide clear, descriptive information on the following:
 1. The company's background and history. Provide the name of the authorized office/representative for the company with regard to negotiation and contractual matters.
 2. Number of total personnel currently available for services described herein.
 3. Provide names, resumes of the project leads or managers, qualifications and experience of all staff anticipated to be involved in the project, including the project manager and technical staff.

4. The assigned Project Manager of this project shall be identified in the proposal and cannot be changed, replaced, or altered throughout the project unless agreed to by both the City and the company.

5. Identify whether your company is a single source provider of professional services or if a subcontractor will be used. If a subcontractor will be used, please provide detailed information regarding the nature of the subcontracting work and descriptive information about the company, including its primary representative.

ii. References and Experience: Provide detailed descriptions of at least three (3) references for similar projects, including but not limited to the organization name, contact person, address, telephone number and email address, date of initiation, contract status, and a brief overview of the services provided. The consultant agrees that the City may contact the references given at the City's discretion.

iii. Proposed Approach: The City desires a consultant(s) with a minimum of five (5) years of demonstrated experience with similar projects. Describe how the consultant will be able to:

- facilitate identified community workshops,
- analyze climate change effects on infrastructure systems and communities,
- develop and prioritize adaptation strategies,
- and work with City staff to integrate policies into the Climate Action Plan Update.

Proposed approach should include identified tasks as they relate to the scope of services, timeline, and outcomes.

iv. Expected Project Timeline: Given the constraints of project funding source (grant funds expiration December, 2023) and coordination with other related Climate Action Plan update tasks and workshops, describe the timeline the consultant will use to complete the project.

v. Cost Proposal: For each task listed in scope of services, please provide a clear, complete, and detailed cost schedule including hours and labor rates.

- b. **Submittals Deadline:** The City requires submittal of one electronic version submitted via email to rmelanson@cityofbath.com of the RFP response. All proposal pages should be appropriately numbered and no proposal should be more than 15 pages.

All responses, documents, terms, and information related to the proposer's response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc. shall be recognized or accepted if not initially submitted with the response to this RFP.

Proposal responses and submittals shall be received by the City's Planning Office no later than 5:00pm August 25th, 2022.

IV. CONSULTANT SELECTION POLICY AND PROCEDURE

The selection committee will consist of representatives of the City of Bath. The proposal will be reviewed utilizing the information submitted with the Request for Proposal. The selection process may include an interview of top candidates, or may waive interviews, at the City's sole discretion. The City Council will make the final decision based on the following scoring structure as recommended by City Staff:

Category	Points allotted
Company Overview and Professional Qualifications	15
References and Experience	35
Proposed Approach	30
Expected Project Timeline	15
Cost Proposal	5

Responses must be shipped in one box or package with the following information prominently displayed:

Rod Melanson Director of Sustainability and Environment
City of Bath 55 Front St.
Bath, ME 04530

Request for Proposals – Vulnerability Assessment and Climate Adaptation Strategies
Due: 5:00pm August 25th, 2022
Company Name:

If the response is sent by mail or commercial express service, the Respondent shall be responsible for actual delivery of the response to the City Sustainability Office before the deadline. All responses become the property of the City of Bath.