



REQUEST FOR PROPOSALS

CLIMATE ACTION PLAN

CITY OF BATH, ME

City of Bath

Planning Office

C/O Sustainability and Environment

55 Front Street Bath, ME 04053

Date of Issuance: October 5, 2023

PROPOSALS DUE 3:00PM November 1, 2023

I. GENERAL

The City of Bath (hereinafter “City”), acting as lead agency, intends to retain a qualified consultant(s) (hereinafter “Consultant”) to provide professional services to produce a municipal Climate Action Plan (hereinafter “CAP”) in accordance with the scope of services as outlined herein.

In 2019 and 2022, the City adopted climate action resolutions, and the City continues to support ongoing climate action activities through their Climate Action Commission and Sustainability Office. Drawing from past City planning efforts, and including the 2022 adopted climate resolution and the State’s ‘Maine Won’t Wait’ Climate Action Plan, this project will serve to provide comprehensive climate planning guidance for the community, reaffirm community goals through robust community engagement, provide a detailed list of community actions, and develop a system for monitoring the implementation of recommended actions at the scale and speed called for by the 2022 resolution.

The firm selected to lead this effort will be expected to thoughtfully consider how to ensure that the document can be used by all community members, and to incorporate features that encourage use and understanding of the document at all levels and across all sectors. The final document should be extremely reader friendly and contain high quality graphics. The City of Bath community is very environmentally minded and will require a tailored approach to community engagement. As such, the consultant or associated subcontractor should also have demonstrated success with developing and implementing community engagement campaigns. This CAP will update the City’s current Greenhouse Gas (GHG) emissions reduction targets to align with the City’s 2022 climate resolution, state and regional targets; provide a detailed plan of action for meeting those targets; integrate current climate science and the City’s 2023 Vulnerability Assessment; incorporate an equity framework; and provide an ongoing system that monitors the implementation of the plan.

Estimated Timeline.

RFP Release Date	October 5, 2023
Proposals Due	November 1, 2023
Consultant(s) Selection and Notification	December 2023
Expected Contract Execution, Project Kickoff	January 2024

Estimated Budget

The City has an anticipated project budget of approximately \$80,000.00 - \$100,000.00 for the successful completion of the Services, including disbursements. The budget may change depending on Proposals received and any value-added or optional pieces included in the Proposals.

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. SERVICES

PROJECT GOALS AND OBJECTIVES

A Climate Action Plan that aims to meet the City's recently adopted reduction targets will require a new approach, focusing on innovative and bold policies that address current decarbonization principles. Bath is therefore looking to hire a team of experts to develop a forward-thinking and locally relevant plan. The plan should include a realistic but sufficient number of actionable, achievable, and impactful steps that the City can take to achieve carbon neutrality by 2045, reduce emissions by 80% by 2050, and manage sea level rise projections for 2050.

Key elements of the plan are anticipated to include:

- Reduction of greenhouse gas emissions,
- Carbon capture,
- Remediation and adaptation,
- Education and outreach,
- Policy and leadership, and
- Equitable outcomes.

Scope

1. Overview

The City is seeking proposals that generally reflect the following scope. Consultants are strongly encouraged to suggest refinements and innovative methodologies that ultimately achieve the work products described below. The City invites consultants to utilize elements which incorporate innovation and creativity to delivering a top value CAP.

The consultant will include community outreach to develop the CAP in cooperation with staff, City Council, the Climate Action Commission, and members of the public. The City is seeking a consultant to prepare a plan that is straightforward, implementable by identified responsible parties, and easy to understand for the community. The project should begin with a review of existing documentation, including the following:

1. City of Bath [2019 Climate Action Plan](#)
2. City of Bath Vulnerability Assessment 2023 (underway)
3. City of Bath Draft 2022 Comprehensive Plan
4. City of Bath COAST Report to DACF December 2013
5. City of Bath [Climate Action Commission Resolution 2022](#)
6. [City of Bath Design and Resiliency Team Final Report 2014](#)
7. City of Bath [Bicycle & Pedestrian Plan 2018](#)
8. State of Maine's four-year climate action plan, [Maine Won't Wait](#)
9. Portland and South Portland's [One Climate Future](#)
10. Sagadahoc County [Hazard Mitigation Plan 2021](#)
11. The Southern Midcoast Maine Social Resilience Project [Scenario Planning Exercise Report November 30, 2022](#)
12. UMaine Climate Change Institute [Climate Futures](#) Plausible Scenario framework

13. Urban Sustainability Directors Network (USDN) 80x50 [Framework and Guide to equitable, community-driven climate preparedness planning](#)
14. Bath Climate Action Plan - [Municipal Water Pollution Control Facility and Collection System](#)
March 2022 – Wright-Pierce Engineering

An analysis of state and regional programs should be performed to avoid redundancy and determine the appropriate role for the City of Bath in the next phase of climate action. In addition, an analysis of best practices for long-term climate action planning should be performed. The draft plan should take a long-term approach to climate action while focusing on achievable measures. Each strategy in the CAP should include information about agencies and departments responsible for implementation as well as actionable steps, potential partnerships, estimated staffing requirements, equity considerations, and recommended funding sources. Metrics should be clearly defined, measures should be prioritized, and implementation timelines should be determined.

2. Overall, we anticipate a Climate Action and Resilience Plan that should:

- Include a robust community-wide engagement strategy to mobilize broad community action around climate change, activating and engaging residents, businesses, students and institutions with positive actions and tangible benefits;
- Report the current climate challenges in Bath and the opportunities for climate and greenhouse gas reduction goals;
- Establish a set of cohesive strategies, implementation plans and metrics for measuring progress that helps the community to transition from fossil fuels to clean renewable energy;
- Prepare recommended goals and actions based upon the climate challenges report that offer climate adaptation, mitigation, and resiliency outcomes;
- Guide the City to achieve an 80% reduction in community-wide greenhouse gas emissions by 2050 through energy efficiency measures and by transitioning from carbon-based fuels to clean, renewable energy;
- Recommend a path to transition to a near zero-waste economy that prioritizes waste reduction and reuse of resources;
- Recommend pathways for carbon sequestration to aid in reaching the City’s goal of carbon-neutrality by 2045;
- Prepare the City for anticipated impacts of climate change including, but not limited to, rising sea levels, more frequent significant rain events, more powerful coastal storms, and more frequent days with heat over 90 degrees Fahrenheit;
- Ensure that recommended actions incorporate the needs of all members of the community in order to create equitable outcomes;
- Position the city to maintain a high quality of life with livable neighborhoods and a strong business environment;
- Provide analysis of the implications of each strategy on the environment, social equity, and the local economy;
- Identify funding and implementation measures, including current and potential capacity needed to implement the strategies identified; and
- Develop a means of reporting and monitoring the effectiveness of the plan.

3. The final Climate Action Plan for the City of Bath will:

- Be developed in an open and transparent way, and set a long-term vision with clear and compelling implementation pathways;
- Define the community's climate challenges and opportunities in meeting the ambitious goals resolved by the City in 2022 and in preparing for the impacts of climate change;
- Establish a set of climate action strategies and implementation plans (expected to include policies, programs, measures, projects, infrastructure, and community actions);
- Identify policy opportunities at the state, regional, and federal levels that may help reduce emission sources not controlled directly by the City;
- Define metrics for measuring progress, lowering community-wide greenhouse gas emissions, and engaging residents, businesses and community groups.

The City welcomes proposals that include a high degree of both formal and informal interaction with City staff and the community. In turn, City staff intend to work closely with consultants and are prepared to complete some tasks in-kind. The proposal should indicate which tasks would be appropriate and/or desirable for City staff to complete.

Staff recommends the following structure for the scope of work including the following tasks, which the City may modify in collaboration with the selected Consultant. All activities will be undertaken in close coordination with the City. The City reserves the right to negotiate a modified scope of work with the selected Consultant that consists of fewer tasks to ensure that the project fits within the City's available budget and/or to add additional tasks to the scope based on needs that are identified.

The planning process is anticipated to be structured around identified focus areas: *energy, buildings, transportation/ mobility, land use, natural resources, public health and safety, solid waste reduction, infrastructure, and climate preparedness*. The consultant will explore a wide range of issues within each area, and propose an approach to how the plan will address these focus areas. The identified areas shall include an analysis that is broken into the following community sectors; residential, commercial, industrial, non-profits, and government. The final plan should explain (i.e., quantify) what the impact of choosing any option would be, and how all of the choices (the final approach) add up to achieving the City's goals. The final plan should emphasize the education and outreach, policy and leadership, and equity issues that need to be considered in implementation.

Energy

- Recommend actions for the city to engage at the state and federal level to promote policies and programs that would assist businesses and homeowners to adopt energy efficiency measures and invest in renewable energy systems.
- Create measurable recommendations for city actions to achieve the city's portion of greenhouse gas emission reductions stated in the 2022 Climate Action Commission Resolution.

Buildings

- Recommend approaches to transition the building sector away from fossil fuels to renewable energy sources

- Recommend strategies to increase energy efficiency in existing buildings
- Identify policies and practices to improve energy performance of new construction
- Recommend policies and actions to ensure energy efficiency and comfortable buildings are available to all members of the community

Transportation/ Mobility

- Recommend strategies to promote and enable broad adoption of zero emission transportation technologies (include a focus on anticipated infrastructure needs, and outreach strategies to enable adoption)
- Review municipal and regional transportation plans and identify opportunities to improve them in ways that promote efforts to reduce carbon emissions from the transportation sector
- Recommend strategies to enhance alternative transportation options (walking, biking, rolling)

Land Use

- Review the Comprehensive Plan and identify areas that may impede progress toward climate goals
- Review Zoning update project to ensure it supports City's climate goals.
- Review existing plans and land use ordinance to offer recommendations on zoning resiliency strategies

Natural Resources

- Review baseline mapping of existing open space
- Quantify natural areas ability for carbon sequestration at the community level
- Identify opportunities that address preserving/ enhancing biodiversity, tree canopy, water quality, habitats, shorelines, and open space

Public Health & Safety (vulnerabilities and resilience)

- Propose strategies to address the health and safety risks from climate change faced by Bath
- Identify how climate change could disrupt the flow of goods and services, including medical services and food distribution, and recommend ways to mitigate the impacts
- Propose actions to protect against disruptions in the supply of energy and discuss whether adoption of distributed generation powered by renewables could help improve resilience
- Identify opportunities for green and grey infrastructure to improve resilience against sea level rise and/or flooding from intense rain events while providing recreational opportunities

Solid Waste Reduction

- Discuss the role of waste reduction and reuse in context of mitigating climate change
- Evaluate existing waste management strategies and propose approaches to promote waste reduction in the public and private sectors
- Identify opportunities for the city to achieve and exceed existing waste reduction and recycling goals
- Discuss how promotion of a sharing economy focused on reuse and repair can support economic growth and entrepreneurship opportunities

Food and Agriculture

- Discuss the contribution of farming practices; food transport, processing, retail, recycling, and food waste management to climate change
- Recommend practices to encourage more plant-based diets and less food waste

Infrastructure

- Review Public Works plans, databases, and facilities.
- Develop strategies that enhance drinking water, stormwater management, green infrastructure, roadways and wastewater infrastructure
- Suggest sustainable materials to be used in city projects

Climate Preparedness

- Development of a comprehensive and detailed plan to reduce GHG emissions, sequester carbon, and prepare for climate impacts.
- Identify strategies that address climate mitigation, adaptation, and resiliency
- Development of a system that monitors and evaluates the implementation of the plan

Statement of Work

Task 1. Kickoff and Data Package Assembly and Review

Collect all available data and inputs. Develop execution plan for overall project and present at staff and committee kick off meeting.

Task 2. Community Engagement

The consultant should propose a robust community outreach strategy based on successful outcomes and experience with similar projects in other communities. The strategy should identify the number and type of in person and virtual meetings, development of a project website that allows public interaction and project updates, strategies to reach and engage vulnerable populations and address equitable outcomes, and identify how on-going community engagement may be sustained.

The consultant is expected to prepare reports, presentations, and updates and attend and engage with the City's Climate Action Commission (or advisory committee), and broader community, throughout the CAP process. The consultant should plan to attend and report out at a minimum of three Committee meetings and one City Council meeting.

Task 3: GHG Emissions & Sequestration – Inventory & Analysis

Based on a review of the City's existing CAP, most recent 2023 GHG inventories utilizing ICLEI tools, and local conditions, the consultant should provide a GHG emissions and sequestration inventory analysis. The inventory completed should reconcile methodologies/data to ensure data are comparable to prior inventories, and industry standards.

Task 3a: Set Targets and Recommend GHG Emission Reduction Measures

Based on the findings of Task 3, the consultant needs to identify GHG emission reduction measures in order for the City to meet a 2045, and 2050 GHG emission reduction target that aligns with the City's Climate Resolution and latest goals from the State.

Task 3b. Forecast GHG Emission Reductions

The consultant will produce GHG emission reduction forecasts and determine scenarios to achieve reduction targets developed in Task 3a. The consultant must evaluate and summarize the impact of anticipated state and federal policies and programs on GHG emission reductions and incorporate those into this task as appropriate. The reduction scenarios shall include specific carbon sequestration strategies to achieve local emission reductions.

Task 4. Climate Resiliency, Vulnerability, and Adaptation

At a minimum, the CAP should include climate adaptation and resiliency elements that will supplement the work being completed as part of the City's flooding and sea level rise inundation Vulnerability Assessment. Include the spectrum of climate events that pose impacts to vulnerable populations, addressing diversity and building capacity for community-wide resilience to climate change. Recommend training and implementation resources, tools and strategies for Bath residents, service providers and first responders to facilitate and achieve these strategies.

Task 5. Draft Updated Climate Action and Resiliency Plan

The consultant should develop a draft CAP that incorporates results from ongoing community engagement, recognizing current science and using the GHG emission analysis that is described. The specific strategies and priority actions selected to meet the recommended target reductions should be summarized into a strategic framework with specific near-term implementation plans and a schedule for longer-term implementation plan development. Measures should identify agencies and departments responsible, indicators for success, potential partnerships, recommended funding sources, equity considerations, and appropriate methods to assess progress. The CAP should include sections focused on actions for the City, community actions, and actions for individuals, that can be taken to reduce GHG emissions and increase resiliency.

Task 6. Development of Ongoing Monitoring & Implementation Plan

The consultant should propose a publicly accessible method for ongoing monitoring, evaluating, and implementation of the plan.

Deliverables

1. Project execution plan.
2. Final Climate Action Plan suitable for public release.
3. Supporting documentation for CAP in the form of appendices documenting greenhouse gas inventories, analyses, etc.
4. Monitoring (community dashboard) and Implementation Plan.
5. Host and document a minimum of three community outreach/engagement meetings.
6. At a minimum, present at one City Council meeting and document results.
7. Quarterly status reports and project updates with the advisory committee.

III. PROPOSAL SUBMITTAL REQUIREMENTS

The City requires submittal of one electronic version (submitted via email to rmelanson@cityofbath.com). 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 and anticipated capacity throughout project.
 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:**

 1. 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.
 2. Provide a summary of a similar project, including scope and scale that relates to the proposal for this project.
- iii. Proposed Project Approach:** The City desires a Consultant(s) with demonstrated experience with similar projects. Briefly describe the methodology and organizational approach the firm would use to assist the City, including critical elements and special methodologies that would be used to ensure that City objectives are satisfied.

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

- iv. Expected Project Timeline:** Project timeline should identify entire length of expected project duration, milestones, and task completion dates. Along with these typical elements, please provide a timeline for regular project check ins with staff, significant committee check-ins, and community wide events.
- v. Cost Proposal:** For each task listed in scope of services and deliverables, please provide a clear, complete, and detailed cost schedule including hours and labor rates. If the proposal deviates from the project deliverables, alternative approaches should be accompanied by cost proposals.
- vi. Submittals Deadline:** The City requires submittal of one electronic version of the RFP response submitted via email to rmelanson@cityofbath.com. All proposal pages should be appropriately numbered.

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 3:00pm November 1st, 2023.

Questions: Questions regarding the scope of work must be submitted in writing and should be addressed to Rod Melanson, Director of Sustainability and Environment, at rmelanson@cityofbath.com by October 13th. Questions and responses will be compiled and available for review October 19th.

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	20
Proposed Approach	35
Expected Project Timeline	15
Cost Proposal	15