

**REQUEST FOR PROPOSALS (RFP)**

**for**

**2010 Chicago and Regional Community Emissions Inventory**

**Required for use by:**

**GLOBAL PHILANTHROPY PARTNERSHIP (GPP)  
in collaboration with  
CITY OF CHICAGO DEPARTMENT OF ENVIRONMENT  
and  
CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP)**

**Issued by:**

**GLOBAL PHILANTHROPY PARTNERSHIP  
on  
January 14, 2011**

**ONE (1) ORIGINAL DIGITAL COPY OF THE RESPONSE MUST BE SUBMITTED**

All responses shall be addressed and returned to both of the following persons:

**April K. Donnellan, Executive Director  
Global Philanthropy Partnership  
[april@global-philanthropy.org](mailto:april@global-philanthropy.org)**

**and**

**Tom Jacks, Project Lead  
Global Philanthropy Partnership  
[tomjacks@global-philanthropy.org](mailto:tomjacks@global-philanthropy.org)**

**Responses must be received no later than 4:00 p.m. CST, on  
February 7, 2011.**

**Responses shall be submitted electronically via e-mail.**

## REQUEST FOR PROPOSALS

**SUBJECT:** 2010 Chicago and Regional Community Emissions Inventory

**DATE ADVERTISED:** January 14, 2011

**INQUIRIES:** All inquiries for information must be directed to the Global Philanthropy Partnership (GPP), at **both:** [april@global-philanthropy.org](mailto:april@global-philanthropy.org) and [tomjacks@global-philanthropy.org](mailto:tomjacks@global-philanthropy.org). Written questions on this RFP must be received by GPP before 4:00pm Central Standard Time on Monday, January 24, 2011, and GPP will issue responses to these questions, if needed, by Thursday, January 27, 2011.

### Deadline and Procedures for Submitting Responses

1. To be assured of consideration, responses must be received by the Global Philanthropy Partnership (GPP) no later than 4:00 p.m. Central Standard Time on Monday, February 7, 2011.
2. Proposals must be delivered to **both** of the following two e-mail addresses:

April K. Donnellan, Executive Director  
Global Philanthropy Partnership  
[april@global-philanthropy.org](mailto:april@global-philanthropy.org)

**and**

Tom Jacks, Project Lead  
Global Philanthropy Partnership  
[tomjacks@global-philanthropy.org](mailto:tomjacks@global-philanthropy.org)

Subject line of the e-mail shall be labeled **“RFP for 2010 Chicago and Regional Emissions Inventory”**  
**Please provide the information below with your submittal documents.**

**Responding to this RFP is not a pre-requisite for responding to any subsequent solicitations relating to this project.**

Response submitted by:

- Company Name
- Contact Name
- Title
- Address
- Telephone Number
- E-mail address

## **Request for Proposals on 2010 Chicago and Regional Community Emissions Inventory**

### **SECTION I – GENERAL INVITATION**

The Global Philanthropy Partnership (GPP), in collaboration with the City of Chicago (the City) Department of Environment and the Chicago Metropolitan Agency for Planning (CMAP), invites the submission of proposals for conducting community emissions inventories for Chicago and its seven-county metro region. Firms with experience in conducting community emissions inventories are invited to respond to this Request for Proposals (RFP).

### **BACKGROUND**

As part of the process of implementing and measuring the progress of the Chicago Climate Action Plan (CCAP), it is important to regularly evaluate Chicago's scope, scale and source of green house gas (GHG) emissions. Previous GHG emissions inventories for Chicago and for the seven-county metropolitan region were completed for 2000 and 2005. It is now time for the emissions inventories to be measured for the year 2010.

Prior to responding, Respondents are strongly encouraged to review in details the scope and methodology used for the 2000 and 2005 Chicago emissions inventories, available here: [http://www.chicagoclimaction.org/pages/research\\_reports/8.php](http://www.chicagoclimaction.org/pages/research_reports/8.php) (within the "Chicago Greenhouse Gas Emissions and Mitigation Analysis" section)

### **OBJECTIVE OF THIS RFP**

The purpose of this RFP is to select a qualified consultant or team of consultants to perform geographic-based 2010 greenhouse gas (GHG) emissions inventories (with supplemental emissions sources), and to suggest revisions to previous baselines (2000, 2005), for (1) the city of Chicago, and (2) the seven-county metro region (Cook, Will, DuPage, Kane, Kendall, McHenry, and Lake Counties).

This project will inform the client, who will then inform individuals, businesses, and local governments, about the most important sources of community emissions. The project will inform efforts to assess progress towards climate goals as well as the efficacy of specific policy and programs.

### **DISCLAIMER**

Responses to this RFP become the exclusive property of GPP, the City, and CMAP. All documents submitted in response to this RFP may be regarded as public records and may be subject to disclosure.

This RFP is issued solely for information and planning purposes and does not constitute a solicitation. No material submitted in response to this RFP will be returned. Respondents are solely responsible for all expenses associated with responding to this RFP.

## **SECTION II – SCOPE OF WORK: Geographic Emissions Inventories with Supplemental Emissions Sources**

### **A. Objective:**

The primary objective is to inventory 2010 greenhouse gas emissions produced within the geopolitical boundaries of (1) the city of Chicago, and separately, (2) each of the counties within the seven-county metro area (Cook, Will, DuPage, Kane, Kendall, McHenry, and Lake Counties). These inventories will also include supplemental sources attributable to activities within the above areas, including, at a minimum, emissions associated with energy consumed and waste disposal related emissions, even when the actual emissions occur outside of the geopolitical boundaries identified in this RFP.

### **B. Description and Deliverables:**

Deliver a geographic-based 2010 GHG inventory of the city of Chicago and, separately, also of each of the counties within the seven-county metro area (Cook, Will, DuPage, Kane, Kendall, McHenry, and Lake Counties). The inventories should include detailed methodology, emissions factors, framework, and any assumptions.

The 2010 emissions inventories should include Scope 1 and Scope 2 emissions, as defined for prior inventories, and include recommendations and calculations for further Scope 1 and Scope 2 emissions to include. Respondents are also encouraged to suggest any Scope 3 sources that can be measured in the 2010 inventories, and explain the data and methodologies that would be used to measure these.

The selected Consultant will identify and work with the Chicago Climate Action Plan (CCAP) team to decide, in more details, what should and what should not be included in the inventories. In particular, the CCAP team has been using a performance management dashboard (see Figure 1 for an excerpt) to track progress towards CCAP's targets. The selected Consultant will be expected to discuss with the CCAP team on how best to align the emissions inventories' approach, metrics and data sources with those used by the dashboard.

| Action                     | Cumulative Implementation             |           |         | Actual Cumulative MMTCO <sub>2</sub> e Gases Mitigated |           |
|----------------------------|---------------------------------------|-----------|---------|--|-----------|
|                            | Actual                                | 2020 Goal | Units   | Progress to goal                                       | 2020 Goal |
| Energy Efficient Buildings | 1 Commercial and industrial retrofits | 620       | 9,200   | Buildings  |           |
|                            | 2 Residential retrofits               | 19,694    | 400,000 | Dwellings  |           |
|                            | 3a Appliance trade-ins                | 18,348    | 187,000 | Appliances   |           |
|                            | 3b Light bulbs and fixtures           | 1.17      | 4.01    | Millions   |           |
|                            | 4 Conserve water                      | 11.5      | 29.9    | Billions gallons of water per year                     |           |
|                            | 5 Update city energy code             | 203       | 421,073 | Buildings  |           |
|                            | 6 New guidelines for renovations      | TBD       | TBD     | TBD  |           |
|                            | 7a Trees                              | 17.2      | 17      | % tree canopy cover in Chicago                         |           |
|                            | 7b Green Roofs                        | 1.83      | 4.50    | Millions of sq. ft. added since 2007                   |           |
|                            | 8a Residential savings challenge      | 5,288     | 585,000 | Participants   |           |
|                            | 8b Green Office Challenge             | 72,000    | 327,192 | MWh  |           |

Figure 1: Excerpt of the CCAP Performance Management Dashboard

Finally, Respondents are also encouraged to identify uncertainties and limitations they foresee, and to suggest process or methodological improvements that they believe could better achieve the objectives of the project.

Types of GHG to be measured:

Emissions are to be calculated, at a minimum, for each of the six major categories of greenhouse gases regulated under the Kyoto Protocol—carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF<sub>6</sub>). Emissions shall then be converted into CO<sub>2</sub>-equivalent (CO<sub>2</sub>e) using the most accurate and most relevant emission factors possible, with justifications given on why these particular factors are chosen over others.

Types of emission sources to be measured:

The emissions inventories are *community* inventories and must incorporate each of all the direct and indirect emission sources from within the geopolitical boundaries identified in this RFP. This includes but is not limited to: natural gas, electricity, transportation, buildings, industrial processes, product use, agriculture, waste, and waste water. Emissions should also be broken into the main strategies of the Chicago Climate Action Plan: energy efficiency, clean and renewable energy sources, transportation, and waste.

The inventories should also include supplemental sources attributable to activities within each of the above areas, including, at a minimum, emissions associated with energy consumed and

waste disposal related emissions, even when the actual emissions occur outside of the given areas.

Within transportation, the inventories should be broken down by different transportation modes and vehicle types for passengers and freight. Emission per mile per transportation mode, and emission per mile per vehicle type, should be calculated.

The City of Chicago is a member of the Chicago Climate Exchange (CCX), and reports the GHG emissions associated with its business operations each year – these emissions should also be included in the 2010 community emissions inventories.

The most accurate data and methodologies possible should be used to measure the various emission sources, with justifications given on why these particular data and methods are chosen over others.

Offsetting effects:

The inventories should account for carbon sequestration effect due to planting of trees and other plants, as well as account for the impact of weather on energy consumption, and impact of the economy as well (in particular that of the recent economic downturn). Respondents are also encouraged to describe any other offsetting effects that it has identified and proposes to be measured.

Trends and benchmarks:

Emissions inventories data from 2010 should then be compared with those obtained in 2000 and 2005, and any relevant trends analyzed and reported. Such comparisons and analyses should be performed on an aggregate basis as well as on a per-capita basis, per-household basis and per-GDP (Gross Domestic Product) basis. The per-GDP analysis could help to isolate the effect of the recent financial downturn. The comparison should be performed across the different emissions types, sources, and geographies. Also, the major drivers of any changes in emissions over time should be described and quantified.

Note, however, that deviations in data and/or methodology may exist between the 2010 inventories and prior inventories. In order to accurately compare 2010 inventories against prior years' inventories, deviations in prior years' inventories (e.g., due to revised emission factors, improved emissions inventory methodology, improved data availability, or other reasons) and their impacts should be noted in detail.

The inventories should be compared with US average, regional average, and US city average, as well as any other appropriate locations such as specific US cities or regions.

“Business as usual” forecasts:

In the 2000 and 2005 inventories, “business-as-usual” scenario was forecasted up to the year 2050, i.e., GHG emissions likely to occur in Chicago if no action was taken. Similar work was also done for the seven-county region. These “business-as-usual” forecasts should be updated.

Additional considerations:

In addition to the factors listed above, please describe any additional value-add that will be provided to the final deliverable.

Data availability:

The Consultant is required to gather quality data used in the emissions inventories from public and other sources of information, emphasizing integrity and transparency in collection, and collecting the data from multiple stakeholders to minimize individual stakeholder reporting responsibilities.

Final report and data:

A report clearly detailing all of the above as well as the methodology and framework used, and a technical appendix that includes supporting data (including documentation of the data sources and relevant source contact information, work sheets, and other documents containing raw data and analyses from this project), should be produced at the conclusion of the project, in electronic (both editable and PDF) formats, and if requested, also in hard-copy format.

**SECTION III – PROPOSAL REQUIREMENTS**

In responding to this RFP, Respondents are requested to provide the following information. Proposal length is limited to **8** pages, in ten-point font or larger. The cover letter, table of contents, organizational charts, resumes and appendices are not included in the 8-page limit. Include the items below in the following order:

**A. Cover Letter**

This letter should be no longer than one page. It should include the full name of the Respondent, and the name, title, street address, e-mail address and phone number of a principal contact person. It should also briefly describe the Respondent’s businesses and its operations, business history and ownership structure, as well as the Respondent’s relevant history and experience in performing community emissions inventory, including both domestic (US) and foreign experience. The cover letter should be signed by an authorized representative

of the company or organization committing to provide the services described within this RFP on the proposed schedule.

**B. Table of Contents**

All pages should be numbered, including resumes and appendices, and listed in a table of contents. Cover letter, table of contents, organizational charts, resumes and appendices are not included in the 8-page limit.

**C. Description of the Proposed Project Team and Management Approach**

Describe the structure of your proposed project team. Include an organizational chart and list the principal officers of the prime consultant and any sub-consultants, the project manager and task leaders. Provide project team resumes as well as one paragraph about each team member that describes responsibilities and experience in terms of their contribution to the specific project listed in the RFP. Provide an additional paragraph of detail about the project manager. Limit resumes to one page each and list professional experience in chronological order, with dates. Include the same information for any proposed subcontractors. Also describe how your team’s project management style shall ensure that the work is performed effectively, on time and within budget.

**D. Description of Related Experience**

Describe at least two and up to four relevant projects that team members have undertaken to measure greenhouse gas emissions using geographic inventory methodologies. If possible, examples should include work done for public agencies. For each project, include the following information:

1. The name of the client, name of the project manager, project manager’s e-mail address and telephone number, the Contract start date and completion date, actual Contract completion date, project budget and actual amount spent on the project. List the personnel included on the team, their title, a description of the work they did on the Contract, and whether they were the prime consultants or subcontractors.
2. A brief description of the project, as well as its objectives, deliverables and outcome.
3. For each project, include samples of materials developed by the personnel proposed to work on this Contract. These can be links to online materials. Label all collateral materials with the project title, client name, the team member who did the work and a description of the work they performed (include the samples in the appendices).

**E. Proposed Scope of Work**

Describe in detail your proposed approach to the scope of work as described in this RFP, and proposed budget for each task. Indicate the team leader and members responsible for each task. Include overall length of time required for project completion, as well as a general timeline for each task and each work product. Describe the methods you would use to estimate

emissions in Chicago and the seven-county metro area from various sources. Describe also related tasks not in this RFP but identified by you as important, if any, and the methods you would use to complete these tasks.

**F. Budget**

In a matrix format, itemize all costs for each task in this RFP. **Be sure to clearly separate cost estimates for conducting an emission inventory for (i) the city of Chicago, from those for (ii) the seven-county metro area.** Provide a detailed cost estimate showing number of hours and hourly rates for each team member. Clearly indicate which tasks or portions of the projects each team member will work on with their respective fully-loaded hourly rates. Provide the base salaries for all employees who will work on the project, and indicate overhead and profit. Identify other direct costs, keeping in mind that photocopies, faxing, and general office supplies should be in the overhead. Invoicing and other administrative tasks related to the performance of this Contract are considered part of the overhead. GPP realizes all hours cited at this point are estimates for purposes of proposal evaluation only. However, Respondents are strongly encouraged to estimate as closely as possible the number of hours for each task they cite, and provide details behind the assumptions made in these cost estimations.

**G. Annual Reports**

As part of the appendix, provide the annual reports of the two most recent fiscal years of the Respondent and, if appropriate, the Respondent’s parent company

**SECTION IV – ESTIMATED SCHEDULE**

Some dates are approximate and subject to change.

|  |                  |
|--|------------------|
| RFP Issued .....                                       | January 14, 2011 |
| Written questions due, no later than 4:00p.m. CST..... | January 24, 2011 |
| Responses to questions Issued, if needed .....         | January 27, 2011 |
| Proposal Due, no later than 4:00 p.m. CST .....        | February 7, 2011 |

We expect to complete this project by the end of April 2011, based on the availability of grant funds. Respondents should include in their proposals the expected total length of time required to complete the project.

**SECTION V – CONSULTANT SELECTION**

GPP will select the Respondent who can most effectively accomplish the task and deliverables outlined in this RFP. Additionally, related tasks not in the RFP but identified by the Respondent as important, and included in RFP responses, will also be taken into consideration during the selection process. The strongest candidates may be asked to provide additional information at

an interview or by other means. GPP reserves the right to reject any or all proposals that are deemed not responsive to its needs.

## **EVALUATION CRITERIA**

### **1. Written Proposals**

Each written proposal will be evaluated based on the following criteria:

**Qualifications, Management, Organization and Related Experience** – Demonstrated how the project team’s experience meets the needs of the proposal. Clearly identified staff and resources committed to this project. Presented relevant examples of similar work.

**Approach to Scope of Work** – Demonstrated expertise, innovation and creativity for the project task. Demonstrated ability to complete the work indicated in the scope of work and within the requested schedule. (Proposals that present alternative approaches or work products to those in the RFP will not be penalized as long as the basic RFP requirements are met and the evaluation criteria remain applicable.)

**Communications** – Demonstrated willingness and ability to advise clients on the best-in-class methodology and approach in community emissions inventory, and ability to communicate results of the inventory in a compelling manner with clarity in explanations.

**Value and Cost of Services** – Provided requested information on consultant fees, overhead and profit. The cost of services appears reasonable for the work outlined in the proposal.

**References** – Provided references for services similar to those requested in this proposal who can verify the performance of the staff identified, with respect to work quality, timeliness, willingness to cooperate and cost consciousness.

### **2. Interviews**

If an award is not made based on the written evaluations alone, interviews may be conducted with the top-ranked Respondents. The final award would then be based on the total of the points awarded in the written evaluation and interview. If interviews are scheduled, the following criteria will be used for the interview evaluation:

**General Presentation** – Ability to present complex information, respond to questions, level of knowledge about the topic, and appropriateness and thoroughness of response.

**Value and Cost of Services** – Ability to describe and explain budget by task for this project, responding to any specific questions regarding assigned employees, hourly rates, and the number of hours assigned to employees.

**Creativity** – Innovation and creative approaches to meeting the project objectives and deliverables and demonstration in a creative and non-technical format.

## **SECTION VI – GENERAL TERMS FOR THE RFP**

### A. Confidentiality

All submissions are subject to the Illinois Freedom of Information Act.

### B. Incurred Costs

GPP will not be liable in any way for any costs incurred by Respondents in replying to the RFP, including, but not limited to, costs associated with preparing the response and of participating in any site visits, demonstrations, conferences or oral presentations.

### C. Contractual Obligations

The content of the proposal of the selected Respondent shall become contractual obligations if a contract ensues. Failure of the Respondent to accept these obligations may result in cancellation of their selection.

### D. Distribution of Proposals and News Releases

No other distribution of proposals will be made by the Respondents prior to any public disclosure regarding the RFP, the proposal or any subsequent awards without written approval by GPP. For this RFP, all proposals received by GPP shall remain valid for ninety (90) days from the date of submittal. All proposals received in response to this RFP will be retained.

News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, GPP.

### E. Terms of Contract

It is GPP's strong desire that the project be completed by April 30, 2011. GPP reserves the right to end the contract at any time. An extension to the contract is possible if it is in accordance with GPP's best interest and at the sole option of GPP – prices shall remain firm for the duration of the contract period, whether extended or not.

### F. Ownership

At the conclusion of the project, all materials, analyses and data developed by the project team will become the exclusive property of GPP, the City, and CMAP. In addition, any and all work sheets and other working documentation will also become the property of GPP, the City, and CMAP.

G. Warranty

The selected Consultant shall warrant that on delivery, all analyses and reports are free of faults and errors. If faults and errors are subsequently discovered, the Consultant shall agree to correct them promptly at no additional fees.