



REQUEST FOR PROPOSALS

SUMMIT COUNTY, COLORADO CLIMATE EQUITY PLAN FACILITATION

Updated March 21, 2022

High Country Conservation Center (HC3) is seeking interested consultants to submit proposals for the development of a Climate Equity Plan which will be a companion document to our community's existing Climate Action Plan.

It is our intention that the planning process be deeply community-based so that Summit County's underserved residents participate in creating climate action solutions that will improve quality of life for all residents and decrease greenhouse gas emissions.

Proposals must be received by HC3 by 5:00 PM on Friday, April 15, 2022. Proposals should be submitted by email to Jess Hoover at jess@highcountryconservation.org

For questions, please call or email Jess Hoover at jess@highcountryconservation.org or (970) 668 – 5703 by 5:00 PM **April 1, 2022**.

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to enable respondents to effectively interpret this request, an addendum will be issued via email. It is the responsibility of the respondent to ensure that they have received all addendums prior to submitting any proposal.

BACKGROUND INFORMATION

Overview

Through this Request for Proposals (RFP), the High Country Conservation Center (HC3) requests proposals from qualified consultants to facilitate a communitywide climate equity planning process for Summit County, Colorado. The final Climate Equity Plan will be incorporated into our community's existing [Climate Action Plan](#).

Introduction

HC3 is an environmental non-profit located in Summit County, Colorado. Our mission is to promote practical solutions for resource conservation in our mountain community. Current focus areas include climate action, waste reduction, energy efficiency, water conservation, and sustainable food production. HC3 works with local governments and community partners to implement programs.

In partnership with local governments and other key community organizations, HC3 developed a countywide Climate Action Plan in 2018. Unfortunately, we did not seek input from minority and low-income residents, and representatives from these populations were not involved in the decision-making process.

One-third of our community's greenhouse gas emissions comes from home energy use, and another third comes from transportation. To meet local climate action goals we must drastically reduce emissions from home energy use and transportation, which will require participation from all residents in our community, including minority and low-income populations. We need to quickly electrify our buildings and transportation systems, and ensure that existing buildings are as efficient as possible. Yet, according to the Urban Sustainability Directors Network, higher-income households reflect a disproportionately higher uptake of the clean energy technologies designed to fight the climate crisis. Lower-income households face many barriers to adopt these clean technologies, including affordability, access to credit, split incentives between landlords and tenants, outreach and awareness, etc.

Minimizing these barriers is critical for our community to equitably implement carbon reduction strategies. Involving traditionally marginalized groups is the best way to identify these barriers and understand how to overcome them. The climate equity planning process will involve collaboration with community organizations, advocates, and residents so that we work alongside Summit County's underserved population to design clean energy and transportation programs that will benefit all residents while achieving our local climate action goals.

Project Purpose and Goals

The purpose of the Climate Equity Plan is to ensure: (1) that implementation of the Climate Action Plan is equitable across Summit County; (2) that the needs and concerns of Summit County's underserved population are deeply integrated into implementation of our local climate action work; and (3) that programs designed to reduce local greenhouse gas emissions benefit all residents, in particular, the Hispanic and low-income residents in the community. Expected project results include:

- Learning the priorities and needs of Summit County's underserved residents.
- Developing new greenhouse gas reduction strategies that specifically target participation of Summit County's underserved residents.

- Increased community participation in transportation and clean energy programs, resulting in decreased energy use, energy costs, and greenhouse gas emissions.
- Educating underserved residents about the climate change impacts in our region.
- Building trust between underserved residents and local community organizations.

SCOPE OF WORK

To oversee development of the Climate Equity Plan, HC3 will convene an 8 – 12 person Steering Committee comprised of community ambassadors and representatives of organizations that serve Summit County’s underserved population. The Steering Committee will provide oversight, guidance, and expertise to ensure HC3 and the consultant are developing the Climate Equity Plan in a way that is appropriate and relevant for Summit County’s underserved community members.

The consultant will help HC3 facilitate at least four steering committee meetings throughout 2022 and will provide relevant data and information to help guide the committee members through informed decision-making processes. The consultant will also help gather resident input by developing a community survey (with Steering Committee input) and facilitating four community listening sessions

After synthesizing the community feedback, the consultant will guide the Steering Committee in the development of strategies designed to specifically address the needs of Summit County’s underserved population while also reducing greenhouse gas emissions – these may include strategies to increase participation in existing programs or developing new programs and/or policies. The strategies should relate to the categories identified in the Climate Action Plan: Renewable Energy, Building Energy Use, Transportation, and Waste. Because we want to empower participation of underserved community members and organizations that serve them, HC3 will remain flexible in our approach and will change course if recommended by the Steering Committee.

The final deliverable of this project is a document that presents these strategies. This document will be a companion to the existing Climate Action Plan.

The following describes the scope of work to be led by the project consultant in coordination with HC3:

<p>Task 1: Project Management</p>	<p>May 2022: Consultant and HC3 hold a kick-off meeting to finalize project plan and prepare for first Steering Committee meeting.</p> <p>Ongoing: Consultant to conduct monthly meeting check-ins with HC3 throughout the duration of the project.</p>
<p>Task 2: Equitable Community Engagement</p>	<p>Responses to the RFP should include a proposed process for gathering Steering Committee and community feedback that will inform development of the Climate Equity Plan, which should include:</p> <ul style="list-style-type: none"> • Facilitate at least four approximately 2-hour Steering Committee meetings with an 8 – 12 person group. Ideally all meetings will take place in person (depending on local Covid-19 protocols and conditions). Potential meeting topics include:

	<ul style="list-style-type: none"> ○ Meeting 1: Climate Action Plan overview and goals, project approach, target communities, building trust ○ Meeting 2: Needs and concerns of the underserved community, how to best solicit community feedback, potential survey questions, planning for listening sessions ○ Meeting 3: Present feedback from surveys and listening sessions, potential strategies to include in Climate Equity Plan ○ Meeting 4: Discuss draft Climate Equity Plan, how to move forward with implementation ● With input from Steering Committee, develop a community survey to be distributed in both English and Spanish. The survey will be designed to solicit information on challenges faced by residents, barriers to participating in community climate action programs, and best ways to engage with the community. ● Co-host with HC3 four Community Listening Sessions to build understanding of challenges and solicit feedback on potential climate-action strategies that could address those challenges. Two listening sessions in English, and two in Spanish. Consultants are encouraged to sub-contract for this task if none of their staff is fluent in Spanish.
<p>Task 3: Technical Support and Documentation</p>	<p>Consultant to provide the following:</p> <ul style="list-style-type: none"> ● Development of slide decks for meetings and groups outlined in Task 2. ● Notes, attendance, and final versions of presentation materials from Steering Committee and public meetings. ● Phone calls, emails, and one-on-one meetings with Steering Committee members as requested. ● Additional research requested by HC3/Steering Committee.
<p>Task 4: Develop a Climate Equity Plan for Summit County, CO</p>	<ul style="list-style-type: none"> ● Synthesize feedback from Steering Committee, survey responses, and Community Listening Sessions to recommend new programs and/or policies that would both benefit underserved community members' quality of life and decrease greenhouse gas emissions. These strategies should relate to categories outlined in the Climate Action Plan: Renewable Energy, Building Energy Use, Transportation, and Waste. ● Draft the Climate Equity Plan and supporting documents (estimated 10 – 15 pages of text

	<p>excluding images and charts) with support from HC3’s project manager and input from Steering Committee. The plan should synthesize all the information gathered from the Steering Committee and Community Listening sessions, and may include the following sections:</p> <ul style="list-style-type: none"> ○ Impacts of climate change in Summit County ○ Why climate equity is important ○ Challenges faced by Summit County’s underserved community ○ Strategies HC3 and its partners will incorporate into climate action implementation and description of how those strategies benefit the climate and community members ○ How the Climate Equity Plan will be used and best practices for equitably engaging community members moving forward ○ Other key sections as determined by HC3 and the Steering Committee
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Project Timeline

HC3 anticipates hiring a consulting firm in May 2022 so that the project can begin in May/June. The final plan must be completed by April 2023. An estimated project timeline is outlined below.

May 2022	Project Kick-Off Meeting
June 2022	Steering Committee Meeting #1
July 2022	Steering Committee Meeting #2
July – September 2022	Survey Distribution and Community Listening Sessions
October 2022	Steering Committee Meeting #3
November 2022	Write draft Climate Equity Plan
December 2022	Steering Committee Meeting #4
January – February 2023	Design and finalize Climate Equity Plan

Project Budget

The budget for this project is \$37,000.

Roles & Responsibilities

- **HC3 staff** (Jess Hoover as lead) will serve as project managers. Responsibilities include:
 - Overseeing consultant
 - Managing project budget and invoices
 - Identifying Steering Committee members and scheduling meetings
 - Building survey on HC3’s SurveyMonkey platform
 - Coordinating with Steering Committee members on survey distribution
 - Reserving locations for Community Listening Sessions

- Providing support for plan writing and editing
- Hiring and paying a graphic designer to design the final plan
- Conducting general community outreach about the plan.
- **Consultant** will lead Steering Committee meetings, including creating agendas and presentations. Consultant will:
 - Develop survey questions with input from Steering Committee
 - Facilitate Community Listening Sessions
 - Synthesize community feedback from surveys and Listening Sessions to present to Steering Committee
 - Prepare a list of suggested strategies to include in Climate Equity Plan
 - Draft the Climate Equity Plan.

Consultant to be available to talk 1x1 with Steering Committee members between meetings upon request.

- **Steering Committee members** will:
 - Participate in and provide oversight to planning process
 - Contribute their expertise and guidance to ensure that the Climate Equity Plan is relevant and community-based

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should be submitted via email. Proposals should be no more than five (5) pages of text (not inclusive of team member résumés and references). All proposals must include the following information:

1. ***Work Plan***
Provide an explanation of how you will complete the tasks outlined in the Scope of Work. Firms are encouraged to propose and recommend tasks that are not included in the described scope of work above but will help to achieve the goals of this RFP.

If firms plan to sub-contract any work, please explain which tasks sub-contractors will be used for and why.
2. ***Statement of Qualifications***
Provide information on prior experience facilitating Climate Equity Plans or other equity-based work for other communities.
3. ***Proposed Project Team Members***
Describe each team member's experience and education; individual résumés are sufficient.
4. ***Recommended Project Timeline***
Detail by each task listed in the Scope of Work. While the timeline is flexible, the project should take no longer than 12 months, beginning in May 2022.
5. ***Cost Proposal***
Cost should be broken out by each task listed in the Scope of Work and should indicate the

hours and billing rate for each consultant team member.

6. *References*

Include a list of three current references, with preference for references for whom firms have completed previous equity planning work. Provide name, address, telephone number and email for a contact person for the organization, along with a brief description of the work completed, including the project dates and project description.

7. *Insurance*

Provide a summary of the firm’s insurance coverage, including liability insurance and workers’ compensation.

8. *Third Parties*

If the firm utilizes a third party for completing RFP requirements, list what portion of the RFP will be completed by the third party, the name (if known) of the party, and how third party will contribute to the success of this project.

All proposals shall include all the information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally, since oral presentations may not be solicited.

Exceptions or deviations to this RFP must not be added to the RFP pages but must be on company letterhead and accompany the proposal response. Should HC3 omit anything from this RFP that is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the respondent shall secure written instructions from HC3.

Deadline for Proposals

To be considered, proposals must be submitted by 5:00 PM **April 15, 2022**. Proposals must be submitted via email to Jess Hoover at Jess@highcountryconservation.org.

RFP Timeline

February 11, 2022	Request for Proposal (RFP) distribution
April 1, 2022	Deadline for questions
April 8, 2022	Distribution of answers to RFP questions
April 15, 2022	RFPs due by 5PM Mountain Time
April 25 – 29 , 2022	Potential consultant interviews
May 2022	Consultant selection & project kick-off

SELECTION PROCESS

All proposals will be evaluated based on a variety of factors, including the quality of the overall approach, quality of previous work, cost, and references. The objective is to select the firm whose proposal is determined to be in the best interest of HC3 and its partners.

HC3 may request supplemental information or clarification until a final selection is made. HC3 reserves the right to reject any or all proposals received as a result of this request, or accept what is, in its judgement, the proposal which is in HC3's best interest. HC3 reserves the right to waive any formalities, informalities, irregularities, technical defects, or clerical errors in any proposal, as the interest of HC3 may require.

At the discretion of HC3, firms submitting proposals may be requested to make presentations as part of the evaluation process. HC3 will not reimburse the respondents to this RFP for any costs associated with the preparation and submission of said proposals or in the preparation for and attendance at a presentation.

GENERAL REQUIREMENTS, TERMS, AND CONDITIONS

All proposals must be submitted in accordance with all terms, conditions, specifications, and stipulations contained herein. Respondents shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this RFP, which shall become part of the final contract.