



**DELAWARE VALLEY
REGIONAL PLANNING COMMISSION**

190 North Independence Mall West
Philadelphia, PA 19106

Telephone: (215) 592-1800
FAX: (215) 592-9125
www.dvrpc.org

Request for Proposals
for a
Regional Greenhouse Gas Inventory

The Delaware Valley Regional Planning Commission (DVRPC) is issuing a Request for Proposal for a consultant to develop a Greenhouse Gas (GHG) Inventory for the nine-county DVRPC region, allocated where feasible to the county and municipal level.

Scope of Work is attached.

Proposals are due in the contract manager's office for time and date stamping by 4:00 p.m., March 7th, 2008. Submissions may be delivered either physically or electronically. Physical submissions must include one CD containing the proposal in portable document format (PDF), one unbound original with four copies, printed double-sided, submitted in a sealed envelope, clearly marked "Proposal-Greenhouse Gas Inventory", and delivered to John Griffies at the address below. Electronic submissions should be in portable document format (PDF), and sent to John Griffies at the e-mail address below.

Any proposals received after due date and time will be returned unopened. No faxed proposals will be accepted.

DVRPC reserves the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Commission, is in its best interest.

Note that this document contains eleven pages.

For Additional Information Please Contact:

John R. Griffies, Contracts Manager
Delaware Valley Regional Planning Commission
ACP Building, 190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520
Phone: 215-238-2925
Fax: 215-925-4886
E-mail: jgriffies@dvrpc.org

INTRODUCTION

About DVRPC

Serving the Greater Philadelphia, Camden, Trenton, Chester area for more than 40 years, the Delaware Valley Regional Planning Commission (DVRPC) is an interstate, intercounty and intercity agency that provides continuing, comprehensive and coordinated planning to shape a vision for the future growth of the Delaware Valley region.

The region includes Bucks, Chester, Delaware, and Montgomery counties, as well as the City of Philadelphia, in Pennsylvania; and Burlington, Camden, Gloucester and Mercer counties in New Jersey.

DVRPC provides technical assistance and services; conducts high priority studies that respond to the requests and demands of member state and local governments; fosters cooperation among various constituents to forge a consensus on diverse regional issues; determines and meets the needs of the private sector; and practices public outreach efforts to promote two-way communication and public awareness of regional issues and the Commission.

Project Background

There is overwhelming consensus within the global scientific community that the earth's climate is changing due in large part to atmospheric changes attributable to human activity. In addition, there is a strong consensus that our energy supply and infrastructure is entering a period of profound transformation in response to increasing uncertainty in the availability and expense of fossil fuels. Climate change and energy are inter-related because the burning of fossil fuels for energy is the greatest source of the so-called "greenhouse gases" that are transforming our atmosphere, resulting in climate change.

There is a need to start planning now to address these issues so that the region is best prepared for potential and likely consequences. We need to think about how we can work and live in a way that burns less fossil fuel while maintaining a high quality of life, both to reduce production of greenhouse gases to minimize future changes in the global climate, and to prepare for a world where cheap and readily available fossil fuel is likely to be scarcer. We also need to make the region ready for the changes in climate that appear inevitable, regardless of our actions to minimize changes in the region's climate.

DVRPC is uniquely positioned to take a leadership role in this area. At the core of DVRPC's activities are transportation and land use planning, both of which are of central importance to our region's preparation to become resilient in the face of climate change. Much of DVRPC's work is already directed in areas that prepare our region for climate change and energy uncertainty. These include support for transit-oriented development, the redevelopment of brownfields, the rejuvenation of older suburbs, efforts to reduce commuting distances, encouragement of open space and growth management, and support for mixed-use development.

Citizens and their governments in the Delaware Valley are beginning to take action at the state, county, and municipal level to address climate change. While this activity is encouraging, it is unfortunately not well-coordinated. This absence of coordination has

the potential to result in confusion, incompatibilities, and inefficient use of limited resources.

DVRPC is well established as an organization that can bring together various entities working throughout the region, to better coordinate and avoid duplication of effort.

To coordinate regional efforts, DVRPC is initiating a multi-year climate change initiatives program. This program has six tasks.

1. Produce a Regional Greenhouse Gas Emissions Inventory and Forecast

Conduct a GHG emission inventory and forecast for the DVRPC region, and allocate this inventory and forecast to each county and municipality. The goal is to develop an understanding of GHG emissions appropriate for making well-informed decisions regarding regional and local policies to reduce such emissions. This work will be carried out in close coordination with municipal, county, state, and federal-level inventory and forecasting efforts, as well as with national organizations such as ICLEI and the Mayor's Climate Protection Agreement.

2. Evaluate Greenhouse Gas Reduction Options

Evaluate the expected cost and effectiveness of a range of potential strategies and activities to reduce GHG emissions in the region. This will result in a catalog of options to consider in policy making discussions.

3. Initiate Stakeholder Engagement for Action Planning

DVRPC will initiate activities to educate and engage a broad set of regional stakeholders, including the public, elected officials, and the business community, for building regional momentum around climate protection and adaptation to climate change.

4. Develop Regional Climate Change Action Plan

Summarize and integrate workshop and other activities to create a regional GHG action plan comprised of regional and sub-regional actions.

5. Integrate Climate Change and Energy Concerns Throughout DVRPC Activities

With the support of DVRPC management, this project will work with DVRPC staff to integrate climate change and energy concerns into all appropriate aspects of DVRPC's work, including the long range plan. This might include, for example, evaluating the greenhouse gas emission and energy usage implications of various TIP projects or assuring that projects are designed and planned taking climate change impacts into account. In addition, this project will work to elevate the climate change and energy conservation implications of long-standing DVRPC goals, such as brownfield development, ozone reduction, and transit-oriented development.

6. Support for Greenhouse Gas Emissions Inventories and Forecasts for Government Operations

Separate from the regional inventory and forecasting effort, this task will provide support, tools, and training for county and municipal officials that wish to conduct analyses of GHG emissions associated with their own government operations, including energy efficiency audits. One key vehicle for this task will be continued participation in the Local Governments Implementing Conservation for Sustainability

(LOGICS) project, together with US EPA, PEC, PA DEP, TRF's SDF, PennFuture, and other organizations.

This RFP addresses the first task: Produce a Regional Greenhouse Gas Emissions Inventory and Forecast for the nine-county DVRPC region.

SCOPE OF WORK

Overview

- Together with DVRPC, and in consultation with US EPA's Municipal Clean Energy Program and ICLEI—Local Governments for Sustainability, agree on a protocol for carrying out a GHG inventory for the DVRPC region.
- Work with DVRPC to develop an inventory of GHG emissions for calendar year 2005 based on that protocol, drawing where feasible from existing inventory work carried out by and for the states of New Jersey and Pennsylvania, by and for counties and municipalities in the region, as well on information already gathered and developed by DVRPC and its partners, including electricity and natural gas usage information provided by PECO.
- To the maximum extent feasible, allocate the inventory to the county and municipality level, using allocation methods developed in consultation with US EPA's Municipal Clean Energy Program, ICLEI—Local Governments for Sustainability, and DVRPC.
- Provide DVRPC with a PowerPoint presentation of methodology and a preliminary inventory, suitable for public presentation, no later than June 20, 2008.
- Provide DVRPC with a projected inventory for calendar year 2035 under a "business as usual" scenario no later than September 26, 2008, allocated as feasible to the county and municipality level. Assumptions for this forecast will be compatible with demographic, economic, and transportation network projections developed by DVRPC as part of its long range planning process.
- Provide DVRPC with a projected inventory for a future calendar year to be decided in consultation with DVRPC allocated as feasible to the county and municipality level. In addition, provide DVRPC with estimated regional inventories for 2035 under three scenarios developed by DVRPC through its long range planning process.
- Provide DVRPC with a draft final document, detailing the 2005 inventory, future forecast, and 2035 estimates, no later than October 31, 2008. A final document, responding to DVRPC comments shall be completed within two weeks of receiving comments.
- Provide DVRPC with full documentation of how the project was carried out, including key assumptions, data sources and data inputs, emission factors, spreadsheets and other software tools that were used, as well as any other documentation that might have been created in the course of carrying out the project.
- Maintain regular communications with DVRPC project manager on protocol decisions, information gathering needs and concerns, and project progress.

Task Descriptions

Task 1: Protocol Development

DVRPC is committed to assuring that its GHG inventory work conforms to the maximum extent feasible with emerging national protocol standards. Specifically, DVRPC understands that the US EPA Municipal Clean Energy Program has initiated work to develop standards for carrying out GHG inventory work at the metropolitan planning organization (MPO) level. It is DVRPC's express interest to align its inventory work with US EPA's emerging protocol, and to have DVRPC's work support and advance US EPA efforts where feasible and mutually beneficial. DVRPC has also been in conversations with ICLEI—Local Governments for Sustainability, and wants to assure that the protocol used to develop the DVRPC regional GHG inventory comports with ICLEI's recommended best practices. The consultant will be required to participate in meetings and/or conference calls with US EPA and ICLEI as part of this protocol development process. The protocol shall identify all sources of GHG to be included in the inventory, as well as those not included in the inventory, or those whose inclusion is deferred pending protocol development. DVRPC understands that there is likely to be some interplay between protocol development and inventory development.

Task 2: Inventory Development

Consultant will work with DVRPC to develop a GHG inventory for its nine-county region using the protocol developed in Task 1. Base year for this inventory shall be 2005. Consultant shall, where feasible, make use of data from existing inventory work carried out by and for the states of New Jersey and Pennsylvania, by and for counties and municipalities in the region, as well on information already gathered and developed by DVRPC and its partners, including electricity and natural gas usage information provided by PECO. Specifically, consultant shall draw on work done by the Center for Climate Strategies for New Jersey and Pennsylvania, as well as work associated with the Pennsylvania Environmental Council's June 2007 Pennsylvania Climate Change Roadmap work. DVRPC will work closely with the consultant to assure maximum coordination with these and other efforts, and in gathering necessary data from federal, state, county, and municipal sources, as well as from utilities. DVRPC will work with consultant to set priorities for classes of emissions to calculate, and will work with consultant to identify emission sources whose emissions calculations will be deferred pending data or protocol availability, identified with ballpark quantification, or identified without quantification.

Task 3: Inventory Allocation

There are several county- and municipal-level GHG inventory efforts in the DVRPC region, some affiliated with national programs such as ICLEI, the Mayor's Climate Protection Agreement, or the Sierra Club's Cool Cities or Cool Counties Initiatives. One key goal of this project is to provide these sub-regional entities with a baseline GHG inventory for their community as a whole. This will allow these local initiatives to focus their limited efforts on inventories of their own operations and on actions that can reduce GHG production. To support this activity, the consultant will allocate the regional GHG inventory to the municipal and county level, using allocation methods developed in consultation with US EPA's Municipal Clean Energy Program, ICLEI—Local Governments for Sustainability, and DVRPC. For instance, DVRPC

believes it can provide, via information gathered from PECO, data on electricity and natural gas use aggregated to the municipal level for all the municipalities in PECO's service territory. Similarly, DVRPC will work with the consultant to provide output from DVRPC's travel demand model that will provide municipal-level data on travel (VMT). DVRPC will work with consultant to set priorities for classes of emissions to allocate, and will work with consultant to identify emission sources—such as emissions from airports, ports, or interstate highways—whose allocation to the sub-regional level may need to be deferred pending data or development of allocation methodology, allocated using one or more preliminary allocation methodologies, or identified as unallocated.

Task 4: Presentation of Preliminary Results

Provide DVRPC with a PowerPoint presentation of methodology and a preliminary GHG inventory, suitable for public presentation, no later than June 20, 2008. This presentation will provide a summary of the protocol methodology, initial inventory, allocation to date, and an identification of tasks to be completed by end of Task 6, as well as provide a U.S. and global context for DVRPC's emissions profile. Consultant will be available, if needed, to deliver an on-site presentation to key DVRPC staff on its GHG emissions inventory data methodology.

Please see Tentative Project Schedule

Tasks 1 through 4 must be completed no later than 6/20/2008.

Task 5: Emissions Forecast

Provide DVRPC with a projected inventory for a future calendar year, to be decided in consultation with DVRPC, allocated as feasible to the county and municipality level. Assumptions for this forecast will be compatible with existing demographic, economic, and transportation network projections developed by DVRPC. In addition, provide DVRPC with estimated regional inventories for 2035 under three scenarios developed by DVRPC through its long range planning process. DVRPC will provide demographic, economic, and transportation network projections for these scenarios. DVRPC recognizes the uncertainties inherent in such long range estimates.

Please see Tentative Project Schedule

Task 5 must be completed no later than 9/26/2008

Task 6: Final Report

Provide DVRPC with a draft final document, detailing the 2005, future forecast, and 2035 estimates, no later than October 31, 2008. A final document, responding to DVRPC comments shall be completed within two weeks of receiving comments. This document shall address all the pending inventory and allocation issues from Task 2 and Task 3 above. This document shall include an executive summary, shall be written in clear and direct prose, and shall use appendices as needed to maintain the flow and readability of the main report. Report shall be delivered as a single MS Word document with embedded unlinked graphics as needed. Consultant shall provide clear indication of the location of data underlying any graphics in order that DVRPC's document design staff is readily able to reproduce or modify graphics as desired.

Please see Tentative Project Schedule

Task 6 must be completed no later than 11/30/2008.

Other

- Data Sources – The inventory shall include a detailed list of data sources and contacts at data sources used to create the inventory, forecast, and estimates.
- Sources of Emissions – The inventory shall detail the sources of emission included in the inventory. Major emission sources known to be excluded shall be details as appropriate.
- Emission Gases – Consultants shall identify and list all gases to be included in inventory, drawn from the set of IPCC recognized anthropogenic greenhouse gases. (CO₂, CH₄, N₂O, CF₄, C₂F₆, SF₆, and HFCs). Exclusions shall be explicitly identified.
- Software – Unless agreed to by DVRPC, consultant shall conduct the analysis using Microsoft Excel and/or CACP/STAPPA/ALAPCO/ICLEI inventory software, or other EPA or ICLEI standard GHG emissions inventory software, with auxiliary spreadsheets as needed. Documents shall be delivered in Microsoft Word format. Presentations shall be delivered in Microsoft PowerPoint format. Spreadsheets and other data used for analysis shall be provided to DVRPC, and shall be well-organized, clearly named, and shall be readily followed by a knowledgeable user. Formulas in spreadsheets shall contain no embedded data or conversion factors, but shall instead refer to cells containing such information. Spreadsheets shall be constructed to the maximum extent possible to have any one raw numerical value entered only once, with subsequent used of that value referencing that cell.
- Inventory Methodology - The inventory shall describe and detail the methodology and assumptions used in completing the inventory, so that the future acquisition of data to update the inventory can be completed by DVRPC staff or their designate.
- The consultant shall maintain regular communications with DVRPC project manager on protocol decisions, information gathering needs and concerns, and project progress, and shall make available, upon request, in-progress spreadsheets and other materials.

ADMINISTRATIVE REQUIREMENTS

Tentative Project Schedule

Submission Deadline:	4:00 p.m. 03/07/2008
Award Recommendation:	03/14/2008
Contract Execution:	03/28/2008
Completion of Tasks 1 through 4:	06/20/2008
Completion of Task 5:	09/26/2008
Completion of Task 6:	No later than 11/30/2008

Selection Criteria

A Consultant Selection Committee made up of representatives from DVRPC will evaluate each proposal submitted and at its discretion, recommend a firm to the DVRPC Board.

Negotiations and award of the contract will be to the firm that provides the most advantageous proposal, all things considered, including price and costs. **The selection committee and DVRPC reserve the right to reject all proposals.**

Proposals from Respondents will be evaluated based on the following criteria:

1. Previous experience with GHG inventory work, specifically in metropolitan areas.
2. Familiarity and experience with data at the national, state, county, municipal, and utility level needed to carry out this project.
3. Familiarity and experience with GHG inventory methodologies and experts working at the national, state, county, and municipal level.
4. Previous experience in Pennsylvania and New Jersey.
5. Quality of the proposal submitted.
6. Compactness of the team.
7. References from previous projects.
8. Clarity of prose and clarity and organization of spreadsheets in sample work provided.
9. Innovative techniques, provided that they add value to the project.

After review of the proposals, DVRPC may, at its discretion, select a short-list of respondents for team interviews. If they occur, these interviews are expected to be conducted in the second week of March 2008. A final award of the contract is expected to be made by March 14th, 2008, and the Notice to Proceed is expected to be issued approximately 2 weeks after the award.

Minority business enterprise: DVRPC complies with Title 49 CFR Part 23, "Participation of Minority Business Enterprises in Department of Transportation Programs" and encourages minority businesses and women-owned businesses to submit proposals, and further encourages non-minority business firms to contract with minority business where subcontracting opportunities exist. Disadvantaged and minority owned business will be required to submit certification of eligibility ownership prior to execution of any agreements.

DVRPC provides links to the PA and NJ Unified Certification Programs at <http://www.dvrpc.org/about/RFP.htm>

DVRPC encourages all prospective consultants to use these links to locate DBE firms to utilize as sub-consultants.

Contract: The contract will be between DVRPC and the selected firm who will be administratively responsible to DVRPC. DVRPC will authorize all payments to the selected firm. *The contract will be of the “cost reimbursable with a fixed fee, not to exceed” type.*

Cost Proposal: The consultant and any subcontractor over \$10,000 are required to submit the following cost information:

Exhibit "A" DVRPC Cost Proposal (Object Budget) - Available at <http://www.dvrpc.org/about/RFP.htm>

Please provide these costs in a separate sealed envelope.

Title 41 Code of Federal Regulations limit the amount of profit or fee to 10 percent of the direct labor cost, fringe benefits and indirect costs, and from 1 to 5 percent of other direct costs excluding sub-consultant costs.

The estimated level of effort for all tasks is \$75,000.

In addition to the Object Budget please provide an itemized task budget.

CERTIFICATION OF ELIGIBILITY:

A certificate is to be included in the proposal for each firm stating that:

"The firm is not ineligible to receive award of a contract due to the firm's inclusion on any federal, Pennsylvania or New Jersey State lists of debarred contractors, or otherwise ineligible to be awarded a contract using federal or state funds."

This statement can be written on your firm's letterhead and should be signed by an officer of the firm.

SUBMITTAL REQUIREMENTS

Executive Summary:

- A. A Summary not exceeding two (2) pages should be prepared describing the major facts or features of the Proposal. It should be designed specifically for those individuals that may not have a technical background.

Technical Proposal:

- B. A description of your team's approach to providing the services outlined in the Scope of Work and Task Descriptions listed in this RFP.
- C. Proposed deliverables.
- D. The respondent may submit a narrative describing any value added services or innovative techniques and the value that they will provide to the project.

Qualifications:

- E. Information describing the qualifications and background of each team member.
- F. Resumes of key team members who will be directly involved in the project.
- G. Statement committing the minimum percentage of time each key team member will dedicate to this project.
- H. Description of three representative projects demonstrating the team's ability to successfully complete projects of a similar scope and nature. Include references for each project including the names and contract information for persons directly familiar with your team's work.
- I. Selective samples of recent work similar to this, including copy of final report, sample spreadsheets showing calculations, and PowerPoint presentations. All sample work will be held in strictest confidence, and will be returned or destroyed upon applicant's request.

Schedule:

- J. You are to include a schedule of events which corresponds to the sequence contained in the Scope of Work: Coordination, Review and Sequence. A project schedule must be provided outlining the major tasks of the project to be completed over an eight month period following the notice to proceed.
Respondents may offer an alternative schedule with an explanation of how that alternative schedule would improve the product. In either case the project must be completed by 11/30/2008

Cost Proposals:

- K. Provide a detailed budget by object and task in a separate envelope.

Respondent Profile:

- L. Provide the following information relative to your firm. If you are proposing to subcontract some of the proposed work to another firm, similar information must be provided for each subcontractor. The length of the Company Profile Information should be no more than one (1) page per firm, excluding the organizational chart.

- Firm name and business address, including telephone number and facsimile numbers, email address and website address, if applicable.
- Year established (include former firm names and year established, if applicable).
- Type of ownership and parent company, if any.
- Indication of whether the firm is licensed to do business in the Commonwealth of Pennsylvania. (Certification of Eligibility)
- Certification of disadvantaged, minority or woman-owned business, if appropriate.
- Address and telephone number of production facility(s) where the work is to be accomplished (if different from the primary address). Also include project manager's name, address, telephone number and e-mail address (if applicable and if different from the primary address)
- A chart of the firm's organizational structure (separate page)