



Request for Proposals

Consulting Services for

Climate Smart Communities Certification Actions

City of Plattsburgh, New York

Date of Issuance: June 16, 2022

Proposal Deadline: July 14, 2022

Overview:

The City of Plattsburgh is seeking proposals from qualified consultants to assist the City to prepare a variety of New York State Climate Smart Communities actions. These actions will provide the City with a base understanding and a plan for addressing its impact on the climate and local environment while accomplishing several action items of the New York State Climate Smart Communities program. The City of Plattsburgh, through completing certain actions, will start the process of becoming an NYS-certified Climate Smart Community (CSC). For this project, the City will concentrate on CSC actions addressing: Government Operations Greenhouse Gas Inventory, Government Operations Climate Action Plan, Fleet Inventory, and Fleet Efficiency Policy.

Goals: The city will set goals to reduce energy use, reduce greenhouse gas emissions and reduce government operating costs. In so doing, the city will take its crucial first step in the process of local climate action.

Tasks: Completion of tasks, specific to NYS Climate Smart Communities Pledge Elements #2 and #3, will guide progress to ensure consideration of a sufficiently broad analysis of the climate issues involved.

Desired Outcomes: To institute sustainability practices that translate into savings for city operations and to taxpayers. To attract businesses to the city that are concerned with environmental sustainability.

Location:

The City of Plattsburgh, herein referred to as the “City”, is the county seat of Clinton County, New York and population center of the greater Plattsburgh Micropolitan Statistical Area. The City comprises an area of ~6.564 mi² (including water) and as of the 2010 census, has a population of 19,989. Located ~60 miles south of Montreal, Plattsburgh is a large shopping and vacation location for Canadian tourists and has been fondly referred to as Montreal’s suburb. It is accessible by all modes of transportation; Interstate I-87—a major north-south highway—runs parallel just west of the City, Route 9 and Route 22 are additional highways that traverse the City north to south, and a variety of major highways approach the City from the west. Opened in 2006, the Plattsburgh International Airport is located south of the City’s Downtown. The airport is classified by the federal government as an essential air service site and has recently completed major expansion. An Amtrak station with service to Montreal, Albany, and New York City is located in the Dock Street corridor. There is also access to Vermont via ferry only five minutes north of the City in Cumberland Head.

This project will focus on City-owned property and vehicles located throughout the City.

Scope of Work:

The City has received funding from the New York State Department of Environmental Conservation (DEC) and as such the process is subject to DEC procedures. Applicants should familiarize themselves with the Climate Smart Community Program and other DEC procedures. The consultant should anticipate the process shall include (at a minimum) the following components and may include additional components. Performance measure documents shall be shared by consultant with City Staff and DEC OCC project representative via Google Drive or other similar shared file system.

Task 1: Kick Off Meeting

Meeting with City Staff, consultant, and, as appropriate, Plattsburgh Sustainability Task Force.

Performance Measures:

- Summary of meeting showing plan for completing scope of work.

Task 2: Develop Public Outreach and Engagement Plan

Write public outreach and engagement plan - that will engage and solicit input from local government officials and staff, the Plattsburgh Sustainability Task Force, other local and regional stakeholders, and the community.

Performance Measures:

- Community engagement plan.

- Schedule for workshops - for Sustainability Task Force meetings and for public meetings.
- Summary of each meeting.

Task 3: Develop Government Operations Greenhouse Gas Inventory

Complete Government Operations Greenhouse Gas Inventory in accordance with the NYS Climate Smart Communities program.

Performance Measures:

- Report on Greenhouse Gas inventory tool, compliant with the Local Government Operations Protocol and selection of the tool.
- Report detailing what emission sources will be included in inventory.
- Report on data gathered, organized, entered into inventory tool and analyzed.
- Greenhouse Gas emissions forecast developed.
- Government Operations Greenhouse Gas Inventory report shared with community.

Task 4: Develop Government Operations Climate Action Plan

Complete Government Operations Climate Action Plan in accordance with the NYS Climate Smart Communities program.

Performance Measures:

- Baseline assessments completed and analyzed.
- Goals and GHG reduction targets identified for government operations.
- Existing and potential initiatives identified and prioritized.
- Initiatives implementation plan.
- Metrics established.
- Draft Government Operations Climate Action Plan for DEC OCC for review and comment.
- Draft Government Operations Climate Action Plan incorporating DEC OCC comments, released publicly for community review and comment. Draft Government Operations Action Plan incorporating public comments, submitted to Common Council for review and comment.
- Final Government Operations Climate Action Plan incorporating Common Council comments, submitted to Common Council for approval. Approved and adopted Government Operations and Climate Action Plan submitted to DEC OCC, along with minutes of approval and adoption meeting.
- Memorandum explaining how the plan reflects the Climate Action Plan outlined in the Climate Smart Communities program, including the specific page numbers where the relevant information can be found.

Task 5: Develop Inventory of the City Vehicle Fleet.

Complete vehicle inventory of the City fleet in accordance with the NYS Climate Smart Communities Program.

Performance Measures:

- Existing fleet inventory tool description - report describing existing fleet inventory tools owned by the City.

- Report of fleet data gathered from all City departments organized, entered into inventory tool, and analyzed for accuracy. Data report released for public comment to be incorporated where appropriate.
- Fleet inventory report shared with community.

Task 6: Develop a City Vehicle Efficiency Policy.

Complete a vehicle efficiency policy for the City in accordance with the NYS Climate Smart Communities Program.

Performance Measures:

- Schedule established for maintaining and updating the Fleet Inventory and for revisiting efficiency standards.
- Establish definitions for vehicle types. Identify exempt vehicles.
- Establish minimum efficiency levels for different vehicle types and for the entire fleet.
- Vehicle replacement plan developed.
- Fuel efficiency goals including short, medium, long term goals for fuel-efficiency standards established for attaining fuel efficiency standards and/or percentages of new fuel-efficient vehicles.
- Fleet Efficiency Policy Draft Report, describing the above five steps.
- Fleet Efficiency Policy Final Report.

Project Duration:

The selected consultant will be expected to complete the above task, in conjunction with the City, and present final documents to the City Council within eighteen (18) months from the date of contract execution.

Project Budget:

The project budget available for all costs including but not limited to the professional consulting and contractual services shall not exceed thirty thousand dollars (\$30,000) and will be performed by a qualified consultant. City staff time will help supplement and complete the project whenever possible and the goal is to use staff time as the City’s local match for the grant project. It is anticipated the work can be completed in eighteen (18) months. The fee may be negotiated with the preferred firm. If an agreement cannot be reached, the City will negotiate with the next ranked firm and attempt to reach a mutually agreeable fee for the scope of services to be provided.

It is anticipated that completion of each task’s deliverable will serve as the basis for payment. The consultant must submit a brief progress report with each invoice describing the progress on each task.

Consultants must receive written authorization prior to committing time to revising any plans for the deliverables detailed above. Any work completed without prior authorization from City staff may not be eligible for payment.

Task order above is not entirely indicative of a timeline or order in which deliverables will be requested.

The City recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The City and NYSDEC reserve the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

Proposal Submission Requirements:

Responses to the RFP shall include:

- A. Letter of Transmittal (1 page) – a letter of transmittal that includes a single contact, mailing address, telephone number, and email address.
- B. Introduction/Summary; (2 pages max) – a short introduction and summary of the company/consultant to include a description of what disciplines are included within the firm.
- C. Scope of Work (10 pages max) – include a detailed work program explaining how the consultant proposes to perform the Scope of Work that includes:
 - a. Each task to be completed
 - b. Timeline for each task
 - c. Schedule of work products
 - d. Proposed budget with:
 - i. Cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates
 - ii. Not to exceed fee for services required to fulfill the deliverables described herein
- D. Project Management/Communication (1 page max) – Proposed method of project management and proposed, best means of communication with the City of Plattsburgh about project progress, reviews, and conduct of public meetings
- E. Qualifications and References (10 pages max) – Provide a firm profile that will include the following:
 - a. List of past similar projects completed by firm with one (1) reference for each respective project
 - i. Current contact names and telephone numbers for references
 - ii. Summary of project(s)
 - iii. Public involvement in project(s)
 - b. Project team organizational chart
 - i. Resumes for each team member to be assigned to project
- F. Work Sample: A representative work sample similar to the work being requested. Sample may be provided digitally as PDF or web link can be provided. One (1) sample is required.

Proposal Format:

Submit five (5) complete, hard-copies of the proposal and one (1) electronic copy on a flash drive. All submissions become property of the City of Plattsburgh and New York State Department of Environmental Conservation upon submission.

Submissions must be hand delivered or mailed to:

City of Plattsburgh
Community Development Office
ATTN: Climate Smart Communities Certification Actions
41 City Hall Place
Plattsburgh, NY 12901

Schedule:

RFP Issued: Thursday, June 16, 2022

Deadline to Submit Questions: Thursday, June 30, 2022

Responses to questions will be posted on the City’s website: Thursday, July 7, 2022

RFP Responses Due: Thursday, July 14, 2022

Consultant Selected and Notified: Thursday, August 5, 2022 (est.)

Submissions must be received by 2:00 p.m. on Thursday, July 14, 2022.

Emailed or faxed submissions will NOT be accepted.

Questions concerning responses to this RFP must be submitted by email to Shelise Marbut, marbut@cityofplattsburgh-ny.gov and received no later than Thursday, June 30, 2022.

Answers to all questions will be posted on the City’s website: <http://www.cityofplattsburgh.com/Bids.aspx>

Proposal Review Criteria:

A selection committee will evaluate the proposals based on the following matrix.

Review Criteria	Weight	Max. Points	Points x Weight
Understanding Scope of Work	4	5	20
Past Performance on Similar Projects	4	5	20
Qualifications & Experience of Proposed Staff	4	5	20
Proposed Schedules & Budgets	4	5	20
Overall Strategy and Quality of Proposal	4	5	20
TOTAL	-	-	100

Submission of responses by Minority and Women Owned Business Enterprises is strongly encouraged.

The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

Conditions to Requests for Proposal:

EEO Requirements

The City of Plattsburgh is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

Insurance Requirements

Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required from the consultant prior to commencing any work.

Liability insurance coverage shall be in the amount of \$2,000,000 aggregate (combined single limit or equivalent), with the City of Plattsburgh named as additional insured.

Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals ("proposer"). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from City staff, officials or consultants shall not be considered binding on the City.

Reserved Rights

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluation of the response, including evidence of the Proposer's financial status.
- Incorporate this RFP and the selected Proposer's response to this RFP as a part of any formal agreement between the City and the Proposer.

Hold Harmless

By participation in this RFP process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

Public Information

All documents, conversations, correspondence, etc. between the City and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise.

Expenses

All expenses related to any Proposer's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The City will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

Interview Guidelines

Interviews may be required at the discretion of the City to provide an opportunity to obtain a better understanding of:

The consultant/firm's depth of knowledge of the subject matter of the RFP and understanding of the City's needs

- The overall proposed work plan and approach to project.
- The respondent's ability to pull together individuals with the necessary skills and expertise to contribute to the successful completion of the project.
- The primary features and benefits of the proposal.
- The public presentation skills of the proposers.

Interview/presentation format is left to the discretion of the City. Interviews will be limited to one (1) hour, which includes time for questions.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email.

The City of Plattsburgh will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized within thirty (30) days of the award, the City of Plattsburgh reserves the right to enter into negotiations with another respondent.

Liability

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract.