

# REQUEST FOR PROPOSALS

## Climate Action and Adaptation Plan for the City of Pinole



Issue Date: February 18, 2022  
Response Deadline: 5pm, March 11, 2022

City of Pinole  
Community Development Department  
2131 Pear Street  
Pinole, CA 94965

# REQUEST FOR PROPOSALS

## PREPARATION OF A CLIMATE ACTION AND ADAPTATION PLAN FOR THE CITY OF PINOLE

### INTRODUCTION

The City of Pinole (“City”) is inviting Proposals from qualified firms for preparation and adoption of the City’s first Climate Action and Adaptation Plan (CAAP) as a standalone document. The CAAP will provide goals, strategies, and actions to enable the City to achieve or exceed greenhouse gas (GHG) reduction goals; climate adaptation and resilience strategies; and means of reporting and monitoring the effectiveness of the plan. The CAAP will also address the disproportionate effect climate change has on overburdened and underserved people and communities on the frontlines of impacts and those already suffering from a range of challenges including lack of economic opportunity, racism, age, disability, and exposure to pollution. 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. A digital dashboard, or other real-time visual depiction of progress made towards the CAAP and reduction of GHG will also be integrated into the project as a means of reporting and monitoring.

The successful consultant will have experience preparing CAAPs for similar size cities with a retail trade/food services economy, cultural diversity, and geographical similarities to the City of Pinole. The Pinole community is very environmentally minded and will require a high touch approach to community engagement. As such, the consultant or associated subcontractor should also have demonstrated success with developing and implementing community engagement campaigns.

Although the City has not made a final decision, it is exploring the potential merits of preparing a “Qualified” CAAP. The selected consultant will be expected to provide well informed input into determining the most appropriate approach. Additionally, the consultant may opt to also assist with the preparation of related environmental evaluations in conformance with the California Environmental Quality Act (CEQA). This task is optional for the respondent and scoring will not be affected if the consultant does not have experience or is not qualified to perform this task

### BACKGROUND AND CONCURRENT INITIATIVES

On October 19, 2021 the Pinole City Council adopted a resolution that declared a climate emergency and directed staff to develop a GHG inventory and CAP that align with the state’s GHG reduction targets. Specifically, the effort will aim to reduce GHG emissions 40% below 1990 levels by 2030, as established by Senate Bill 32, and strive to achieve carbon neutrality by 2045, as established by Executive Order B-55-18. The Council’s resolution emphasized that health, socio-economic and racial equity considerations should be included in policymaking and climate solutions at all levels and across all sectors as the consequences of climate change have significant impacts on all City residents, especially the young, the elderly, low-income or communities of color, and other vulnerable populations.

The following is a partial list of activities underway, or will be occurring at the same time as the Project, in the Pinole Community Development Department:

- **GHG Inventory.** The City is currently undertaking a GHG inventory which will serve as an essential foundation for a development of CAAP. The GHG inventory will produce a community emission inventory which follows the Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol) and a municipal emissions inventory. The work will conclude with completion of an emissions forecasts and development of GHG reduction targets for the City that align with Senate Bill 32 and Executive Order B-55-18. The project is expected to be completed in late March or early April 2022.
- **General Plan Updates: Housing, Health & Safety, Environmental Justice.** The City is concurrently updating the City's Housing and Health and Safety Elements as well as developing a standalone Environmental Justice Element of the General Plan. The updates to the General Plan present an opportunity for the City to take a holistic approach in evaluating issues relative to climate change. As the City is required to address climate adaption and resiliency strategies as part of these updates, the CAAP provides the framework for the development of these strategies. The consultant selected for the preparation of the CAAP must coordinate the preparation with the General Plan updates, which kicked off in February 2022. The project is expected to occur through May 2023, however, draft public review documents are expected to be available as early as July 2022.
- **Communication and Engagement Plan.** The City kicked off a Communication and Engagement Plan that identifies the tools, mechanisms, and procedures that the City should use to effectively communicate information to residents and businesses as well as engage residents and businesses in two-way dialog and participation in community and civic affairs. This was expected to be completed by June 2022, although there may be a delay of a few months.
- **Comprehensive Economic Development Plan.** The City kicked off a comprehensive economic development plan that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region. This is expected to be completed by June 2022.
- **Migration to Online Permitting.** The City is engaging with Central Square to upgrade the City's current TRAKiT system to the latest version and integrate eTRAKiT permitting.
- **Targeted updates to the General Plan and Three Corridors Specific Plan.** Updates to these planning documents to create objective design and development standards and update the Environmental Impact Report supporting the documents (both adopted in 2010). This project will align with the Housing and Safety & Health Element updates.
- **2022 Building Code Update.** The City will adopt changes made to Title 24, along with local codes, at the end of 2022. It is expected that changes to Title 24 will focus on improving energy efficiency, reducing energy consumption, and limiting emissions.

## PROPOSAL CONTENTS

The proposal should suggest a schedule that provides close coordination with the separately occurring efforts to update the City's General Plan (Housing, Health & Safety and Environmental Justice). The consultant will work under the direction of City staff.

All acceptable proposals submitted must include the following:

1. A one-page **cover letter of introduction**, giving the name, address and whether the proposal is submitted by an individual, partnership, corporation, or joint venture. It must be signed by

an individual authorized to bind the firm making the proposal. Within the one-page, other introductory material may be included.

2. A **statement of the overall approach** to the professional services required and why your firm may be best able to perform the work required. A statement on how you would coordinate the workload with your consulting firm and, if necessary, any subconsultants and any information regarding your experience in working with the other consultant(s).
3. A **detailed Scope of Work**, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, cost, and a description of each major task and subtask, including public meetings, outreach and engagement. The price proposal must include a project total cost expressed as a not-to-exceed amount of charges to the City. Optional tasks can be priced separately.

Preparation of the citywide CAAP will rely on the State Office of Planning and Research General Plan Guidelines and the 2020 California Adaptation Planning Guide published by the Governor's Office of Emergency Services. The following are key steps that may serve as a guide in the scope of work:

- *Develop policies and strategies to achieve the reduction targets.*
  - *Develop climate adaptation and resilience strategies.*
  - *Identify funding and implementation measures.*
  - *Develop a means of reporting and monitoring the effectiveness of the plan.*
4. Preparation of an **environmental document** in compliance with the California Environmental Quality Act (CEQA). The level of environmental review has not been determined and the City may want to explore the potential merits of preparing a "Qualified" CAAP. For purposes of the RFP, include a cost proposal for preparation of a Negative Declaration. The consultant will be responsible for assisting the circulation of the report for public review, and finalizing the report per public comments and City staff feedback. The consultant may include, as optional tasks, enhanced environmental review options for a Qualified CAAP.
  5. A **Community Outreach & Engagement Plan (Engagement Plan)**, include how the consultant will engagement with diverse stakeholder groups and how the public can participate in public meetings and any other outreach and engagement techniques. A survey, or other method of information collection and aggregation, to educate and seek input early on from the community should be included. A component of the Engagement Plan should focus on educating the public on the topic, timeline of the review process, and all opportunities for public participation throughout the process. The Engagement Plan must include a recommendation on the number of workshops and cost per workshop. The firm should also provide additional recommendations on outreach and engagement opportunities. This must include estimated staffing, hours, cost, and a description of each major task and subtask, including public meetings, community workshops, and other engagement opportunities.

All community meetings will be prepared and facilitated by the consultant. The Engagement Plan is to include in the proposal how the meetings will be facilitated by the consultant, including the use of any public participation tools and methods that the consultant has experience using.

The Engagement Plan must include Planning Commission and the City Council meetings to receive input, as well as workshops or meetings to receive input from the public and other agencies. Consultant must work with staff to identify stakeholders to be invited to provide input. Consultant must prepare all necessary materials, deliver the presentations, and seek input at the workshops and meetings. All materials must be prepared in English, with translation into Spanish, Tagalog and Cantonese provided as a time and materials task.

At a minimum, the Engagement Plan must also include two sets of public hearings before the Planning Commission and City Council, for a total of four public hearings. The first set of public hearings are to review the draft CAAP. Consultant must prepare all necessary materials (e.g., PowerPoint presentation), present, and seek input from the Planning Commission, City Council, and the public. The second set of public hearings are for adoption of the final CAAP. Consultant must prepare all necessary materials and present the final update for adoption.

The Engagement Plan will include assistance by the consultant in creating material and maintaining a website under the City's direction.

6. A schedule for completion of each part of the professional services and for the total services. At least ten (10) working days should be allowed for review of each task or phase, and may provide more time for review of specific tasks or phases.
7. A schedule of hourly rates to be charged for extra work if required during the course of the contract, including cost for attending additional meetings.
8. A list of subconsultants, if any, to be used, the nature of their services, and a statement of their qualifications and references.
9. The name of the project manager and/or staff to be assigned to the project and their resumes. Emphasis should be on personnel involved in comparable projects.
10. A list of Climate Action Plans, or other comparable projects and the website where each document is available that has been prepared by key personnel that would be assigned to the project.
11. A resume of previous relevant experience, particularly, the preparation of Climate Action Plans or Climate Action and Adaptation Plans. Contact persons and references for these projects should be noted. Such experience should be limited to no more than five (5) projects.

## SELECTION CRITERIA

The Director of Community Development will evaluate the proposals and determine if your proposal meets the criteria.

The criteria to be used consist of the following:

1. The ability of the consultant to perform the Professional Services outlined in the Request for Proposal.
2. The qualifications of the specific individuals and subcontractors who will work on the project.
3. The consultant's level of experience in preparing Climate Action Plans, or other similar documents, for cities with similar size and character to the City of Pinole.

4. Consultant's understanding of the City of Pinole's desires and general approach to the project.
5. Consultant's ability to perform quality work, control costs, and meet time schedules.
6. Consultant's technical ability, capacity, and flexibility to perform the scope of work.
7. Consultant's ability to collaborate effectively with other consulting firms preparing work products for the City (i.e., General Plan Update).
8. Amount and quality of time that key personnel will be involved in their respective area of the project.
9. Demonstrated record of success by the consultant(s) on previous work performed for the City and for other clients.
10. Specific method and techniques to be employed by the consultant(s) in the preparation of the CAAP, with an emphasis on innovative and impactful solutions.
11. Total cost of the proposal.

All responses to this RFP will be reviewed and evaluated based on the information contained in the respective responses. The City will prepare an analysis of all proposals depending upon the number and quality of responses. If your proposal is selected as one of the top proposals, a meeting may be scheduled for the consultant evaluation committee who will recommend the consultant for the work. The City Council will make the final determination in the selection process.

This solicitation for proposals does not commit the City to enter a contract or to pay any costs incurred in the preparation of the proposal.

The City reserves the right to accept or reject any and all proposals, and to negotiate with any and all qualified consultants, or to cancel in part or in its entirety this RFP.

The City reserves the right to accept any proposal received, to reject any or all proposals, in whole or in part, to waive irregularities, formalities, or both, as deemed appropriate, to request clarification of any submittal, and to negotiate with the preferred firm to provide the requested services.

The City hereby notifies all consultants that no person will be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or veteran status.

Once the consultant is selected, the City and the consultant will execute the City's Professional Services Agreement, which will set forth the scope of work, the estimated time schedule, and the applicable rates and reimbursements.

## PROJECT SUBMITTALS

The consultant, once selected, will be required to submit monthly billings on the first business day of each month. Within one week of contract execution, the consultant will hold a project kickoff meeting, after which the consultant will have ten (10) days to submit the final project work plan schedule.

The submissions of the documents must comply with the following:

1. All versions of documents must be delivered electronically in .pdf format via e-mail to City staff.
2. The adopted CAAP must be provided electronically in both .pdf format and in Microsoft Word.
3. All reports must be submitted in 8-1/2" x 11" electronic format, for City reproduction and use.

## CITY SERVICES

1. The City of Pinole will provide the items listed below in support of the consultant's professional services:
  - a. All relevant reports and data in its possession.
  - b. Direction to its officers, agents, and/or employees to render all reasonable assistance to the consultant in connection with this project.
  - c. Cost of reproduction of additional copies beyond copies to be provided by the consultant.
2. The City of Pinole will not assume any responsibility for any information supplied to the consultant by others. The City of Pinole assumes no responsibility, whatsoever, in respect to the sufficiency or accuracy of any information supplied by its officers, agents, and/or employees. The consultant is responsible for the evaluation of all information supplied by the City.

## GENERAL TERMS AND CONDITIONS

1. The City is not liable for any expenses incurred by any proposer prior to issuing the contract.
2. The consultant, once selected, is required to submit monthly billings on the first business day of each month.
3. The consultant selected for the project must obtain a City business tax certificate and maintain liability and workers compensation insurance coverage in accordance with the City Professional Services Agreement template, attached.
4. All work product generated by the Agreement will be owned by the City.

## PUBLIC RECORDS ACT

All proposals submitted in response to this RFP will become the property of the City upon submission and a matter of public record pursuant to applicable law (including the California Public Records Act, Government Code section 6250 and following). The City reserves the right to make copies of all proposals available for inspection and copying by interested members of the public as records of the City and the City will be under no obligation to the consultant to withhold such records. Insofar as a proposals contains information that the consultant regards as proprietary and confidential, it is the responsibility of the consultant (and not the City) to specifically identify which items of information are proprietary and clearly identify in writing which specific pieces of information are proprietary. It will be insufficient for the consultant to merely identify the entire proposal or an entire page or set of pages of proprietary information. Not-to-exceed sums, hourly rates and the like that may be set forth in the proposal will not constitute proprietary information nor will any information readily available to the general public or any other information not regarded as proprietary and confidential under federal or state law.

## ADDRESS PROPOSALS AND QUESTIONS TO:

Lilly Whalen  
Community Development Director  
[LWhalen@ci.pinoles.ca.us](mailto:LWhalen@ci.pinoles.ca.us)  
(510) 724-9832

City of Pinole  
2131 Pear Street  
Pinole, CA 94564

**PROPOSALS ARE DUE ON FRIDAY, MARCH 11, 2022 BY 5PM  
SUBMIT VIA EMAIL ONLY TO:**

**[LWhalen@ci.pinoles.ca.us](mailto:LWhalen@ci.pinoles.ca.us)**

**All proposals must remain firm for a period of ninety (90) days following the last day to accept proposals.**