



**DECEMBER 3, 2015**

**REQUEST FOR PROPOSALS  
CLIMATE CHANGE MITIGATION AND ADAPTATION PLANNING SERVICES**

The East Bay Regional Park District (District) is soliciting proposals for climate change sequestration and adaptation planning assessment for adaptation strategies, carbon sequestration contributions, and future opportunities throughout the District’s parklands.

The proposed project will assess greenhouse gas (GHG) sequestration through the District’s land preservation and restoration activities, as well as quantify GHG emission avoidance associated with the District’s regional trail network. Additionally, the proposed project will seek to quantify and prioritize carbon sequestration and climate change adaptation opportunities throughout the District. This analysis will build upon and update a previous carbon sequestration evaluation prepared for the District in 2008. The proposed project will expand the previous analysis to incorporate sequestration associated with the District’s grasslands and shorelines and quantify potential GHG benefits of different management strategies and restoration projects. Additionally, the proposed project will identify sea level rise adaptation opportunities on District lands to guide future decision making and identify funding opportunities. A more detailed description of the proposed project is included in the body of this Request for Proposals (RFP).

The scope of work includes: (1) providing a programmatic level quantification of GHG emissions sequestered throughout various District land types (forest, grasslands, shorelines); (2) assessing sequestration benefits of District’s fuels management program; (3) evaluating sequestration benefits of past and potential restoration projects and management strategies on District lands; (4) quantifying District’s regional trail networks contribution to avoidance of GHG emissions; (5) identifying opportunities for climate change adaptation and building resiliency capacity; (6) creating data visualizations and persuasive presentation material to prioritize funding opportunities for GHG emissions reductions, carbon sequestration, and adaptation; and (7) obtaining third party verification. A more detailed scope of services is included in the body of this RFP.

Tentative schedule for selection of consultant:

RFP distributed.....	December 3, 2015
Proposal deadline.....	December 17, 2015 at 5:00 pm
Tentative award of contract.....	December 21, 2015

Please direct any questions to Brian Holt at (510) 544-2623 or [bholt@ebparks.org](mailto:bholt@ebparks.org) by December 15, 2015.

**NOTE: District recognizes, given the budget, that the entire scope of work may not be possible. We welcome input from interested consultants on approach and strategies to achieve District goals.**



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## DISTRICT POINT OF CONTACT AND PROPOSAL SUBMISSION

All questions regarding this proposed project and RFP should be directed to Brian Holt, Principal Planner, at (510)544-2623 or [bholt@ebparks.org](mailto:bholt@ebparks.org).

Five (5) copies of the proposal must be received by the District by 5:00 PM, November 20, 2015. Proposals should be submitted to:

Brian Holt, Principal Planner  
East Bay Regional Park District  
Acquisition, Stewardship, and Development  
2950 Peralta Oaks Court  
Oakland, CA 94605

## SUBMITTAL REQUIREMENTS AND NOTES

Proposals will be evaluated on the basis of project understanding, technical approach, qualifications, and relevant experience. All proposals should contain the following items:

**Project Understanding:** Briefly demonstrate your understanding of the key elements of the project.

**Project Approach:** Briefly outline the project approach, including the proposed level of review of existing technical studies which will be required to accomplish the proposed project.

**Scope of Work:** The proposal should contain a detailed scope of work that demonstrates the requisite knowledge and experience and addresses the RFP's requirements. The proposal should describe the method to be used, specific work to be performed, outcomes, and work products as well as recommendations to scoping necessary tasks and studies that might not be determined at this time.

**Cost Proposal:** The proposal should include a fee breakdown by task, milestone, and contractor/subcontractor labor and expenses, and costs for optional tasks. **Note: the District expects costs to not exceed \$25,000 for the proposed effort.**

**Work Schedule:** In accordance with the overall project implementation schedule, proposals should reflect a scope of work and schedule that completes tasks as expeditiously as possible as and no later than six months from project initiation.

**Project Team and Qualifications:** The proposal should include a succinct description of the firm's capabilities, size, and range of services. The proposal should identify the project manager and key personnel of the consultant and sub-consultants who will be actively involved in the project. Please include resumes of key personnel.

**Relevant Experience:** Describe the firm's experience with similar projects and issues, the project location, and with analysis of similar climate change mitigation and adaptation projects. Please provide examples of projects of similar nature and scope that the firm has undertaken, names of staff on the project team, along with client references and contact information.

**Information Available:** The District will provide the following to the selected consultant: (1) previous carbon sequestration evaluation; (2) data related to District land holdings, current projects, and identified future



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projects; (3) District Geographic Information System (GIS) data sets, including 2006 digital color orthophotos, and map data will be provided in ESRI shape files; and (4) visitor use surveys and trail use data.

**Rejection Rights:** The District reserves the right to reject any and all submittal or to re-solicit if it is deemed to be in the public interest.

**Cost of Preparation:** The District will make no reimbursement for any cost incurred by a prospective consultant for the preparation of a response to this RFP.

## PROJECT LOCATION

The District is a steward of nearly 120,000 acres located in the east San Francisco Bay—one of the most urbanized regions of California—and operates 200 plus miles of paved active transportation trails. The District also manages over 40 miles of green infrastructure along the Bay-Delta shorelines that provides the first line of defense and resiliency against sea level rise for millions of people.

## BACKGROUND

According to a 2011 evaluation, the average amount of carbon sequestered by the District's parklands is over 91,157 metric tons. This evaluation identifies the significant contribution that the District parklands contribute the region's climate sustainability goals. The study primarily focused on the District's forest lands. Since 2011, the District has acquired a significant amount of land and substantial research has been done in the past number of years on the sequestration benefits of grasslands, wetlands, marshlands, and other land types that comprise the majority of the District's land holdings. Additionally, the District's regional trail network provides an alternative active transportation network that provides a substantial avoidance of carbon emissions, helping reduce the region's contribution of transportation generation emissions.

By preserving, managing, and restoring natural land in perpetuity, the District's parkland represent an important permanent carbon stock of over 2.8 million metric tons. Additionally, our properties form natural boundaries encouraging more sustainable and higher density communities that result in healthier lives, increased transit ridership, and more walkable cities. Our regional trail network serves as an important active transportation system that removes vehicles from East Bay roadways.

California is implementing ambitious targets to decrease GHG emissions, increase carbon sequestration, and adapt to the effects of climate change. The District can support the state's goals as well as use incentives for carbon sequestration to satisfy requirements of a statewide cap. The state's investment strategy identifies a number of concepts where the District could play a major role in helping the East Bay in achieving regional goals including development of active transportation facilities, conservation and improved management strategies for long-term carbon sequestration, and implementation of urban forestry initiatives. Additionally, shoreline, wetland and grassland restoration can serve to increase sequestration while increasing the regions resiliency and adaptation to climate change.

## PROJECT PURPOSE

The purpose of the proposed project is to evaluate and quantify existing carbon sequestration and GHG avoidance attributable to District lands and trails and to identify adaptation opportunities, improved management strategies, identify and prioritize co-benefit opportunities, and acquisition and development (wetland creation, fuels management, etc.) priorities that will assist in meeting the state's reduction and sequestration goals, inform District decision making, and guide grant funding efforts. The District conducted a carbon sequestration analysis in 2008, which needs to be updated and expanded to consider the current body of science regarding climate change adaptation and GHG



sequestration, to include acquisitions and all land types managed by the District including grasslands, marshlands, wetlands and regional trails, and to communicate the District’s contributions to meeting the state’s goals graphically and in a manner that will be quickly understand and appealing to decision makers at all levels. The 2008 study is available here: [http://www.ebparks.org/Assets/files/ebpdp\\_carbon\\_seq\\_study\\_2008.pdf](http://www.ebparks.org/Assets/files/ebpdp_carbon_seq_study_2008.pdf)

**SCOPE OF SERVICES**

Consultants must be knowledgeable and experienced in the substantive analysis of GHG emissions, sequestration, and climate change adaptation as well as be able to conduct the technical research required for this project.

**TASK 1: BACKGROUND INFORMATION / TECHNICAL STUDIES**

The consultant shall collect and review existing information relative to the project and prepare new technical studies, as needed, to properly complete the GHG inventory and forecast as well as update the existing carbon sequestration evaluation. Technical studies might consist of, but are not necessarily limited to, the following:

**Active Transpiration GHG Avoidance Analysis:** Consultant shall evaluate the District’s regional trail network and nature of use to assess the contribution networks contribution to meeting the state’s active transportation goals and quantify the value of GHG emission avoided through commuter use of the network.

**Carbon Sequestration Evaluation:** Consultant shall update the 2011 carbon sequestration analysis with the best available science.

**Management Evaluation:** Consultant shall prepare policy and management recommendations for improved natural resource management strategies, restoration opportunities, and urban forestry initiatives that will help meet the state’s sequestration and adaptation goals.

**Data Visualization:** Consultant shall prepare data visualization of GHG emissions and carbon sequestration analyses, possibly including examples of climate change adaptation, to use as materials for communicating the District’s sustainability initiatives to the general public, elected officials, and for seeking funding opportunities.

**Task 1: Consultant Deliverables**

**Kick-off Meeting with District Staff:** The consultant and District staff will meet early in the project process to share known background materials and discuss details of the project, the 2011 carbon sequestration evaluation, details of the technical studies, and completion schedule.

**Document Preparation:** The consultant will provide draft and final technical reports to District staff as specified below. All text documents, exhibits, and graphics will be submitted to the District in formats that are editable for District staff. Text documents will be submitted in Microsoft Word.

- (1) Administrative Draft Reports .....5 hard copies, one digital copy
- (2) Final Reports .....one digital copy, one camera ready copy

**TASK 2: PREPARE DRAFT AND FINAL DOCUMENTS**

The consultant shall prepare the GHG emissions analysis document that will include, but not necessarily be limited to, the following:

**Greenhouse Gas Inventory and Forecast Memorandum:** The consultant will prepare a draft greenhouse gas inventory and forecast memorandum for review by District staff. The inventory and forecast will include details regarding existing and future GHG avoidance and sequestration rates under different conditions.



**Administrative Draft Plan:** The consultant will prepare an Administrative Draft Plan for review and comment by the District. All relevant information from the technical studies performed in TASK 1 and any additional studies that become identified during the plan preparation process will be incorporated into the setting, impact analysis, and proposed strategies. District staff will provide one set of review comments on the Administrative Draft Plan to the consultant. The consultant will revise the Administrative Draft Plan as necessary.

**Administrative Final Plan:** The consultant will prepare an Administrative Final Plan for review and comment by District staff. The Administrative Final Plan will incorporate changes to the Administrative Draft Plan and will include a one-page Executive Summary with data visualizations that can be double-sided. The District will provide one set of review comments on the Administrative Final Plan to the consultant. The consultant will revise the Administrative Final Plan as necessary.

**Final Plan:** Based on District staff's comments, the consultant will prepare the Final Plan for the District.

## Task 2: Consultant Deliverables

**Meetings with District staff:** The consultant should anticipate participating in a minimum of three meetings with District staff:

- (1) Kick-off meeting described under TASK 1;
- (2) Up to two additional meetings to discuss development of the document and District comments; and
- (3) Additional phone consultation as needed.

**Document Preparation:** The District will reproduce and make the documents available to the public, elected officials, and agencies on the District's Web site and in hard copy. The consultant will provide draft and final documents to District staff as specified below. All text documents, exhibits, and graphics will be submitted to the District in formats that are editable for District staff. Text documents will be submitted in Microsoft Word.

- (1) Administrative Draft Plan .....5 hard copies, one digital copy
- (2) Administrative Final Plan .....5 hard copies, one digital copy
- (3) Final Plan.....one digital copy, one camera ready copy