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**September 1, 2016**

**REQUEST FOR PROPOSALS  
SUSTAINABILITY PLANNING SERVICES**

The East Bay Regional Park District (District) is soliciting proposals to develop a Sustainability Plan for improving the sustainability of District operations and maximizing the District’s role in climate mitigation and adaptation for the East Bay. The Sustainability Plan is envisioned as a tool for prioritizing actions and securing funding for implementing programs important to the District’s mission.

The proposed project will inventory existing greenhouse gas (GHG) emissions associated with District operations and produced community-wide by park users; forecast future GHG emissions; develop targets and strategies to reduce GHG emissions; as well as identify carbon sequestration and climate change adaptation opportunities throughout District parklands. This analysis will include a review of current efforts the District is undertaking to reduce GHG emissions such as its Green Transportation and renewable energy initiatives as well as the recent carbon sequestration study update. 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) quantifying District operations and community-wide GHG emissions; (2) developing targets and strategies to reduce GHG emissions; and (3) updating and identifying opportunities for carbon sequestration and climate change adaptation.

Tentative schedule for selection of consultant:

- RFP distributed.....September 1, 2016
- Pre-proposal meeting.....Week of September 12, 2016
- Request for Information (RFI) from consultants .....September 15, 2016
- District’s response to RFIs .....September 19, 2016
- Proposal deadline.....September 30, 2016 at 5:00 PM
- District to announce short list.....October 13, 2016
- District evaluation of proposals.....Week of October 17, 2016
- Tentative award of contract.....November 1, 2016

**Pre-proposal Meeting:** Pre-proposal meeting will be held during the week of September 12, 2016 at Peralta Oaks. Attendance at a pre-proposal meeting is not required to submit a proposal and is limited to two individuals from each firm/consulting team.

Please confirm your attendance with Sandra Hamlat at (510) 544-2318 or [shamlat@ebparks.org](mailto:shamlat@ebparks.org) by September 7, 2016.

Board of Directors

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## DISTRICT POINT OF CONTACT AND PROPOSAL SUBMISSION

All questions regarding this proposed project and RFP should be directed to Sandra Hamlat, Senior Planner, at (510)544-2318 or [shamlat@ebrpd.org](mailto:shamlat@ebrpd.org).

Five (5) copies of the proposal must be received by the District by 5:00 PM, September 30, 2016. Proposals should be submitted to:

Sandra Hamlat, Senior 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 District sustainability efforts and necessary technical studies, if any, 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.

**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 and no later than one year 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) carbon sequestration study update; (2) data related to District and parkland operations, including but not limited to, transportation, energy, and waste; (3) District Geographic Information System (GIS) data sets, including 2006 digital color orthophotos, and map data will be provided in ESRI shape files; (4) visitor use surveys; and (5) District's Climate Action Planning & Policy Framework.

**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.

**Contract for Services:** The proposal shall include a statement of the consultant's willingness to accept the terms and conditions of the District's standard contract for services Class C (attached). Prospective consultants shall review the contract for services, show levels of insurance coverage in each category, and return this information with the proposal. Any requests for changes to the contract must be submitted with your proposal for consideration by the District.

## 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 55 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

The average amount of carbon annually sequestered by the District's parklands is estimated to be 300,000 tonnes of carbon dioxide equivalents, based on the 2016 study update. By preserving 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. 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 and to satisfy requirements of a statewide cap and trade program. Forest conservation and management as well as fuels management are included as voluntary actions in the state's strategy. In conducting management and maintenance activities, the District has made a conscious effort to reduce emissions by down-sizing vehicles, increasing the number of alternative fuel vehicles, and adding hybrid vehicles to the service fleet.

## PROJECT PURPOSE

The purpose of the proposed project is to evaluate existing and future climate change mitigation, sequestration, and adaptation opportunities. The District conducted a carbon sequestration analysis in 2008 that was updated in 2016 so that opportunities for funding for future sustainability initiatives can be identified. This Sustainability Plan should incorporate and build upon that analysis.

## **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: EXISTING PLANS REVIEW**

Summarize existing District programs, policies, goals, and objectives related to sustainability. Includes meetings with District staff and review of 2013 District Master Plan, District Energy Strategy, Alameda County Climate Action Plan (CAP), and Contra Costa CAP, Alameda and Contra Costa Counties Adapting to Rising Tides (ART) projects; District plans, goals/objectives, and other available and relevant documents.

### **TASK 2: GOAL DEVELOPMENT**

Develop internal consensus on sustainability goals and objectives through a series of meetings with appropriate District staff, where the consultant will present the results of their plans review, summarizing existing goals and objectives relevant to their area of expertise. Goals and objectives will be developed for the following:

- GHG emissions (operational and community-based)
- GHG sequestration
- Water conservation and management
- Energy conservation and renewable energy
- Solid waste reduction and management
- Transportation and fuel management
- Sustainable purchasing management
- Public health and well-being
- Community education and awareness
- Climate change adaptation, including goals related to habitat conservation and ecosystem services

### **TASK 3: DEVELOP GHG INVENTORY, FORECASTS, AND REDUCTION TARGETS**

- Develop Baseline GHG inventory for District operations and for select Scope 3 emissions including staff commuting, staff business travel, and community transportation to/from parks
- Forecast emissions through District planning horizon
- Incorporate planned projects, developments, expansion of staff and operations, and land acquisitions
- Set GHG reduction targets consistent with state and regional goals and regulations

### **TASK 4: DEVELOP OTHER PERFORMANCE BASELINES**

- Quantify baselines for key sustainability performance metrics including energy use (electricity, natural gas, vehicle fuels), solid waste, water use, carbon sequestration (previous work), and possibly others to be determined.

## **TASK 5: STRATEGY AND PROGRAM DEVELOPMENT**

- Develop sustainability strategies and supporting programs and actions needed under each area to attain goals and objectives
- Develop framework for prioritizing actions
- Estimate costs and quantify benefits of individual actions
- Identify funding sources, align with other planning efforts and District partnerships
- Incorporate the District's Climate Action Planning & Policy Framework
- Incorporate the District's Strategic Energy Plan
- Incorporate other relevant District studies such as the biomass utilization study

## **TASK 6: DRAFT SUSTAINABILITY PLAN DEVELOPMENT**

- Consultant will incorporate the results of Tasks 1 through 4 into a Draft Sustainability Plan, for review by District staff
- Adaptation planning section will be a high-level integration of the District's existing strategy as well as the strategies and actions relevant to the District from the Contra Costa County and Alameda County ART Projects

**Assumptions:** The Sustainability Plan will be formatted for public distribution, but the Plan is intended primarily to guide internal priorities and decision-making.

## **PARK DISTRICT RESPONSIBILITIES**

1. Consultant will assist with data collection by providing instructions and guidance, data collection templates, and design of employee surveys; The District will be responsible for providing operations data for District building, facility and vehicle energy use (electricity, natural gas, and fuel use); water use; solid waste disposal, renewable energy generation, and refrigerant use (if available).
2. The District will provide input and relevant information on partnerships and aligning with other planning efforts.

## **CONSULTANT DELIVERABLES**

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 emissions scenarios under different conditions, including Business as Usual and a target year and level of emissions scenario to be determined in consultation with District staff.
- **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. The consultant should identify possible funding sources to implement the plan, including but not limited, to the California Cap and Trade program and costs savings related to energy efficiency. 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.
- **Meetings with District staff:** The consultant should anticipate participating in a minimum of three meetings with District staff:
  - Meeting early in the project process to share known background materials and discuss details of the project, details of the technical studies, and completion schedule.
  - Up to two additional meetings to discuss development of the document and District comments.
  - Additional phone consultation as needed.
- **Document Preparation:** 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

## **TASK 7: AS NEEDED POLICY AND REGULATORY GUIDANCE**

- Consultant will support this task to be led by the District

**Assumptions:** Low level of support anticipated.

**TASK 8: AS NEEDED MEETING ATTENDANCE AND STAKEHOLDER ENGAGEMENT**

- Consultant will support this task to be led by the District

**Assumptions:** Low level of support anticipated.

**ATTACHMENTS**

- (1) Contract Template