

# County of Peterborough

## Request for Proposal

### P-05-2014

Cathy Bazinet & Melanie Kawalec

September 12, 2014

# Background

- Climate Change goal in the Community Sustainability Plan is:  
*to reduce local contributions to climate change while increasing adaptation to climate change conditions.*
- Plan recommends that municipalities within the GPA become members of the Partners for Climate Protections (PCP) program to create a plan to reduce their GHG contributions.
- City was already a member of PCP; County joined January 2014
- City Council, County Council, and the GPA EDC Board all approved the project
- Applied to the Federation of Canadian Municipalities Green Municipal Fund and the Ontario Trillium Foundation for funding

# Climate Change Action Plan Steering Committee

Based on required funding partnerships & representation, a project specific Climate Change Action Plan (CCAP) Steering Committee was formed:

- Ken Doherty, Chair of Sustainable Peterborough
- Barb van Vierzen, Office Manager GPA EDC
- Sheridan Graham, County of Peterborough
- Melanie Kawalec, City of Peterborough
- Anca Pascalau, Sustainable Peterborough Sustainability Coordinator
- Al Slavin, SP Climate Change Working Group Representative
- Tom Cowie, Hiawatha First Nation
- David Clifford, Township of Douro-Dummer
- Brigid Ayotte, Township of Cavan-Monaghan

# Funding

- FCM GMF approved a 2-year grant of \$175,000 on July 3, 2014
- OTF approved a 3-year grant of \$225,000 on July 7, 2014
- City confirmed a 10% cash contribution of \$44,500

**Total approved project budget is \$444,500**

# Request for Proposals

- The County of Peterborough issued Request for Proposal on behalf of the GPA EDC and the SP Coordinating Committee on July 23, 2014
- After 5 weeks, the RFP closed on Tuesday, August 26<sup>th</sup>
- 6 submissions were received
- Evaluation team consisting of Barb van Vierzen, Ken Doherty, Anca Pascalau, Melanie Kawalec and facilitated by Cathy Bazinet evaluated and short listed the proponents based on the evaluation matrix listed in the RFP on September 4<sup>th</sup>

# Evaluation

	<u>Weight</u>
<u>Company and Key Personnel Experience</u>	
• Direct experience of company and staff	15%
• Experience of project team & sub-consultants	15%
<u>Understanding of the Project &amp; Technical Approach</u>	
• Understanding of the project & quality of approach	20%
• Work plan and schedule	5%
• What value can the consultant add to the project	5%
<u>Consulting Services Cost</u>	
• Cost of consulting services	<u>40%</u>
	<b>100%</b>

# Interviews & Award

- 2 proponents were shortlisted to make a presentation to the CCAP Steering Committee on September 11, 2014
- Only 1 consultant will be hired, as both proponents bid on the combined Corporate and Community Sector work
- Following the presentations, the Evaluation Committee selected the preferred Consultant
- A Report recommending award of the RFP will be presented to the GPA EDC Board at their meeting on September 25<sup>th</sup>
- The preferred consultant will be advised immediately following the GPA EDC Board approval.

# Roles

- **GPA EDC** is the lead applicant and the project oversight
- **Climate Change Action Plan Steering Committee** will oversee and administer the Scope of Work
- Melanie Kawalec will act as the **Project Manager** and primary contact for the Consultant and the CCAP SC
- **Climate Change Working Group** will work with the Consultant on Community Sector research, strategic development, and engagement
- **Corporate Stakeholder Subcommittee** will work with the Consultant on Corporate Sector research, strategic development, and engagement



Project Tasks	Tentative Timeline
Issue RFP	July 23, 2014
Proposal Submission due date	August 26, 2014
Short-listed Consultant Presentations	Sept 11, 2014
RFP Award and Notice to Proceed	Sept 25, 2014
PHASE 1 - Planning & Visioning Process	Sept to Oct 2014
PHASE 2 - Milestone 1: Create GHG emission inventory and forecast	Oct 2014 to March 2015
PHASE 3 - Milestone 2: Assess Current Situation & Set Emission Reduction Target	April to Sept 2015
PHASE 4 - Milestone 3: Develop Climate Change Action Plans	Oct 2015 to June 2016
PHASE 5 - Milestone 4: Develop implementation and monitoring strategy	April 2016 to Aug 2017
PHASE 6 - Reporting and Approvals	May 2016 to Aug 2017
	Draft CCAP submitted
Final deliverable CCAP with all attachments and submitted to FCM	July 2016
Final Presentations to all local government Councils	July 2016
Project Completion	August 2017

# Questions

