



La Plata County Community Development Department

Request for Proposals

BASE LINE GREENHOUSE GAS EMISSION PROFILE and FORECAST REPORT

Project Number 07-080-5200

Let Date: Friday, August 24, 2007

**Non-Mandatory Pre-Proposal Conference:
2:00 p.m. Wednesday, September 5, 2007
In person or by teleconference**

**Submission Deadline: Friday, September 14, 2007
4:00 p.m. MST
La Plata County Procurement
235 Bodo Drive
Durango, Colorado**

Table of Contents

Advertisement	3
I. Problem Statement.....	4
II. Introduction	4
III. Application Process	4
IV. Project History	5
V. Project/Scope of Services.....	5
VI. Tentative Project Schedule	7
VII. Selection Criteria.....	7
VIII. Submission Requirements.....	9
XI. Contract Requirements	10

Advertisement

**La Plata County, Colorado
Advertisement for Requests for Proposal
Community Development
Completion Baseline Greenhouse Gas Emissions Profile and Forecast Report
Project Number 07-080-5200**

Notice is hereby given that La Plata County will accept sealed proposals for Completion of Baseline Greenhouse Gas Emissions Profile and Forecast Report for La Plata County, which shall focus on identifying existing levels of greenhouse gas emissions within La Plata County, Colorado.

Bid specifications and information are available from Janalee Hogan, Procurement Division, 235 Bodo Drive, Durango, Colorado 81303 (970) 382-6430 or hoganjt@co.laplata.co.us

One (1) original and five (5) complete copies of the **sealed proposal**, clearly marked “Baseline Greenhouse Gas Emissions Profile and Forecast Report”, will be received by the administrative staff of the La Plata County Procurement Division, 235 Bodo Drive, Durango, Colorado 81303 until **4:00 p.m. September 14, 2007**. As soon as practical after the closing time, the bids shall be opened in public and read aloud. Bids received after the closing time shall be returned, unopened, to the bidder.

The bids generally shall be awarded by the Board of County Commissioners, County Manager, or Procurement Manager. It is the Bidders' responsibility to verify the exact date of the award. Bidders may, but shall not be required to, attend the award of bid and may be heard on said award if they so desire. The bid opening shall be held at the Procurement Division, 235 Bodo Drive, Durango, Colorado 81303.

The La Plata County Board of Commissioners reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in the opinion of the Board, to be in the best interest of La Plata County.

This bid will be conducted in accordance with the regulations set forth in the La Plata County Procurement Code.

Publish: August 24, 2007 and August 25, 2007

Distribution of Advertisement

Original: Original Contract File

cc: Courthouse Bulletin Board and Web Site

email: Newspaper Durango Herald

I. Problem Statement

There is overwhelming scientific consensus that human contribution of greenhouse gases (GHG), primarily carbon dioxide and methane, are having a profound effect on our global climate. International scientific and political communities recognize that elevated temperatures, loss of habitat and species, and economic hardships due to damage from severe weather patterns and changes in natural resources are just some of the substantial changes we may experience in the coming years if action is not taken to reverse the current climate change trend.

Scientific evidence mounts weekly. Even if human emissions could cease today, the climate would warm again in the coming 50 years by as much as it has in the last 50. Dramatic effects are visible already in the Arctic, with sea ice declining year by year, darkening the landscape and contributing to further warming. In our region, shorter winters and milder springs are contributing to lower snow pack, earlier runoff, and drying of vegetation. These impacts in turn threaten the water supplies on which we all depend, subject our forest to greater insect infestations, and greatly increase the threat of wildfires. They also undermine the viability of the ski industry that supports the local tourist economy.

II. Introduction

La Plata County is seeking proposals from consultants qualified to build an emissions profile based on local energy use, transportation demand, and waste practices. We understand that what gets measured may be managed. This report shall include an emissions forecast so that we may appropriately set realistic goals for reducing emissions. The report shall also present the most appropriate tool to help report and track progress made in meeting future goals.

III. Application Process

An **optional pre-proposal conference** will be held at 2:00 p.m. Wednesday, September 5, 2007. This will be an opportunity to meet with Erick Aune for general discussion about the project. You can participate in person at the Community Development Department, 1060 Second Avenue Durango Colorado or by teleconference using the following service:

Conference Participant:

1. At the specified time, dial 1.800.704.9804.
2. When prompted, enter your Participant Code followed by #.
3. Your Participant Code is 255458#.

Participant Star Commands

*4-Volume - Pressing *4 will increase/decrease the volume.

*6-Mute - Participants can mute/unmute their own lines by pressing *6.

The County shall review the proposals and select the most qualified candidates to fulfill the scope of services as set forth herein. After obtaining best and final offers, the award shall be made to the responsible consultant or consultants whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in this RFP.

This request is for professional services. The terms “bid’ and “bidder” refer to the rates provided in the proposal and by the proposer and the term contractor refers to the consultant. Refer all questions regarding the project to Erick Aune, Senior Long Range Planner, 970-382-6271, AuneEJ@co.laplata.co.us Refer all questions regarding the selection, award and contract to Janalee Hogan, 970-382-6430, hoganjt@co.laplata.co.us

IV. Project History

In 2006 the La Plata County Board of County Commissioners approved a resolution supporting the Mayor’s Climate Protection Agreement which urges local governments to enact policies and programs to meet or beat the target of reducing global warming pollution levels to 7 percent below 1990 levels by 2012, including efforts to: reduce the United States’ dependence on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, waste to energy, wind and solar energy, fuel cells, efficient motor vehicles, and biofuels.

The first action item listed under the agreement is to inventory global warming emissions in the local community and government operations. The emissions inventory can then be used to determine and set reduction targets and create an action plan. La Plata County wishes to extend its commitment to reducing impacts on our environment with the initiation of this profile and forecast report.

As part of this commitment, La Plata County has become a member of ICLEI – Local Governments for Sustainability, which has available the Harmonized Emissions Analysis Tool (HEAT) online software to support local greenhouse gas and air pollution emission reduction planning. This software provides capacity to local governments to seek to reduce GHG emissions based on sound governance, economic development, improved waste management, energy efficiency, better urban mobility and better air quality. We recognize that there exist a variety of software-based tools that effectively monitor emissions and encourage the team to suggest and recommend appropriate resources like HEAT or CCP Greenhouse Gas Emission Software for this community.

V. Project/Scope of Services/Deliverables

To ensure the project will provide an emissions profile that best services the citizens of La Plata County and appropriately reflects the local anomalies that affect the profile, the Consultant will be expected to work with the County staff and any committee that may be appointed by the Board of County Commissions to identify and refine the appropriate data set that will be used to accomplish the scope of services as outlined below.

The Consultant is encouraged to take advantage of local resources, groups and individuals who may add value to the proposal and provide a greater capacity for the future utilization of this program.

- A. Baseline Assumptions** – Consultant shall define the minimum level of data required to quantify primary emissions and also to evaluate various optional secondary and tertiary emission and reduction sources. The latter shall be reported and included so that a long-term anticipatory and preventive approach to reducing GHG is possible.
- **Baseline Year** – Consultant shall recommend appropriate historic datum (specific year) to begin the profile in accordance to available data sources and the integrity of the profile when any future recommendations are advanced by the County to mitigate greenhouse gas emissions.
- B. Operational/Sector Boundaries** – Consultant shall include overall guidance on defining inventory boundaries, or a determination of the most appropriate accounting and reporting boundaries for example, residential, commercial, transport, industrial, governmental, waste, organizational, operational, geographic and emissions source boundaries.
- **Local Governance Boundaries** – Consultant shall provide recommendations for defining operational and sector boundaries relative to the jurisdictional boundaries of the City of Durango, the Towns of Bayfield and Ignacio, the Southern Ute Indian Tribe, Fort Lewis College and the remaining unincorporated areas within La Plata County in the event that an individual governing body desired to increase the level of analysis in their jurisdiction. For example, the preponderance of oil and gas wells in and near Bayfield and Ignacio may warrant a greater level of specific analysis in the future.
- C. Detailed Accounting Protocol (Methodology)** – For identification and quantification of emissions and emission reductions, the Consultant’s deliverable work product shall included the following:
- **Data Sources** – The inventory shall include a detailed list of data sources and contacts at data sources utilized in the protocol.
 - **Sources of Emission** – The inventory shall include a detailed list of the sources of emission included in the protocol.
 - **Emission Gases** – Consultants shall identify and list all gases to be included in this profile out of the set of recognized greenhouse gases. (CO₂, CH₄, N₂O, HFCs, PFCs, and SF₆)
 - **Software** – Consultant shall identify and provide software applications for the baseline emissions inventory as well as on-going monitoring and reporting of greenhouse gas emissions in La Plata County. The protocol shall be embedded in software that is either developed especially for La Plata County or is pre-existing and available. All data to be provided and accessible in a non-proprietary format.

- **Regional Parameters** – Consultants shall address the implications and requirements necessary to structure the emissions inventory process so it can be expanded to include territory within a reasonable distance of La Plata County i.e. Silverton, Pagosa Springs, Cortez, Farmington, New Mexico and surrounding Counties.
- **Inventory Methodology** - The inventory shall describe and detail the methodology and assumptions utilized in completing the inventory, such that the future acquisition of data to update the inventory can be completed locally by County staff or their designate.

D. Emissions Profile – The Consultant shall provide a profile of Greenhouse gas emissions inventoried and totaled in accordance with the “Base Line Assumptions,” “Operational/Sector Boundaries,” and “Detailed Accounting Protocol” and related forecast report as follows:

- **Forecast Report** – Emissions growth or decline is forecasted to an appropriate year in the future under three scenarios:
 - i. Assuming no action is taken to reduce emissions.
 - ii. Assuming action is taken to reduce GHG emissions to the Kyoto protocol levels
 - iii. Assuming action is taken to reduce GHG emissions to a XX% reduction below the Baseline Year.

VI. Tentative Project Schedule

Non-Mandatory Pre-proposal Conference:	2:00 p.m.	09/05/07
Submission Deadline	4:00 p.m.	09/14/07
Award Recommendation		10/2/07
Start of Project Immediately upon Notice to Proceed		10/15/07

VII. Selection Criteria

Consultants will be evaluated and ranked by the selection committee upon their proposals based on the following criteria:

1. **Expertise**
 - a. Curriculum vitae of each team member
 - b. Percentage of time each team member will devote to each phase of work
 - c. Illustrative and descriptive material from similar projects completed within the last five years. This material will include project cost estimates, final project costs, and project completion time.
 - d. References from similar projects
 - e. Governmental agency experience

2. Quality of Proposal and Project Approach

- a. Anticipated process
- b. Sub-consultants credentials
- c. Interface method with County staff
- d. Use of local resources

3. Project Schedule

- a. Time factors for each phase of the work
- b. Current project work backlog of team members

4. Cost of services

- a. Estimated total labor hours
- b. Estimated total labor dollars
- c. Estimated total overhead and other direct costs
- d. Total 'not to exceed' dollars
- e. Consultant team fee schedule

5. Oral Presentations (if necessary)

- a. Presentation skills, overall content, ability to communicate clearly and concisely.
- b. Work Plan - identification and understanding of goals and specific components that the consultants project plan will address.
- c. Ability to identify and address additional specific concerns of the County staff, which may be presented in a "what if" format.

If necessary, the top ranked consultants (2 or 3) may be invited to make oral presentations of their proposal. However, if one proposal is clearly above the other respondents, based on selection criteria, an award recommendation shall be directly made. If the oral presentations for a short list are needed, the committee will schedule oral presentations at a convenient time and ask project specific questions of the short-listed consultants during the week of September 24, 2007. The committee will then select a consultant and make an Award Recommendation to the Board. No reimbursement shall be made to consultants for costs incurred from oral presentations.

After proposals are received, the County may enter into negotiations with as many vendors of feasible proposals as necessary in order to arrive at the best possible proposal for the county.

Discussions may be conducted with applicants to ensure full understanding of, and conformance to, the solicitation requirements. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.

The selection committee will assign points to these criteria for a total score. The best total score will be considered low bid.

Criteria	Weight	Rating	Score
1.Specialized Experience (relevant recent experience in comparable projects)	35		
2. Quality of Proposal and Project Approach	25		
3. Project Schedule	15		
4. Cost of services	20		
5. Incorporation of Local Resources	5		
6. Oral Presentation is necessary	10		

Rating Key	2- Marginal	5 – acceptable	8 – good	10 - outstanding
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VIII. Submission Requirements

The proposer should take into consideration the information specific to the project contained in this RFP. **The proposal format should generally follow the Selection Criteria items 1 through 4 as listed in Section VII above.** A duly authorized official(s) of the firm must sign proposals. The proposal should clearly identify the name and phone number of the primary team member for contact regarding the proposal.

Proposals shall not exceed fifty (50) pages including cover sheet, cover letters, and any maps or exhibits. The proposals shall have at least a 11 pt font size. Any written proposals not meeting these format criteria will be considered non-responsive and will not be reviewed by the selection committee.

One (1) original and five (5) complete copies of the sealed proposal, clearly marked Completion of “Baseline Greenhouse Gases Emissions Profile and Forecast Report,” will be received by the administrative staff of the La Plata County Procurement Division, 235 Bodo Drive, Durango, Colorado 81303 until 4:00 p.m. September 14th. As soon as practical after the closing time, the bids shall be opened in public and read aloud. Bids received after the closing time shall be returned, unopened, to the bidder.

All bids shall remain in force for a period of forty-five (45) days after the date of the bid opening.

This invitation or request and all related documents produced by the bidder or proposer and the County will be subject to the Colorado open records act. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act. Please refer questions to your legal counsel.

Local government officials or employees shall not be interested in any contract made by them in their official capacity or by any body, agency, or board of which they are members or employees. A former employee may not, within six months following the termination of his employment, contract or be employed by an employer who contracts with the county involving matters with which he was directly involved during his employment. For purposes of this section, "contract" does not include contracts awarded to the lowest responsible bidder based on competitive bidding procedures. See C.R.S. §24-18-201

The County may make such investigations, as it deems necessary to determine the ability of the bidder to perform the Work. The Bidder shall furnish to the County all such information and data for this purpose as the County may request.

The County reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in its opinion, to be in the best interest of La Plata County. This bid will be conducted in accordance with the regulations set forth in the La Plata County Procurement Code.

X. Contract Requirements

Should you or your firm be awarded the contract for services, you will be required to execute or provide the following documentation **within ten (10) calendar days** from the date of the Notice of Award:

1. Contract Forms. The County Professional Services Agreement, Notice of Award, and Notice to Proceed shall apply to this contract. The County shall issue the Notice to Proceed upon receipt of all required documentation and the County's execution of the Agreement. The Contractor shall not initiate work prior to the issuance of the Notice to Proceed.
2. Contractor will be required to certify that Contractor shall comply with the provisions of C.R.S. 8-17.5-101, et. seq. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a subcontractor that fails to certify to
3. Insurance. The Contractor is required to hold throughout the initial term and all subsequent terms of this Professional Liability Insurance with a minimum amount of \$500,000.
4. Workers' Compensation. The Contractor is responsible for providing Worker's Compensation Coverage for all of its employees to the extent required by law, and for providing such coverage or requiring its subcontractors to provide such coverage for the subcontractor's employees.
5. W 9. Contractor must supply the County with a completed W9 form.