



122 Green Mountain Pl.
Middlebury VT, 05753

office@ceacac.org
www.ceacac.org
802-238-6699

REQUEST FOR QUALIFICATIONS

Climate Action Planning Services

The Climate Economy Action Center of Addison County (CEAC) seeks climate action planning consultant services. The consultant will assist the CEAC Board in facilitating a community engagement process and in drafting an action plan. That process and plan will help direct our community's efforts to bring down our GHG emissions while growing a sustainable economy.

The purpose of this Request for Qualifications (RFQ) is to seek statements of qualifications, experience, general approaches, and rates from interested consultants.

The selected firm or individual will be invited to enter into a consultant agreement with CEAC ("Agreement").

KEY DATES

Release of RFQ: January 6, 2021

RFQ Due Date: January 29, 2021

Expected Effective Date of Consultant Agreement: February 10, 2021

Expected Term of Engagement: February – December 2021

CEAC OVERVIEW

The Climate Economy Action Center (CEAC) works with partners to promote a healthy, sustainable local economy. Our mission is to achieve deep reductions in local greenhouse gas emissions as a result of community awareness and actions. We are a nonprofit that is dedicated to supporting a thriving ecosystem of people, businesses and institutions in our rural area.

More information about CEAC, its history, work and plans is available at <https://ceacac.org/>.

CLIMATE PLANNING CONSULTANT SERVICES

The CEAC Board is responsible for directing this climate action planning project and the related activities of consultants. The consultant should expect that CEAC Board members and perhaps other community volunteers will make significant contributions of time and expertise to the planning process.

The climate planning consultant services may include, but not be limited to, the following:

1. Help plan and facilitate Climate Roundtables (regular meetings of a group of organizations working on climate in Addison County) and other community meetings, including setting agendas, encouraging active engagement, and recording progress.
2. Assist in the identification and development of climate action strategies based on research, community input, and in response to the "[Greenhouse Gas Inventory for Addison County, VT.](#)"
3. Assist in drafting climate plan sections and related documents, including the use of tables, charts, and graphics.
4. Maintain climate planning information and documents, including in cloud-based folders and on webpages, as appropriate.
5. Assist in the development and distribution of educational materials, news stories, and other information related to the planning process, including webpages, email, and social media.

CEAC has committed up to \$10,000 for this initial engagement and we ask that prospective consultants take that into account in preparing responses. Additional funding may or may not become available as the planning process proceeds. We expect this engagement to last from February – December 2021.

CONTENTS OF STATEMENT

The qualifications statement should provide:

- your qualifications and experience in community, climate or natural resource planning, and in meeting facilitation.
- a concise narrative indicating the general proposed approach to providing the required services
- hourly rates for different services
- a summary of your proficiencies with word processing, graphics, database, web design, e-newsletter, social media, and internet tools and applications
- not more than five samples of work done by the individuals who would be assigned to this project, including any documents, articles, public information materials, links to websites, and related work plan(s) for typical project(s)
- a minimum of three references.

EVALUATION CRITERIA

The CEAC Board will evaluate all properly submitted proposals based on these criteria:

- Responsiveness to this RFQ
- Experience of the professional personnel to be assigned to this Agreement

- Quality of work samples presented
- Scope and appropriateness of services proposed; clear understanding by the applicant of work to be performed.
- Capability of providing consistent, timely work products
- Rates and fees proposed

CEAC will then conduct interviews as may be appropriate and select the top preferred firm or individual, with whom an Agreement will be executed.

CEAC reserves the right to make clarifications, corrections or changes in this RFQ at any time prior to the deadline for the submission of proposals. All proposers or prospective proposers will be informed of said clarifications, corrections or changes so long as the proposers and prospective proposers are registered with CEAC via e-mail to office@ceacaac.org prior to the due date for proposals.

PROPOSAL PROCESS

Questions may be sent to Steve Maier, Board Chair, at office@ceacac.org.

An electronic copy of the proposal, plus samples of work products as detailed herein, must be received by CEAC no later than 5 p.m. EDT, on January 29, 2021. Proposals should be sent to Steve Maier, Board Chair, at office@ceacac.org.

STANDARD TERMS AND CONDITIONS

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation and expertise of the firms submitting proposals. Issuance of this RFQ does not obligate CEAC to pay any costs incurred by a respondent in its submission of a proposal, making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFQ.

CEAC reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of CEAC, to reject the proposal with the lowest consultant fee, to accept any item of any proposal and to reject any and all proposals.