



Request for Quotes

Town of Winter Park

April 29, 2024

2023 Greenhouse Gas Inventory

Project Background

Winter Park is nestled at the western slope of the Continental Divide and the headwaters of the Colorado River, located in the Arapaho and Roosevelt National Forests. Winter Park encompasses 16.8 square miles, and approximately 13 square miles are within the US Forest Service Land. The Town of Winter Park boasts the highest point of any incorporated town in the United States with a peak elevation of 12,060 feet. The Town's population is 1,031 full-time residents with over a million visitors a year.

Project Overview

The Town of Winter Park is seeking a contractor to execute a community wide and municipal GHG inventory with 2023 data. This request is for completion of a Global Protocol compliant GHG inventory within the town's boundary and a public facing report. This GHG inventory will serve as a baseline assessment to develop carbon reduction community-wide goals and a climate action plan. The goal is to create a clear picture of GHG emissions sources and sectors in Winter Park.

Project Requirements

1. GHG Inventory Goals:

- Develop a GHG inventory and report that utilizes the Global Protocol for community-scale GHG Inventories (GPC) and ICLEI ClearPath emissions tool.
- The main inventory requested is community-wide in scope, and the secondary inventory is municipal operations in scope.
- Methods should rely on latest and best GHG inventory and reporting practices, including standard GPC methods that are clearly replicable.
- Scope 1, 2 and 3 are expected to be assessed, in all standard GPC emissions sectors and sources to be measured.
- Other areas not included in GPC that we are hoping to measure, if possible, include land use and management and the natural carbon stock.
- Serve as baseline emissions to enable Winter Park to track GHG emissions overtime on community-wide and municipal levels.
- Clear replicable GHG inventory analysis strategy.

2. GHG Modeling:

- Develop a community-wide emissions baseline through GHG inventory.
- Model projected community-wide GHG emissions overtime to 2050 in a business-as-usual scenario. Show multiple options for emissions reductions scenarios moving forward to 2050.
- Contribution analysis on community-wide emissions sectors.

3. Data Management:

- Set up data collection procedures from the necessary parties and create a file of the data sources and contacts.
- Create a process to address data gaps.
- Facilitate data collection process from the needed databases and entities.
- Develop a record of all available data sources and contact points needed for future data collection.
- Provide quality assurance for data.
- Provide City staff with all reporting data and/or instructions for how to gather necessary data in subsequent years.
- Develop a spreadsheet to manage all inventory data.
- Inclusion of community indicators (energy, population, heating and cooling degree days, number of households, number of housing units, number of jobs, commercial building floor space)
- Enter data into ICLEI ClearPath.
- A community-wide and municipal inventory will be conducted with 2023 data.

4. Transportation Data: Vehicle Miles Traveled (VMT)

- Inclusion of VMT estimate and a description of the methodology for replication.

5. Report:

- Develop a report to communicate the community-wide in scope GHG inventory with the Winter Park community, it should include discussion of trends, data visualizations and findings.
- The community-wide report should incorporate a brief narrative for background purposes that discusses the main areas across sector, source, activity and fuel contributions. Emissions trends and projected emissions to 2050, discussion of main sectors and opportunities emissions reductions, analysis of per capita emissions and emissions in main sectors relative to other ski town communities should also be included. Discuss the systems and necessary action for significant GHG reduction and necessary GHG targets.
- For the municipal operations inventory a summary analysis of the findings and analysis is expected.

6. Post Analysis:

- Outline a clear process for GHG inventory so it can be replicated by Town of Winter Park in following years. This process should include data collection to analysis execution.
- Two separate (1) community-wide and (2) municipal operations methods documents should be provided as well for internal use and replicability.
- A presentation of the findings and analysis to Town Staff.

7. Expectations:

- Regular and timely communication is expected from contractors.
- If there is an absence of communication, it could lead to the termination of the contract.
- Town of Winter Park is tax exempt on all levels of government.
- A W-9 form, and proof of insurance must be completed for consultants.
- Any law at state, local and federal levels, codes, regulations, and ordinances that might impact the work performed are expected to be known by consultants.
- More specifics can be offered if requested by the question deadline.

Project Timeframe and Quote Submission

1. The project proposal is expected to include a timeline and a final completion date. The Town of Winter Park is hoping for completion by October 31st, 2024. The project timeline will be evaluated with the proposal with earlier completion dates considered to be seen more positively.
2. All questions should be submitted through email by May 3rd, 2024, in Mountain Time to Mia Dorris at mdorris@wpgov.com. A returned response to questions should be expected by May 9th, 2024. Final proposals are expected by May 20th, 2024, please submit via email to mdorris@wpgov.com.
3. Quotes are expected to include:
 - Business or organizational name
 - Proposed project team members
 - Contact information
 - Cost proposal
 - Prior work examples from similar requests (attachment does not count in page amount)
 - Description of GHG emissions sectors and sub-sectors
 - Explanation of City staff responsibilities
 - Overview of project timeline and approach
 - Deliverables

Evaluation Criteria

Criteria	Weighting
Overall Proposal Quality	25%
Qualifications & Expertise of Project Team	25%
Past Performance of Similar Work	20%
Project Timeline and Approach	20%
Proposed Cost	10%

Compliance with Requirements:

If a project delay occurs, the contracted party must give clear updates and receive written approval from Town of Winter Park staff. If a project extends past the proposed end date with no authorization from Town of Winter Park staff, it will be deemed an unapproved change that

potentially will end in termination of the agreement. All aspects requested will be performed and included in the cost estimate.