



**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](mailto:mdorris@wpgov.com). A returned response to questions should be expected by May 9th, 2024. Final proposals are expected by May 20<sup>th</sup>, 2024, please submit via email to [mdorris@wpgov.com](mailto: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**

<b>Criteria</b>	<b>Weighting</b>
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.

**Questions & Answers**

**2023 Greenhouse Gas Inventory**

**Winter Park Request for Quotes**

**May 2024**

**Question:**

Have funds already been allocated for this project? And if so, can you provide the budget?

**TOWP Response:**

The Town is just starting a climate action program, so there is no specific line item budget yet. Our budget is housed under the Town Manager's office.

**Question:**

Has Winter Park previously worked with a carbon accounting consultant?

**TOWP Response:**

No, this Winter Park's first GHG inventory.

**Question:**

How does the town define “community-wide”?

**TOWP Response:**

Community-wide is defined as the jurisdictional town boundary of Winter Park.

**Question:**

Would the successful bidder need to have an account with ICLEI ClearPath?

**TOWP Response:**

No, you will use Town of Winter Park's ICLEI login.

**Question:**

Will there be dedicated city staff to this project? Do they have a background in the scope of work?

**TOWP Response:**

Yes, Mia Dorris the Sustainable Community Coordinator, is the dedicated city staff to this project, and she has a strong background in this scope of work. She has done multiple municipal and community wide GHG inventories in other mountain communities.

**Question:**

Are you advertising this opportunity publicly or limited? If limited, are you able to share how many firms you're reaching out to?

**TOWP Response:**

We are advertising the opportunity publicly on Bid.net.

**Question:**

Has the Town of Winter Park completed any prior greenhouse gas inventories or assessments of scope 3 category applicability/relevancy? If so, can the town share that at this time?

**TOWP Response:**

No, this is the first GHG inventory. We are hoping to follow the GPC scope 3 categories: <https://ghgprotocol.org/scope-3-calculation-guidance-2>

**Question:**

Is there a report and/or spreadsheet from previous years that should be used as a starting point?

**TOWP Response:**

No, this is the Town's first GHG inventory.

**Question:**

Would the town be interested in an in-person or remote kickoff meeting?

**TOWP Response:**

Remote kickoff meeting.

**Question:**

Would the town be able to provide a potential budget range for the project?

**TOWP Response:**

The Town is just starting a climate action program, so there is no specific line-item budget yet. Our budget is housed under the Town Manager's office.

**Question:**

Does the town or other necessary party have data on visitation and visitor activities?

**TOWP Response:**

Yes, we have data on visitation.

**Question:**

Does the town have Vehicle Miles Traveled data for previous years?

**TOWP Response:**

We have VMT data for bus travel.

**Question:**

Could you tell me the available project budget for this?

**TOWP Response:**

The Town is just starting a climate action program, so there is no specific line item budget yet. Our budget is housed under the Town Manager's office.

**Question:**

How many municipal buildings, fleet vehicles and implements does the Town lease and own?

**TOWP Response:**

- Municipal buildings: 13
- Fleet vehicles and implements: 108

**Question:**

Will you please expand on in more specifics regarding the Scope 3 Categories and information the Town would like evaluated?

**TOWP Response:**

Scope 3 categories discussed in GPC (<https://ghgprotocol.org/scope-3-calculation-guidance-2>)

**Question:**

What is the budget for the 2023 Greenhouse Gas Inventory?

**TOWP Response:**

The Town is just starting a climate action program, so there is no specific line item budget yet. Our budget is housed under the Town Manager's office.

**Question:**

Is there a budget for any implementations?

**TOWP Response:**

Yes, there is a capital replacement budget.



**Question:**

Will you please share any existing consultants the Town has worked with in the past?

**TOWP Response:**

This is the Town's first GHG inventory.

**Question:**

Is the Town expecting a specific mode of delivery for the findings, and does the Town expect the presentation of findings to be in person or virtual?

**TOWP Response:**

Virtual, we expect you to present an introduction and answer questions.

**Question:**

Regarding the reference to emissions sectors, is the Town referring to emissions categories within the scopes?

**TOWP Response:**

Yes, we are hoping to follow the standard GPC protocol: <https://ghgprotocol.org/>

**Question:**

Is the town leveraging grant funding for this project with any other specific guidelines that we should be aware of?

**TOWP Response:**

There is no grant funding or guidelines other than presented in the RFQ.

**Question:**

What is the budget for the project?

**TOWP Response:**

The Town is just starting a climate action program, so there is no specific line item budget yet. Our budget is housed under the Town Manager's office.

**Question:**

Will Town staff assist in data collection in order to help maintain the timeline for this project?

**TOWP Response:**

Yes

**Question:**

Do you want the presentation to staff to be in person?

**TOWP Response:**

We are hoping for a presence virtually to introduce the inventory and answer questions.

**Question:**

Do you have multiple years of data to complete the contribution analysis?

**TOWP Response:**

No

**Question:**

How, if at all, will Winter Park Resort be involved in this project?

**TOWP Response:**

Yes, the Ski Resort is in Winter Park's jurisdictional boundary.

**Question:**

Does the Town have strategies in place to be modeled for the GHG reduction scenarios? Or does the Town just expect a Business-As-Usual model?

**TOWP Response:**

We are hoping for a business as usual model and a model if strategies are invoked. We are currently building out the climate action program and strategies for reduction that we will have ready for use in the model.

**Question:**

I just wanted to clarify the page limit before we do. While we saw no mention of a page limit in the RFP, the the Project Timeframe and Quote Submission section contains this line: "Prior work examples from similar requests (attachment does not count in page amount)". Based on this specification, we were wondering if the Town has a specific page amount in mind for this proposal. If so, please let us know the desired amount and any additional formatting requirements for this project.

**TOWP Response:**

There is no page limit or formatting requirements, apologies that is an error on my end.

**Question:**

Do you have a cost form you would like us to fill out?

**TOWP Response:**

There is no cost form.

**Question:**

Is there a significance to the Oct 31st deadline?

**TOWP Response:**

Yes, we are hoping to have the GHG inventory completed by Oct. 31<sup>st</sup> to be able to shift towards climate action planning.

**Question:**

Was the Town awarded any grants for this project with grant specific commitments that need to be met?

**TOWP Response:**

The GHG inventory is not grant funded.

**Question:**

What internal resources from the Town will be supporting this project?

**TOWP Response:**

Mia Dorris, the Sustainable Community Coordinator will be supporting the project (data collection, etc.) and coordinating with other departments when needed.