

# REQUEST FOR PROPOSALS (RFP) FOR CITY OF CHICAGO GREENHOUSE GAS (GHG) EMISSIONS INVENTORY

APRIL 25, 2016

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CITY OF CHICAGO  
DEPARTMENT OF TRANSPORTATION (CDOT)

RESPONSES MUST BE RECEIVED NO LATER THAN  
Friday, May 13<sup>th</sup>, 2016  
at Noon (12:00 PM) CST

Please submit the proposal and any supporting documentation via email:

**SUBJECT:** Chicago 2015 GHG Emissions Inventory Proposal  
**TO:** Sean Wiedel ([Sean.Wiedel@CityofChicago.org](mailto:Sean.Wiedel@CityofChicago.org))  
**CC:** Samantha Bingham ([Samantha.Bingham@cityofchicago.org](mailto:Samantha.Bingham@cityofchicago.org));  
Jamie Ponce ([James.Ponce@CityofChicago.org](mailto:James.Ponce@CityofChicago.org))

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CDOT will host an optional RFP Q&A call:  
12:00-1:00 PM CDT  
Friday, April 29, 2016  
Dial-In: (330) 595-1347  
Conference Code: 219.537.6581

RAHM EMANUEL  
MAYOR



REBEKAH SCHEINFELD  
COMMISSIONER

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## **I.) PURPOSE OF THE RFP**

The City of Chicago is seeking an outside Consultant to develop a citywide greenhouse gas (GHG) emissions inventory for January through December, 2015 and to analyze Chicago GHG emission sources, trends, and potential policy implications.

This inventory will include GHG emissions from sources located within the city of Chicago (“scope 1” emissions), GHG emissions resulting from the use of grid-supplied energy within the city boundary (“scope 2”), and specific GHG emissions that occur outside the city boundary as a result of activity within the city boundary (“scope 3”).

The inventory must comply with the methodology and reporting template prescribed by the Global Protocol for Community-Scale Greenhouse Gas Emissions (GPC).<sup>1</sup> Successful RFP Respondents will develop a proposal that addresses the requirements of the GPC’s BASIC and BASIC PLUS (+) levels of GHG emissions accounting. RFP responses should provide separate cost and staffing details for meeting GPC BASIC and GPC BASIC PLUS (+) inventory requirements. Additional information about the GPC BASIC and GPC BASIC PLUS (+) requirements follows below and is included in the supporting materials for this RFP.

Deliverables for this citywide GHG inventory project will include: 1.) complete GHG emission calculations that satisfy GPC reporting requirements (a required spreadsheet reporting template is included among supporting materials for this RFP), 2.) a narrative report, suitable for publication, that describes key findings and includes relevant charts, tables, and other depictions of 2015 citywide GHG emissions, forecasts, and trend analysis, and 3.) all supporting documents, data, and calculations gathered or created in the course of this effort.

### **A.) Background:**

In its 2008 *Chicago Climate Action Plan*<sup>2</sup> (“CCAP”), the City of Chicago set forth GHG emission reduction targets of 25% by 2020 and 80% by 2050, relative to 1990 emission levels.

To track progress towards these targets, the City calculated baseline GHG emissions for 1990 and completed subsequent emission inventories for 2005 and 2010. Reducing GHG emissions is a core component of the City of Chicago’s environmental and sustainability strategy, as articulated in the *Sustainable Chicago 2015 Action Agenda*.<sup>3</sup>

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<sup>1</sup> The Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), developed by World Resources Institute (WRI), the C40 Cities Climate Leadership Group (C40) and ICLEI – Local Governments for Sustainability (ICLEI), provides a standard framework based on existing methodologies for calculating and reporting citywide GHG emissions: <http://www.ghgprotocol.org/city-accounting>

<sup>2</sup> City of Chicago Climate Action Plan, 2008: <http://www.cityofchicago.org/city/en/progs/env/climateaction.html>

<sup>3</sup> Sustainable Chicago 2015 Action Agenda, 2012: [http://www.cityofchicago.org/city/en/progs/env/sustainable\\_chicago2015.html](http://www.cityofchicago.org/city/en/progs/env/sustainable_chicago2015.html)

## **B.) Eligible Respondents:**

This RFP is open to all for-profit and non-profit organizations with expertise in sustainability and familiarity with GHG emission inventories. Proposals that represent a partnership among multiple organizations are acceptable.

Applicants who are not in good standing under existing contracts or other agreements with the City of Chicago will not be considered for an agreement. Organizations not eligible include those that: have had a City contract or other agreement terminated for default; or are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

## **II.) RFP AND SUBMISSION INFORMATION**

### **A.) Proposal Deadline and Submittal Process:**

Responses must be received no later than Friday, May 13<sup>th</sup>, 2016 at noon (12:00 PM) CST.

Please submit the proposal and any supporting documentation via email:

- Subject: 2015 Chicago GHG Emissions Inventory Proposal
- To: Sean Wiedel ([Sean.Wiedel@CityofChicago.org](mailto:Sean.Wiedel@CityofChicago.org))
- Cc: Samantha Bingham ([Samantha.Bingham@cityofchicago.org](mailto:Samantha.Bingham@cityofchicago.org)); Jamie Ponce ([James.Ponce@CityofChicago.org](mailto:James.Ponce@CityofChicago.org))

Proposals will be accepted prior to the due date and time. Respondents will receive an email reply as proof of timely submittal.

Proposals received after the due date and time shall be deemed non-responsive and will be subject to rejection.

### **B.) Questions & Comments:**

Please email questions and comments concerning this RFP to Sean Wiedel ([Sean.Wiedel@CityofChicago.org](mailto:Sean.Wiedel@CityofChicago.org)), copying Samantha Bingham ([Samantha.Bingham@CityofChicago.org](mailto:Samantha.Bingham@CityofChicago.org)) and Jamie Ponce ([James.Ponce@CityofChicago.org](mailto:James.Ponce@CityofChicago.org)) by 12:00 PM CDT on Friday, April 29, 2016.

### **C.) Q&A Call (Optional):**

CDOT will host an optional Q&A call from 12:00-1:00 PM CDT on Friday, April 29, 2016.

- Dial-In: (330) 595-1347
- Conference Code: 219.537.6581

Please email Jamie Ponce ([James.Ponce@CityofChicago.org](mailto:James.Ponce@CityofChicago.org)) by 12:00 PM CDT on Friday, April 29, 2016 with the subject line "Chicago GHG Emissions Inventory" to RSVP and/or to request a summary of the topics covered during the Q&A call.

#### **D.) Anticipated Timeline:**

The anticipated timeline for the City of Chicago GHG Emissions Inventory RFP process follows below:

- **RFP Release:** April 25, 2016
- **Q&A Call** (optional): April 29, 2016 (12:00pm CDT)
- **Proposal Deadline:** May 13, 2016 (12:00pm CDT)
- **Consultant Selected** (target): May 27, 2016
- **Project Kickoff** (target): June 6, 2016
- **Project Completion** (target): August 31, 2016

### **III.) SCOPE OF SERVICES**

#### **A.) Overview:**

In its 2008 *Chicago Climate Action Plan*<sup>4</sup> ("CCAP"), the City of Chicago set forth GHG emission reduction targets of 25% by 2020 and 80% by 2050, relative to 1990 emission levels.

To track progress towards these targets, the City calculated baseline GHG emissions for 1990 and completed subsequent emission inventories in 2005 and 2010. Reducing GHG emissions is a core component of the City of Chicago's environmental and sustainability strategy, as articulated in the *Sustainable Chicago 2015 Action Agenda*.<sup>5</sup>

Following from this strategy, **the City is seeking an outside Consultant to create a citywide GHG emissions inventory for calendar year 2015 and to analyze GHG emission trends from 1990 through 2015.**

This inventory will include GHG emissions from sources located within the city of Chicago ("scope 1" emissions), GHG emissions resulting from the use of grid-supplied energy within the city boundary ("scope 2"), and specific GHG emissions that occur outside the city boundary as a result of activity within the city boundary ("scope 3").

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<sup>4</sup> City of Chicago Climate Action Plan, 2008: <http://www.cityofchicago.org/city/en/progs/env/climateaction.html>

<sup>5</sup> Sustainable Chicago 2015 Action Agenda, 2012: [http://www.cityofchicago.org/city/en/progs/env/sustainable\\_chicago2015.html](http://www.cityofchicago.org/city/en/progs/env/sustainable_chicago2015.html)

The inventory must comply with the methodology and reporting template prescribed by the Global Protocol for Community-Scale Greenhouse Gas Emissions (GPC). Please refer to the GPC reference document available online (see footnote below) for definitions, requirements, and technical details.<sup>6</sup>

RFP Respondents should develop a proposal that addresses the requirements of the GPC's BASIC and BASIC PLUS (+) levels of GHG emissions accounting. RFP responses should provide separate cost and staffing proposals for meeting GPC BASIC and GPC BASIC PLUS (+) inventory requirements:

- **GPC BASIC**: The BASIC level GHG emissions inventory includes: scope 1 emissions from stationary energy sources, transportation sources, and in-boundary generated waste; scope 2 emissions from stationary energy sources and transportation; and scope 3 emissions from treatment of exported waste.
- **GPC BASIC PLUS (+)**: The BASIC PLUS (+) level GHG emissions inventory includes: GHG emissions from all BASIC sources; scope 1 emissions from industrial processes and product use (IPPU) and agriculture, forestry, and other land use (AFOLU); and scope 3 emissions from stationary energy sources (transmission and distribution losses) and transportation.

Key Consultant tasks for this project include:

1. Define Methodology & Develop Project Workplan
2. Review Previous Chicago GHG Inventories and Relevant Local, National, and Global Comparisons
3. Identify Data Requirements and Develop Data Requests
4. Collect Data Inputs for 2015 Inventory and Trend Analysis
5. Calculate and Analyze Citywide 2015 GHG Emissions, Multi-Year Trends, Forecasts & Outlooks and Relevant Comparisons
6. Ensure Data Quality and Control
7. Prepare and Present Final Report and Other Deliverables (including tools and process to enable future GHG inventories)

Detailed task descriptions follow below.

## **B.) Tasks and Deliverables:**

The Consultant will, at minimum, deliver: 1.) complete GHG emission calculations that satisfy GPC reporting requirements (a required spreadsheet reporting template is included among

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<sup>6</sup> The Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), developed by World Resources Institute (WRI), the C40 Cities Climate Leadership Group (C40) and ICLEI – Local Governments for Sustainability (ICLEI), provides a standard framework based on existing methodologies for calculating and reporting citywide GHG emissions: <http://www.ghgprotocol.org/city-accounting>

supporting materials for this RFP), 2.) a narrative report, suitable for publication, that describes key data sources, assumptions, methodologies and findings, and includes relevant charts, tables, and other depictions of 2015 citywide GHG emissions, forecasts, and trend analysis, and 3.) all supporting documents, data, and calculations gathered or created in the course of this effort.

The Consultant will work with a cross-functional 2015 Chicago GHG Emissions Inventory Steering Committee (“Steering Committee”), including representatives of the City of Chicago and key sustainability partners.

To the best of its ability, the Steering Committee will provide the Consultant with guidance and contact information to facilitate data gathering. In addition to an in-person project kickoff meeting, the Consultant will facilitate at least one in-person progress update with the Steering Committee, as well as a final in-person meeting to present final analysis and deliverables. Additional project check-ins may be scheduled with individual Steering Committee members and other project stakeholders as-needed. These additional meetings may occur remotely, by conference call and/or webinar.

The Consultant will be expected to provide overall project management, quality control/quality assurance, data organization, GHG emissions calculations, analysis of GHG inventory results, and final reports with oversight, guidance and input from the Steering Committee.

*Note:* In previous years, Chicago’s citywide GHG emissions inventory was combined with a regional GHG inventory for the seven-county Chicago metro region (Cook, Will, DuPage, Kane, Kendall, McHenry, and Lake Counties). This 2015 Chicago GHG Emission Inventory will be confined to Chicago city limits. There is strong interest in conducting a 2015 regional GHG emissions inventory at a later date, using a similar approach and methodology, under a separate RFP process.

**Table #1: Task Descriptions**

#	Task Description
1	<b><u>Define Methodology and Develop Project Workplan</u></b> : Develop comprehensive plan to manage and deliver the project; schedule and prepare materials for Steering Committee meetings; confirm GPC BASIC requirements and reporting protocols (and BASIC PLUS (+) requirements, if applicable); confirm emissions categories and activities for tracking and analysis (including Scope 1, 2, & 3 emissions); obtain relevant background documents
2	<b><u>Review Previous Chicago GHG Inventories and Relevant Local, Regional, National, and Global Comparisons</u></b> : Review 1990, 2005, and 2010 Chicago GHG inventories; identify any gaps, potential for improvement, and data requirements to enable meaningful multi-year trend analysis and comparisons between Chicago GHG emissions and those of other relevant local, regional, national, and international jurisdictions
3	<b><u>Identify Data Requirements and Develop Data Requests</u></b> : Identify data requirements / data sources / contact information (with support from Steering Committee); develop data requests; establish deadlines for provision of any outstanding data; obtain relevant benchmarks against which to compare Chicago GHG emissions
4	<b><u>Collect Data Inputs for 2015 Inventory and Trend Analysis</u></b> : Collect GHG emissions activity data and other inputs needed for inventory calculations, analysis, and presentation of results (including emission factors)
5	<b><u>Calculate and Analyze Citywide 2015 GHG Emissions, Multi-Year Trends, Forecasts &amp; Outlooks and Relevant Comparisons</u></b> : Complete all GHG emissions calculation steps for citywide inventory; analyze all GHG inventory results, including aggregate / per capita / GDP-related analysis and analysis of sector-level drivers resulting in significant changes in GHG emissions; develop forecasts of emissions in 2020, 2035, and 2050.
6	<b><u>Ensure Data Quality and Control</u></b> : Conduct and document steps to ensure quality control / quality assurance (including comparison with GHG data from Chicago and relevant benchmarks)
7	<b><u>Prepare and Present Final Report and Other Deliverables (Including Tools and Process to Enable Future GHG Inventories)</u></b> : Produce an executive summary, final report, underlying data and calculations, quality control / quality assurance documentation, data sources and data source contact information; certify 2015 GHG Inventory's compliance with GPC-BASIC requirements (and BASIC PLUS (+) requirements, if applicable); document tools, processes, and recommendations for future GHG emissions inventories

*Types of GHGs to be Measured:* To the extent possible based on available data, the 2015 Chicago GHG inventory shall include emissions of carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorinated chemicals (PFCs), sulphur hexafluoride (SF<sub>6</sub>), and/or nitrogen trifluoride (NF<sub>3</sub>). All emissions shall be reported by individual chemicals



as well as carbon dioxide equivalent (CO<sub>2</sub>e), in keeping with GPC measurement protocols and the best available global warming potential factors for each GHG.

*Types of GHG Emission Sources to be Measured:* At minimum, the 2015 Chicago GHG inventory must meet all requirements of the GPC BASIC reporting level, which includes scope 1 and scope 2 emissions from stationary energy and transportation (stationary fuel combustion, in-boundary transportation, and grid-supplied energy) as well as scope 1 and scope 3 emissions from waste (waste generated and disposed in the city and waste generated in the city and disposed outside of the city).

In addition to BASIC level requirements, BASIC PLUS (+) GHG inventories include scope 1 emissions from forestry, agriculture, other land use and industrial processes and product use, as well as scope 3 emissions associated with energy transmission and distribution and out-of-boundary transportation.

Transportation-related GHG emissions should be broken down by transportation modes, including on-road, rail, waterborne navigation, aviation, and off-road vehicles. To the greatest extent possible, emissions should also be broken down by passenger and freight transportation. Emissions should be calculated on a per mile basis for each mode of transportation, and (where applicable) per mile for each vehicle type.

To the greatest extent possible, GHG emissions of stationary energy consumption in buildings should be broken down by different building use types, including commercial, multifamily, institutional, municipal, industrial, single-family residential and other relevant building uses.

*GHG Emission Factors:* The 2015 Chicago GHG emissions inventory should be based on the best available GHG emission factors for all sources of emissions, at a level of specificity that appropriately reflects Chicago conditions and meets GPC reporting guidelines.

*Trends and Benchmarks:* Emissions inventory data from 2015 should be compared with those obtained in 2010, 2005, and 1990 (baseline), including analysis of any relevant trends. These analyses should include aggregate, sector, per-capita, and per-GDP analyses, as well as other analyses that will help to isolate individual factors that contribute to changes in GHG emissions over time. This should also include a sector-specific analysis of how changes over time in data availability, data sources, emissions factors, and methodology may impact apparent GHG emissions trends.

Chicago's GHG emissions should be compared with comparable city, regional, national, and international GHG emissions data and other relevant benchmarks.

*"Business as Usual" Forecasts:* Chicago's 2005 and 2010 GHG emission inventories included "business-as-usual" scenario forecasts up to the year 2050 (i.e., GHG emissions likely to occur in Chicago if no action was taken). These "business-as-usual" forecasts should be updated in the

2015 Chicago GHG inventory for 2020, 2035, and 2050 based on relevant forecasting data for population growth, transportation growth, and other available forecasts.

Data Collection: The Consultant will gather data used in the emissions inventories from public and other sources of information, emphasizing integrity and transparency in collection, and collecting the data from multiple stakeholders to minimize individual stakeholder reporting responsibilities.

Final Report, GPC Reporting Tool, Certification of GPC Compliance, and Supporting Data: The Consultant will provide a draft report for review by the Steering Committee. Upon acceptance of the draft, Consultant shall incorporate comments and compile the final report (suitable for publication) containing all of the above, along with supporting data, documentation of all methodology and assumptions, data sources and contact information, and technical details.

The Consultant will also input all 2015 GHG emissions inventory data into a Microsoft Excel-based spreadsheet tool developed by the C40 Cities Climate Leadership Group to facilitate GHG emissions reporting under the City of Chicago's commitment to the Compact of Mayors. The template for the tool is available (populated with 2010 GHG emissions inventory data) among supporting materials for this RFP.

The Consultant will provide written assurance and/or certification that the 2015 GHG emission inventory is compliant with GPC BASIC and/or the BASIC PLUS (+) measurement methodologies.

All final deliverables should be produced in electronic (both editable and PDF) formats, and in hard-copy format if requested by Steering Committee members. All final deliverables should clearly define all data inputs and outputs, and deliverables should be developed so as to facilitate future GHG emission measurement and reporting and include all raw input and output data. For example, data collection worksheets and calculation tools, documents, and/or spreadsheets should be designed and shared so that future inventories can be completed using the same worksheets, calculations, tools, documents, and spreadsheets.

Additional Considerations: In addition to addressing the components listed above, proposals should describe any additional deliverables, analyses, or additional value that will be provided through this project.

### **C. Proposed Budget & Staffing:**

The budget for completing all tasks and deliverables associated with this project should not exceed \$30,000, including all Consultant hours, overhead, and other expenses.

Proposals should itemize all costs for major activities and/or deliverables outlined in this RFP. Proposals should also list the cost for completing the GHG inventory according to GPC BASIC level requirements, as well as the additional cost of completing the GHG inventory according to GPC BASIC PLUS (+) requirements.

Please include an organizational chart for this project and one-page resumes for key team members to be assigned to this effort.

Please note the percentage of time (full-time equivalent) to be committed by each team member during the course of this project.

Please identify any other direct project costs. Photocopies, faxing, office supplies, and all administrative tasks should be included in the overhead.

#### **D. Supporting Materials:**

Proposals may draw upon any of the following supporting materials for this RFP, as well as any other information or materials relevant to the project:

1. **Chicago Climate Action Plan:**  
<http://www.cityofchicago.org/content/dam/city/progs/env/CCAP/CCAP.pdf>
2. **Sustainable Chicago 2015 Action Agenda:**  
[http://www.cityofchicago.org/city/en/progs/env/sustainable\\_chicago2015.html](http://www.cityofchicago.org/city/en/progs/env/sustainable_chicago2015.html)
3. **Chicago 2010 Regional Greenhouse Gas Emissions Inventory:** 2010 Regional Greenhouse Gas Emission Inventory for Chicago and the Chicago Metropolitan Area ([www.cityofchicago.org/content/dam/city/progs/env/CCAP/Chicago\\_2010\\_Regional\\_GHG\\_Inventory.pdf](http://www.cityofchicago.org/content/dam/city/progs/env/CCAP/Chicago_2010_Regional_GHG_Inventory.pdf))
4. **Global Protocol for Community-Scale Emissions:** Accounting and reporting standard for cities ([http://ghgprotocol.org/files/ghgp/GHGP\\_GPC.pdf](http://ghgprotocol.org/files/ghgp/GHGP_GPC.pdf))
5. **Global Protocol for Community-Scale Emissions Reporting Tool:** Sample spreadsheet-driven tool to report greenhouse gas emissions (<http://www.cityofchicago.org/city/en/progs/env/2015-chicago-ghg-emissions-inventory.html>)

#### **IV.) PROPOSAL REQUIREMENTS, EVALUATION, & CONSULTANT SELECTION**

##### **A.) Proposal Requirements:**

Proposals should contain the following information:

Cover Letter: An authorized representative of the Respondent (preferably the senior-most executive with responsibility for delivering the proposed project), must sign a cover letter

stating the Respondent's commitment to provide services in accordance with all terms and conditions of the RFP (template provided below). If the proposal includes a partnership, all partners and/or fiscal agents must be identified, and the cover letter should include a physical address, phone number and email address for the principal representative of each collaborating partner. (Suggested length: 1 page)

*Executive Summary:* The Executive Summary should provide an overview of the project, including proposed approach, inventory development process, deliverables, staffing, qualifications, cost, and other key points that differentiate the proposal. (Suggested length: 1-2 pages)

*Project Proposal Narrative:* In a narrative format (including bullets, charts, tables, and/or other visual depictions), the Respondent should thoroughly explain its plan to fulfill the objectives and complete the tasks associated with this RFP. The narrative should be concise, but it must contain enough detail to allow the evaluation committee to understand how the Respondent will address all tasks and deliver the project. Any partnerships or subcontracting arrangements should be explained in detail. (Suggested length: no more than 10 pages)

*Workplan:* Submissions should include a detailed workplan (including tables and/or Gantt charts, as-appropriate) including timing of key tasks, interim work products, milestones, and final deliverables. This section of the proposal should include a suggested agenda for the Steering Committee Kickoff, Interim Update, and Final Presentation. (Suggested length: 1-2 pages)

*Qualifications & Proposed Staffing:* Please include an overview of GHG emissions inventory experience and related qualifications, as well as a proposed organizational chart for this project with one-page resumes for key team members likely to be assigned to this effort. Please note the percentage of time (full-time equivalent) to be committed by each team member and highlight any direct personal or organizational experience in using the Global Protocol for Community-Scale GHG Emissions. (Suggested length: 1-2 page overview, plus 1 page team member resumes)

*References:* Please submit up to three references from previous or current projects, including:

- Client organization's name
- Client organization's address
- Contact person, title, project role, phone number, and email address
- Project start and end dates
- Brief description of services provided
- Links and/or electronic files of any publicly-available deliverables or reports
- Dollar value of work

*Budget:* The budget for completing all tasks and deliverables associated with this project should not exceed \$30,000, including all consultant time, overhead, and other expenses. Please

itemize (in table format) all costs for tasks and/or deliverables outlined in the proposal. Please also list the cost for completing the GHG inventory according to GPC BASIC level requirements, as well as the additional cost of completing the GHG inventory according to GPC BASIC PLUS (+) requirements. Please identify any other direct project costs. Photocopies, faxing, office supplies, and all administrative tasks should be included in the overhead. (Suggested length: 1-2 pages)

## **B.) Evaluation Process:**

A multi-organizational committee selected by CDOT will evaluate all proposals based upon the criteria outlined below. The committee may also request interviews with RFP Respondents. Each proposal will be evaluated in comparison with the other proposals submitted.

CDOT reserves the right to award the project on the basis of initial proposals received without further discussions. Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection.

## **C.) Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

*Responsiveness to the Scope of Services:* Demonstrated by the extent and appropriateness to which the proposal addresses project requirements and objectives:

- Does the proposal demonstrate a clear understanding of subject matter?
- Does the proposal address all of the key points listed in the RFP's scope of services?
- Does the proposal include cost and activity detail for both GPC BASIC and GPC BASIC PLUS (+) inventory requirements?
- Are the proposal requirements met (cover letter, executive summary, project proposal narrative, workplan, description of the proposed project team and management approach, references/description of related experience, and proposed budget)?

*Proposed Approach and Methodology:* Demonstrated by a clearly-defined plan to deliver RFP objectives:

- Does the proposal reflect familiarity with the GPC methodology and inventory requirements?
- Is the proposed project approach detailed, comprehensive, sound and defensible?
- Is the process transparent and comprehensive?
- Does the proposal demonstrate uniquely effective and/or efficient ways of achieving project objectives?

*Respondent Qualifications and Experience:* Demonstrated by the extent to which the proposal shows a successful history of providing the tasks outlined in this RFP and the degree to which

the Respondent's staff members have the qualifications and knowledge to deliver a successful project:

- Does the Respondent have the capacity to meet the proposed scope of services?
- Is the related experience (references) provided truly relevant to this project, and does it demonstrate capacity to perform a GPC-compliant GHG emission inventory?
- Do team members assigned to this proposal (including any sub-contractors) have relevant and demonstrated experience as described in the scope of services?
- Has the Respondent previously performed emissions inventories for major cities?
- What were the outcomes of the Respondent's previous GHG emission inventory efforts?
- Has the Respondent provided adequate, credible references?

Workplan, Budget, & Timeline: Demonstrated by a well-organized, concise, and insightful RFP response:

- Does the proposed budget and workplan demonstrate a timely, cost-effective approach to the proposed scopes of services, tasks, and deliverables?
- Are the costs adequately itemized and explained?
- Does the total proposal cost less than the \$30,000 project budget? (If not, does the proposal include a valid explanation?)
- Does the proposal align with the anticipated timeline in this RFP? (If not, does the proposal include a valid explanation?)

Proposal Clarity: Demonstrated by a well-organized, concise, and insightful RFP response:

- Does the proposal demonstrate an ability to communicate complex content in an accessible and compelling way?

## **V.) LEGAL AND SUBMITTAL REQUIREMENTS**

### **A.) Compliance with Laws, Statutes, Ordinances and Executive Orders:**

Grant awards will not be final until the City and the Respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The Respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The Respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the Respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner

has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Pursuant to Mayoral Executive Order No. 2011-4, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the "Respondent"), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fund-raising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fund-raising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fund-raising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fund-raising committee.

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of an agreement resulting from this request for qualifications/proposals/ information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fund-raising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.



For purposes of this provision only, individuals are "Domestic Partners" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

"Political fund-raising committee" means a "political fund-raising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2011-4.

#### **B.) False Statements:**

False statements made in connection with a Respondent's proposal, grant agreement, or related document to the City constitute a violation of the Municipal Code of Chicago and a material breach of the grant agreement. Any such misrepresentation renders the grant agreement voidable at the option of the City, notwithstanding any prior review or acceptance by the City of any materials containing such a misrepresentation. In addition, the City may debar and/or levy fines against Respondent, assert any contract claims or seek other civil or criminal remedies as a result of a misrepresentation.

1. Municipal Code of Chicago § 1-21-010 False Statements: Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with a proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for civil penalty of not less than \$500.00 and not more than \$1,000.00 plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by the section shall be in addition to any other penalty provided for in the municipal code.

2. Municipal Code of Chicago § 1 -21-020 Aiding and Abetting: Any person who aids, abets, incites, compels or coerces the doing of an act prohibited by this chapter shall be liable to the city for the same penalties for the violation.

3. Municipal Code of Chicago § 1-21-030 Enforcement. In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings.

**VI.) TEMPLATE FOR PROPOSAL COVER LETTER**

**RFP Respondent Information:**

<b>Responding Organization:</b>	<b>Federal Employer ID Number (FEIN):</b>
<b>Mailing Address :</b>	
<b>Primary Contact Person for this Proposal:</b>	<b>Primary Contact's Role / Title:</b>
<b>Primary Contact's Email Address:</b>	<b>Primary Contact's Phone Number:</b>
<b>Secondary Contact Person for this Proposal:</b>	<b>Secondary Contact's Role / Title:</b>
<b>Secondary Contact's Email Address:</b>	<b>Secondary Contact's Phone Number:</b>

**Partners, Subcontractors, or Other Proposed Collaborators:**

<b>Partner Organization</b>	<b>Project Role</b>	<b>Contact / Phone / Email</b>

**Statement of Certification**

This proposal has been duly authorized by the governing body of the Respondent. The proposed activities, dates, availability of resources, staff, cost, and all statements made are true and correct. The Respondent will comply with all rules and regulations of the funding agency and will revise this proposal if necessary.

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Authorized Signer's Name Authorized Signature

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Authorized Signer's Title Date Signed