



**Town of Hayden
Request for Proposals
Program Management of the Routt County Climate Action Plan Collaborative**

I. PURPOSE

The Town of Hayden is serving as the Fiscal Agent for the Routt County Climate Action Plan Collaborative. The purpose of this Request for Proposal (RFP) and accompanying specifications are to provide instructions and assistance in submitting an offer to provide Program Management for the Climate Action Plan Collaborative Board in Routt County, Colorado. The objective is to have a fully executed Town of Hayden Agreement Regarding Provision of Professional Services by May 16, with the contract completed by December 31, 2022.

II. PROPOSAL REQUIREMENTS

- A. Proposals shall be submitted via email to Mathew Mendisco, Town Manager, at mathew.mendisco@haydencolorado.org by **5:00 PM, April 22nd, 2022**.
- B. Questions shall be submitted in writing to mathew.mendisco@haydencolorado.org no later than **5:00 PM, April 8th, 2022**. Responses to questions will be issued in the form of an addendum to all plan holders of record no later than **5:00 PM, April 13, 2022**.
- C. Proposal Timeline:

Request for Proposals distribution	March 22, 2022
Deadline for submission of questions	April 8, 2022
Distribution of answers to RFP questions	April 13, 2022
Request for Proposals due date (by 5:00 p.m.)	April 22, 2022
Announcement of Proposal selection	May 6, 2022
Estimated project start date	May 16, 2022

III. SCOPE OF WORK

A. SUMMARY

The Routt County Climate Action Plan Collaborative (Collaborative) seeks consulting entity to provide program management services, including staffing support, for the newly formed Routt County Climate Action Plan Collaborative Board and Sector Working Groups, as well as to implement communications and basic data tracking activities on behalf of the Collaborative. This is a 8 month professional services contract, with the potential for extension. It is anticipated that the contract will be based on hourly billing for work performed, with a maximum billing limit established.

B. BACKGROUND

The Routt County Climate Action Plan Collaborative was formed by Routt County, City of Steamboat Springs, and the Towns of Hayden, Oak Creek, and Yampa through an Intergovernmental Agreement (IGA) as a means to collaborate on the implementation of the Routt County Climate Action Plan. The recently formed Collaborative Board consists of a representative from each government partner, as well as four members of the Routt County community.

The Collaborative Board has the following mission and vision:

- **Mission:** To work collaboratively to implement the Routt County Climate Action Plan to reduce greenhouse gas emissions by 35% by 2030 and 74% by 2050.
- **Vision:** Taking local action on climate change to ensure that our communities are safe, families are secure, our economy is thriving, our environment is healthy and sustainable, and our County is just, inclusive and equitable.

The Collaborative Board meets monthly for up to two hours, and is responsible for Collaborative budget development and oversight, establishing equitable funding amounts and securing annual funding from partners, coordinating sector working groups, tracking partner and stakeholder implementation of Climate Action Plan strategies, actions and tactics; project approval, oversight and decision making for Collaborative projects, communications on behalf of the Collaborative and Climate Action Plan implementation, education and outreach oversight, including consistency/branding of sector education and outreach, and oversight of all items identified on the “accountability” section of the Routt County Climate Action Plan. Work in this first year of operation will focus on capacity building, establishing the sector working groups, tracking partner implementation of Climate Action Plan strategies, actions and tactics, and communications activities. As the Collaborative broadens its activities, its need for administrative support could include climate related education and outreach, grant writing and grant management, project development, and project oversight.

The Collaborative intends to establish Sector Working Groups for Energy, Transportation, Waste, Land Use/Water, and Economy. Each Working Group will begin with monthly meetings that are one hour long, however it is anticipated that each working group will develop its own cadence, with some groups meeting bi-monthly or quarterly to share information on activities underway and to identify areas for future collaboration.

The Administrative Staffing Consultant will provide staff support to the Collaborative Board and Working Groups, will collect basic information from partners and stakeholders on CAP strategies, actions, and tactics being implemented, and will carry out the first year Communications per the attached Communications Outline. The Routt County Climate Action Plan Collaborative was formed by Routt County, City of Steamboat Springs, and the Towns of Hayden, Oak Creek, and Yampa through an Intergovernmental Agreement (IGA) as a means to collaborate on the implementation of the Routt County Climate Action Plan. The recently formed Collaborative Board consists of a representative from each government partner, as well as four members of the Routt County community.

The Program Management Consultant will provide program management and staff support to the Collaborative Board and Working Groups, will collect basic information from partners and stakeholders on CAP strategies, actions, and tactics being implemented, and will carry out the first year Communications per the attached Communications Outline.

C. OUTCOMES

The Collaborative Board feels that it is imperative to make substantial forward progress on implementing the strategies, actions, and tactics of the Routt County Climate Action Plan across Routt County. The consulting firm will be instrumental in this success through ensuring the building blocks are in place to achieve:

1. Successful and efficient functioning of the Collaborative Board and Working Groups
2. Robust working groups for each sector
3. Formal collaboration among partners within and between working groups
4. Meaningful communications which drive stakeholder and community engagement
5. Data collection to inform progress and future activities

D. SCOPE OF WORK

Scope of Work: The consulting firm will:

1. Provide administrative support to the Collaborative Board and Working Groups to include meeting logistics such as scheduling meetings, sending meeting invitations, developing agendas, communications, creating presentations, ensuring all information needed for board approval processes is available, and providing summary minutes from the Collaborative Board meetings and action reports from Sector Working Groups.
2. Provide program management services to the Collaborative Board and Working Groups to include meeting facilitation, analysis, stakeholder and partner engagement, and coordination of the Board and working groups to identify common efforts and areas for collaboration in implementing the CAP strategies, actions, and tactics.
3. Provide staffing support to the Collaborative Board regarding budget development and partner and stakeholder contributions.
4. Carry out communications activities for the Collaborative Board, including website development and maintenance, social media management, press releases, radio promos, newspaper ads, content, and photo opportunities, a regular newsletter, an annual report, and community events. Initial communications expectations are identified in the first year Collaborative Board Communications Outline.
5. Develop a basic method for tracking partner implementation of Routt County Climate Action Plan strategies, actions and tactics under the direction of the Collaborative Board. Compile partner implementation data annually and provide this information to the board and working groups.
6. Provide coordination and project management of contracts for additional services, such as GHG data collection and reporting, in coordination with the Town of Hayden as fiscal agent.

Deliverables include:

1. Monthly progress reports including reporting of hours spent.
2. Communications materials per the Communication Outline.
3. Agendas and summary minutes of Collaborative Board meetings.
4. Agendas and action reports from Working Group Meetings.

5. Basic data collection and reporting on partner and stakeholder implementation of CAP strategies, actions, and tactics.

Potential Future Duties and Responsibilities: There is a potential option for this contract to add additional services and/or to extend into future periods. Should this happen, the Collaborative may be interested in adding one or more of the following to the Scope of Work:

- A. Providing program coordination between sector working groups, stakeholders, and other partners
- B. Develop and implement a stakeholder involvement program.
- C. Manage additional service contracts for specialty services.
- D. Pinpoint specific projects and activities which can be carried out across the county to address gaps in implementing the Routt County Climate Action Plan.
- E. Project development, coordination and implementation around CAP strategies that are bigger than one partner.
- F. Grant research, grant writing, and grant management for Collaborative Board projects.

E. REQUIRED QUALIFICATIONS

The successful firm will have a team with the following qualifications:

Communications:

- Demonstrated knowledge of the principles and practices of marketing and communications with ability to develop and implement marketing and public relations strategies.
- Substantial demonstrated experience in marketing and communications with exceptional writing, social media, public speaking, and group facilitation skills.
- Demonstrated ability to manage multiple projects.
- Demonstrated knowledge of local communication channels, and specialized skills in community engagement, public information and communications, marketing tactics, media, and social media.

Administrative Support

- Demonstrated knowledge of the principles and practices of project management and administrative support of public bodies.
- Excellent organization and administrative skills and the ability to multi-task and interact in a dynamic environment using independent judgment and personal initiative with little direct supervision.
- Ability to communicate Collaborative philosophy, goals, and projects to stakeholders, including businesses, property owners; developers; merchant associations and chambers of commerce; consultants; partner staff members; employees and offices of other government agencies; and members of other community groups or organizations through face-to-face contact, by telephone, through use of the computer, and through written and oral presentations.
- Ability to mediate disputes and bring groups/individuals with opposing goals to resolution on issues in order to move forward with a topic or project.

Climate Action

- Knowledge of carbon accounting to support decision making
- Demonstrated knowledge of the Routt County Climate Action Plan
- Demonstrated climate-based knowledge and expertise within the subject areas for the working group sectors
- Working knowledge of Routt County context as it pertains to climate action and the implementation of the Climate Action Plan

F. PROPOSAL SUBMITTAL REQUIREMENTS

All proposals must include the following information:

1. **Cover sheet:** The cover sheet shall list the name of the Consultant team or individual with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached including phone number and email address.
2. **Project Understanding:** Provide a brief narrative explaining your team's understanding of the project goals and scope. Highlight what you see as the unique opportunities, challenges, and priorities of this project and how your team will address them.
3. **Project Team and Qualifications:** The Consultant qualification information shall include:
 - a. **Firm Information:** Provide information on firm size, years in business, locations, and primary services. Include the same information for any subcontractors on this project.
 - b. **Project Team:** Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Include short bios addressing knowledge and experience related to these roles and responsibilities. Clearly identify the roles of any subcontractors.
 - c. **Representative Projects:** Describe specific experience of both individuals and firms with projects of a similar type that demonstrate the knowledge and experience of the personnel proposed in the areas identified in the scope of work. Describe the client/community, project, location, common issues, and links to electronic versions of work products, if possible.
 - d. **References:** Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference.
 - e. **Resumes:** Provide professional resumes for all personnel proposed for work on this project in an appendix.
4. **Project Approach:** Describe your team's approach to the project's scope of work. Include information on methods, meetings, deliverables, and other project related information for the tasks. Include any project approaches or ideas not included in the Scope of Work that you would apply to this project to enhance the quality of your services. The consultant is encouraged to also provide information for the potential future duties and responsibilities noted above.

5. **Project Management:** Describe your project management approach including coordination across disciplines and managing the work of subcontractors, if applicable. Describe the methods and timeline of communication your team will use with the Collaborative Board, Working Group Chairs, and partners and interested parties. Describe your expectations and requirements of the Collaborative Board in order to effectively perform the services outlined in the RFP.
6. **Schedule:** Provide a summary of personnel workload and availability to provide administrative services over the next 8 months.
7. **Cost Proposal:** Estimate the personnel hours and hourly rates for each of the tasks needed to complete the proposed scope of work. Include the hourly rates for all project personnel and the costs for each firm. Provide cost estimates for labor, materials, travel, overhead, and other cost elements expected to be incurred. You may provide information on options and potential future work if desired. The proposal should clearly state what is received for the base fee.

IV. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

We believe diversity makes us stronger. During the performance of a contract awarded pursuant to this advertised “Request for Proposal”, the Consultant agrees as follows:

- A. The vendor will not discriminate against any employee or applicant for employment because of and **without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.** The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The vendor, in all solicitations or advertisements for employee’s places by or on behalf of the vendor, will state that such Consultant is an equal opportunity employer with the specific language in paragraph A above.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.
- D. Consultant shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

V. INSURANCE REQUIREMENTS

- A. Vendor shall provide at his own expense the following insurance for himself and his employees in connection with their work under this project:
 1. Worker’s Compensation: Statutory

2. General Liability: \$1,000,000 each occurrence and \$2,000,000 aggregate

3. Auto Liability Insurance: \$1,000,000 each occurrence and \$1,000,000 aggregate

- B. The vendor/consultant shall indemnify and hold harmless the Town against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

VI. AWARD OF CONTRACT

- A. After receipt of statements, the Committee will use the following factors in selecting the firm for the project.
1. Substantiated representations regarding the Consultant's experience and competence to accomplish the required work as set forth in this RFP.
 2. Consultant's overall approach to the project.
 3. Consultant's experience on similar projects – related project experience of the firm and/or individuals who will be assigned to the project.
 4. Responsiveness to the RFP.
 5. Ability to agree on a fee for services.
 6. All proposals shall include all information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally, as oral presentations may not be solicited.
- B. The Town and the Collaborative Board will evaluate responsive submittals and may select two or more consultants to be fully qualified and best suited among those who submitted, on the basis of the factors listed above. Costs and compensation will generally be considered, but is not the sole determining factor. In many cases, other factors, including but not limited to experience, professional capacity, references, service, proposed approach, etc. are more important than the initial cost.

After the evaluation, information gathering, and further negotiation is completed, the Town and Collaborative Board shall select the consultant who, in its opinion, best meets the need of the Town and the Collaborative Board, and shall award the contract to that consultant. Should the Town and Collaborative Board determine, in its sole discretion that only one consultant is fully qualified, or is clearly more qualified than the others under consideration a contract may be negotiated and awarded to that consultant.

- C. The Town of Hayden reserves the right to reject any or all bids and proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-

responsive, conditional or qualified proposals, and to accept the bid/proposal, in whole or in part, which, in Town's judgment best serves the interest of its citizens.

VII. GENERAL CONDITIONS

- A. Proposals must be received via email to Mathew Mendisco, Town Manager, at mathew.mendisco@haydencolorado.org by **5:00 pm, April 22nd, 2022**. It is the responsibility of the Consultant to ensure the emailed Statement is date/time stamped prior to the time and date indicated above. Statements received after the deadline will be returned via email unopened.
- B. Submittals shall be clearly marked in the subject line "**RFP – Collaborative Board Administrative Staffing.**"
- C. Proposals shall be firm for a period of 90 days commencing on April 22nd, 2022.
- D. Any person or agency on the US Attorney General's list of ineligible contractors will not be considered.
- E. The company awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract.
- F. Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.
- G. The submitted Proposal will become a part of any contract or Purchase Order issued for this project.