

May 14, 2025

Request for Proposals

Requesting Agency

Town of Hayden, as Fiscal Agent of the Routt County Climate Action Plan Collaborative, seeks to hire a contractor to carry out the duties described in the following scope of work. Questions should be sent to: info@routtclimateaction.com.

Background

The Routt County Climate Action Plan (CAP) Collaborative is a five-government collaboration anchored by an intergovernmental agreement. The CAP Collaborative was created in 2021 and signed by Routt County, the City of Steamboat Springs, and the Towns of Hayden, Oak Creek, and Yampa. The goal of the Collaborative is to ensure that the five participating governments work together to support regional CAP implementation that benefits all the participating communities. The CAP Collaborative Board is committed to working together to meet the county's carbon reduction goals. Detailed information is available on the Routt County Climate Action Plan Collaborative [web site](http://routtclimateaction.com) (routtclimateaction.com).

The Routt County CAP Collaborative utilizes sector working groups, facilitated by YVSC, to provide technical expertise and recommendations to the Board to support timely and impactful CAP implementation. The Routt County CAP Collaborative Energy Working Group identified as one of its top recommendations the need for the CAP governments to develop a strategic action plan that will meet the 2050 CAP energy efficiency and beneficial electrification (BE) goals for existing residential, commercial, and industrial buildings. They specifically identified the need for a Building Electrification and Decarbonization Plan and supporting dashboard/database.

The CAP Collaborative has been awarded a Colorado Energy Office Energy Efficiency and Conservation Block Grant (EECBG) Staff Capacity and Regional Collaboration grant to provide additional resources to build collaboration capacity. This opportunity puts funding behind the CAP governments' high-priority, unmet need to address carbon emissions from stationary energy sector (buildings).

The Routt County Climate Action Plan (CAP) Collaborative is looking for a qualified vendor to provide the technical support needed to move forward on a well-defined building decarbonization program with specific projects that will reduce GHG emissions and benefit the five CAP government communities. Specifically, this contracted work should develop two products, a Building Electrification and Decarbonization Plan and a CAP building sector database and dashboard, both detailed below:

- (i) The actionable Building Electrification and Decarbonization Plan should benefit Routt County, City of Steamboat Springs and Towns of Hayden, Oak Creek and Yampa communities and clearly help meet the CAP goal to reduce community wide GHG emissions by 35% by 2030 and by 74% by 2050, as compared to the 2018 emissions baseline. This plan needs to include a roadmap and timeline for building electrification/decarbonization and an outline of education, outreach and workforce development training activities that are essential for meeting the established goals across Routt County.
- (ii) The CAP building sector database and public facing capable dashboard should assist CAP governments and communities in easily managing and tracking buildings emission data, tracking the annual emissions generated by the building sector and annual progress made in reducing emissions via the implementation of the Building Electrification and Decarbonization Plan. Benchmarking and annual goals for emission reduction over time should be integrated into the dashboard. This dashboard should be developed to incorporate 2023 as the first reporting year.

Work Scope

Staff capacity in Routt County is limited and existing staff do not have the technical expertise needed to develop a thorough Building Electrification and Decarbonization Plan and progress dashboard. The Routt County Climate Action Plan (CAP) Collaborative aims to have this planning and dashboard development completed by the end of October 2025 (or sooner), so that implementation actions can be developed for 2026 and beyond. Total budget estimates (government and private sector) for meeting the goals of the plan should also be included in the final planning document to assist CAP governments in their future budgeting processes.

Responses to this request must be received by 12:00 PM Mountain Time on Thursday, May 29, 2025.

We envision the need for the following tasks and will consider additional recommendations, if needed, from potential contractors.

Task 1. Baseline building sector GHG inventory

- Develop a detailed and documented building sector carbon snapshot with estimated carbon emissions, starting with the base year 2023.

Task 2. Building electrification/decarbonization plan

- Develop detailed annual electrification technology conversion and efficiency/weatherization goals needed to meet the CAP goal of reducing county wide building sector GHG emissions by 35% by 2030 and 74% by 2050, as compared to the 2018 CAP building sector emissions baseline (residential and commercial).
- Develop a supporting Building Electrification and Decarbonization Education and Outreach Plan.
- Develop a supporting Electrification and Decarbonization Workforce Capacity Development Plan.
- Provide an estimate of the total investment and returns expected from the implementation of the plan, including a contractor recommended social cost of carbon value.
- Identify other important factors necessary for a successful decarbonization/electrification effort.

Task 3. Buildings sector dashboard development

- Define how you will develop the dashboard database including data sources.
- Describe your protocol to accommodate the addition of new buildings (2025 on).
- Provide your protocol to document and incorporate building sector electrification progress in the dashboard going forward.
- Provide an operating/procedure manual for use by future CAP staff or contractors.
- Include a proposal for future add-on dashboard capability for additional sector emissions tracking (transportation, land, waste).

Expertise/Qualifications

- Please describe how you would do this work, provide a not to exceed budget, task list and project completion timeline.
- Identify if your organization can do all or only part of the work outlined. If you intend to work with other entities to complete the work, please identify these organizations, their key staff, and their scope of work.
- Provide a CV for everyone that will work on this project and a description of their project role(s).

Essential Elements

The following items are essential elements of this work request. Please identify in your proposal any recommended changes, additions, or deletions.

- A proposed scope of work outlining project goals, timelines, and project support requirements from CAP staff (if any).
- A data set of existing buildings starting with a 2023 baseline and estimated or actual carbon emissions by building sector/type with supporting documentation (sources, estimates, modeling assumptions, etc.).
- A documented methodology to update and maintain the building sector data set going forward.
- A building decarbonization plan.
 - Detailed year by year goals.
 - Estimated implementation costs (program operations and building sector investments).
 - Trackable milestones and timelines.
 - Prioritization of efforts.
 - Government budget requirements (plan implementation/management cost estimates).
- Cost/value/investment scale.
 - Estimate of total investment required to meet the developed plan.
 - Estimated value of the carbon savings achieved (social cost of carbon estimate).
 - Estimated building owner lifetime energy savings and ROI estimates.
- Case studies from other communities if available.
- Incorporation of IRA/other incentive windows of opportunity.
- Local government funding/budgeting recommendations (based on other government efforts).
- Building decarbonization dashboard – for ongoing user (CAP) operation.
 - Inputs and sources.
 - Visualization of progress.
 - Operating instructions – user friendly platform.
- Vendor's relevant experience.
- Creativity in design and implementation.
- References/relevant work samples.

Vendor Proposal Evaluation Process

Responses to this RFP will be evaluated by a sub-committee of the CAP Energy Working Group, Yampa Valley Sustainability Council staff (Program Management Entity for the CAP Collaborative) and the CAP Board.

Requested Information from Vendors

- Business experience and samples of relevant previous projects.
- Staff biographies and expertise of team members who will work on the project.
- Project specific technical capabilities.
- Defined approach to complete the project.
- References from relevant clients.
- A risk management plan for potential grant funding uncertainty.

Submission instructions

Responses to this request must be received by 12:00 PM Mountain Time on Thursday, May 29, 2025.

Written submissions in PDF format can be sent to info@routtclimateaction.com.

Written questions prior to the submission deadline can be sent to the same point of contact up to three working days before the submission deadline.