

Request for Proposal

South Bay Cities Council of Governments
Assistance with City Informational Meetings to Support
Preparation of Land Use and Transportation Climate
Action Plan Chapters

November 8, 2016

Introduction

The South Bay Cities Council of Governments (SBCCOG) is seeking proposals for assistance with conducting city informational meetings to support the preparation of the Land Use and Transportation Chapter of the Climate Action Plans (LUTCAP) for our 15 cities.

The following cities will be participating in the development of individual LUTCAPs through the SBCCOG:

- Carson
- El Segundo
- Gardena
- Hawthorne
- Hermosa Beach
- Inglewood
- Lawndale
- Lomita
- Manhattan Beach
- Palos Verdes Estates
- Rancho Palos Verdes
- Redondo Beach
- Rolling Hills
- Rolling Hills Estates
- Torrance

The SBCCOG and South Bay cities have been collaborating on climate action planning work for the past several years. The Energy Efficiency measures have been completed and adopted by each city. Greening, Solid Waste, and Energy Generation/Storage measures have been completed and are in the process of city staff review and sign off. Energy Efficiency, Greening, Solid Waste, and Energy Generation/Storage measures have also been completed for the sub-region. It is anticipated that individual city as well as the Subregional Climate Action plans will be completed and ready for adoption by the end of 2017.

The SBCCOG has undertaken 10 years-worth of Land Use and Transportation research on the South Bay. The Land Use and Transportation portion of the sub-regional CAP chapter will reflect this research. Through the research, the South Bay has developed Land Use and Transportation strategies that are tailored to meet the needs of South Bay residents and are appropriate for a built-out suburban environment. These strategies are called Sustainable South Bay Strategies (SBSS) (Attachment A). It is expected that the individual city LUTCAPs will reflect a combination of SBSS strategies and traditional land use and transportation strategies available from CAPCOA. The selection will be based on what a city is willing to and capable of adopting.

The SBCCOG has developed methodologies for the SBSS strategies and is working with a methodology consultant to review the SBSS methodology and integrate them with CAPCOA methodologies.

A. Proposal Submission- Budget and Timeline

The project budget is not to exceed \$110,000 for 9 months for Tasks 1-6 below.

Attached is the SBCCOG Standard Contract which includes General Terms and Conditions (Attachment B). Request for contract changes must be submitted with the proposal.

Bidders shall be, at a minimum, individuals and firms with knowledge and experience in performing the work for which they are bidding. It is within the SBCCOG's sole judgment to determine whether a Bidder meets the general criteria for selection. Any proposal that does not meet the general criteria shall be rejected without review.

Proposals should include description of tasks, deliverables, schedule, staff assignment, qualifications, budget with staff labor rates by task (Sample Attachment C), and **must not exceed 15 pages**. Samples of work should also be included and are not restricted to a specific number of pages; however, relevance and being concise is recommended. **Proposals must be submitted by 3:00 p.m., Monday November 28th, via e-mail to amanda@southbaycities.org.** A confirmation e-mail will be sent upon receipt of proposal. If you submit a proposal and you don't receive a confirmation e-mail, immediately contact Amanda at 310-371-7222.

Any questions should be directed to Amanda Maki at 310-371-7222 or amanda@southbaycities.org. All written requests must be received by Tuesday, November 15, 2016. Responses to written questions will be posted on www.southbaycities.org on Thursday, November 17th.

The following are key dates in this solicitation:

Key Event	Key Data
RFP release	November 8, 2016
Bidder questions due	November 15, 2016
Bidder questions posted	November 17, 2016
Proposal due – 3 pm	November 28, 2016
Interviews (anticipated)	Week of December 5, 2016
Contract issued (anticipated)	Dec. 12, 2016
Notice to proceed (anticipated)	December 13, 2016

B. Scope of Work

The selected consultant will handle meetings with up to 10 of the cities and the SBCCOG will work with the other 5. It is expected that the consultant will conduct around 20 working meetings with the cities and around 20 policy presentations. For the first round of meetings, the consultant, working with SBCCOG staff, will present the available Land Use and Transportation strategies that have quantification methodology. These will be a combination of CAPCOA and SBSS strategies. The consultant would then determine with the cities what strategies they are willing and capable of implementing. The budget should reflect an approximate cost per meeting.

While the consultant will not be required to calculate the GHG reductions of the chosen strategies, they must work with the SBCCOG and the methodology consultant on communicating the preferences of the city. The consultant should have a working knowledge of the methodologies behind the CAPCOA *and* learn the SBSS strategies and be able to explain them to city staff, commissions, and elected officials as necessary.

Once the SBCCOG and Methodology Consultant complete the first round of GHG calculations for the cities based on the first city meetings, the Consultant will meet with the cities a second time to review the results and capture any adjustments based on city feedback. The Consultant will then relay the final decisions of each city to the SBCCOG.

The scope of work will include the following tasks:

Task 1: Presentation and Meeting Materials

The Consultant will develop with the SBCCOG the necessary presentation materials for the city meetings. The presentations should be applicable to all 15 cities, but include city specific information as required. They will incorporate the CAPCOA and SBSS strategies, their benefits and disadvantages, and implementation methods.

The Consultant will also develop materials to send to cities, before, during, and after presentations such as surveys and follow-ups.

The above work involves understanding the SBSS strategies and their methodologies as well as the CAPCOA land use and transportation strategies and how both can be implemented at the city level.

Task Deliverable 1.1: PowerPoint Presentations; supporting documents, and surveys for city meetings.

Task 2: City Meetings First Set:

The Consultant will schedule and meet with up to 10 cities to present the available strategies and aid cities in determining the strategies they would like to choose.

Task Deliverable 2.1: sign-in sheets and meeting notes from city meetings.

Task 3: Memorandum on City Meetings First Set:

The Consultant will prepare a written memorandum on the strategies selected from Round 1 which will include details on the projects and strategies selected; level of commitment; and potential for implementation for each city they visited.

Task Deliverable:

- *Deliverable 3.1: City Memorandum from First Set of meetings.*

Task 4: City Meetings Second Set:

The Consultant will schedule follow-up meetings with the cities assigned to them to discuss the emission calculations from the chosen strategies. The Consultant will verify with the cities their initial chosen strategies and make any necessary changes.

Task Deliverable 4.1: sign-in sheets and meeting notes from city meetings.

Task 5: Memorandum on City Meetings Second Set of Meetings:

The Consultant will prepare a written memorandum to the SBCCOG and a draft staff report on the final strategies selected from Second Set of meetings including details on the projects and strategies selected, level of commitment, and potential for implementation.

Task Deliverable:

- *Deliverable 5.1: City Memorandum from Second Set of meetings.*
- *Deliverable 5.2: Draft Staff Report from Second Set of Meetings*

Task 6: City Chapter Drafts:

The Consultant will be given a LUT chapter template. With this template, the consultant will draft the remaining city chapters for the 10 cities.

Task Deliverable:

- *Deliverable 6.1: Draft Chapters for 10 cities*

The following are key dates for the deliverables:

Deliverable	Key Data
5.1 City Memorandum from Second Set of meetings	No later than July 31 st , 2017
5.2 Draft Staff Report from Second Set of meetings	No later than July 31 st , 2017
6.1 Draft City Chapters	No later than September 1 st , 2017