



Village of Yellow Springs

VILLAGE OF YELLOW SPRINGS

REQUEST FOR PROPOSALS VYS CLIMATE ACTION AND SUSTAINABILITY PLAN

INTRODUCTION

The Village of Yellow Springs (VYS), OH, is soliciting proposals from qualified consultants to provide professional services for development and approval of the Yellow Springs Climate and Sustainability Action Plan. The required services and performance conditions are described in the Scope of Work.

The VYS will evaluate each of the consultant's qualifications and may conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and possible interviews, the VYS will select a consultant and negotiate a fee for the services delineated in this RFP. The consultant must be ready to execute a standard contract and begin services within fifteen (15) days of award of the project.

PROPOSAL SUBMISSION

Proposals are due on Friday, June 25, 2021 by 5PM, via email to Josue Salmeron, jsalmeron@yso.com.

SCOPE OF WORK

The scope of work for this contract includes the consultant to develop a forward-thinking, relevant plan for the Village's Climate Action Plan. The consultant will demonstrate the value of having a permanently funded VYS Climate Action and Sustainability Plan by developing pilot Climate Action & Sustainability Projects., A VYS Climate Action and Sustainability Plan will include achievable steps to reduce greenhouse gas emissions achieve the VYS goals.

The consultant will incorporate the following in their proposal: climate resiliency strategies, vulnerability assessments, adaptation and resilience goals, policies and objectives, and feasible implementation measures.

The consultant shall recommend innovative measures to achieve a comprehensive Climate Action and Sustainability Plan. The consultant shall present findings and recommendations at public outreach meetings, prepare reports, and provide professional assistance as requested by the Village. A successful consultant shall be qualified to assist in the preparation and execution of the Climate Action and Sustainability Plan.

Climate Action and Sustainability Projects will include the following Tasks:

1. Collect information on current (and future) climate related activities and programs coordinated by various VYS stakeholders
2. Create sustainability documents that provides the principles, values, guidance and strategies for Village Government operations, including our utilities and land management policies.
3. Prioritize Electric utility energy portfolio as a strategy to mitigate climate change. This strategy would include the rationale for purchasing energy contracts from renewable energy sources. Estimate Carbon reduction as a result of our Energy Strategy.
4. Develop strategies to increase efficiencies in the VYS's water treatment and distribution systems, waste water reclamation system, and a storm water management plan.
5. Recommend management practices for Village-owned land including parks, natural and recreational areas, to improve storm water retention, CO2 sequestration and reduce land management costs.
6. Design and create a list of topic areas for Green House Gas Emissions assessment and reduction by the Village Government and Stakeholders.
7. Conduct a sustainability audit for the Village Government and Municipal Enterprises.
8. Conduct Stakeholder Assessment for Partnership and Resource development purposes.
9. Attend meetings and public hearings for the Environmental Commission and the Village Council. Consultant shall prepare agendas for all meeting and provide detailed summaries for all applicable meetings.
10. Explore and recommend funding options for a permanent Sustainability Program and funding to enhance sustainable development.
11. Prepare and Publish a Climate Action and Sustainability Plan

PERIOD OF PERFORMANCE

This engagement period must commence no later than August 1, 2021 (the "Commencement Date"). The final Climate Action and Sustainability Plan, along with all data, documents, supplemental research, findings, presentations, and recommendations must be completed and submitted to the Village Manager, Josue Salmeron, jsalmeron@yso.com, within six months of the Commencement Date.

PLACE OF PERFORMANCE

The Climate Action and Sustainability Plan research and information gathering will be conducted primarily at the Village offices, located at 100 Dayton St, Yellow Springs, OH.

The focus group fact-finding, research, and discussion sessions will be conducted with the Village Manager and designated staff, officials, or other stakeholders. Meetings for information gathering to develop the climate action plan may include visiting local organizations, businesses, schools, and other locations. The climate action plan consultant may also meet with stakeholders, conduct surveys, and gather data that may be performed outside the Village of Yellow Springs.

DELIVERABLES

- Final, professionally written and presented Climate Action and Sustainability Plan

Climate Action and Sustainability Plan Product	Quantity
Hard Copy: Climate Action Plan: Paper White, Letter Size, 20 lbs. 92 Brightness; Front and Back Covers Card Stock.	10 Copies
Electronic Copy: File on a USB	1 USB

FUNDING

The proposals are not to exceed \$25,000. The allocation will cover costs associated with conducting meetings and/or discussions with Village Council, Environmental Commission Members, staff, stakeholders, surveyors, and additional components covered within the Statement of Work. Consultant(s) may be reimbursed for travel and other reasonable business expenses when incurred at Village’s request. Such expenses must be approved in advance by the Village Manager.