



Request for Proposals

Local Climate Baseline Assessment, Vulnerability Analysis and Action Framework

**Note: Due to the COVA-19
Outbreak, the deadline for
Submittals has been
extended to April 17, 2020**

**February 25, 2020
(Revised March 20, 2020)**



**NORTHBROOK
DEVELOPMENT
& PLANNING SERVICES**

Request for Proposals

Local Climate Baseline Assessment, Vulnerability Assessment and Action Plan

SECTION I: OBJECTIVE

The Village of Northbrook (“Village”) is a suburban Chicago community of approximately 35,000 residents and a diverse economic base located in the northern section of Cook County, Illinois. The Village has a tradition of being a leader in addressing environmental issues and has become increasingly concerned about the global climate crisis.

The Village is seeking proposals from qualified environmental and planning consultant firms or teams (the “Consultant”) for the preparation and presentation of a series of studies and reports (the “Study”) in order to:

- (1) identify key local environmental characteristics, metrics for measuring key indicators and benchmarks for comparing the Village to peer communities;
- (2) seek input on the perceptions of the community regarding climate conditions and the urgency to respond to the crisis locally;
- (3) project future conditions based on alternative scenarios;
- (4) identify local vulnerabilities to climate change;
- (5) summarize the key findings of the review of the data; and
- (6) recommend attainable local climate action goals and strategies for the Village of Northbrook, our residents and the business community.

The Village has initially budgeted up to \$40,000 for the completion and presentation of the Study.

SECTION II: BACKGROUND

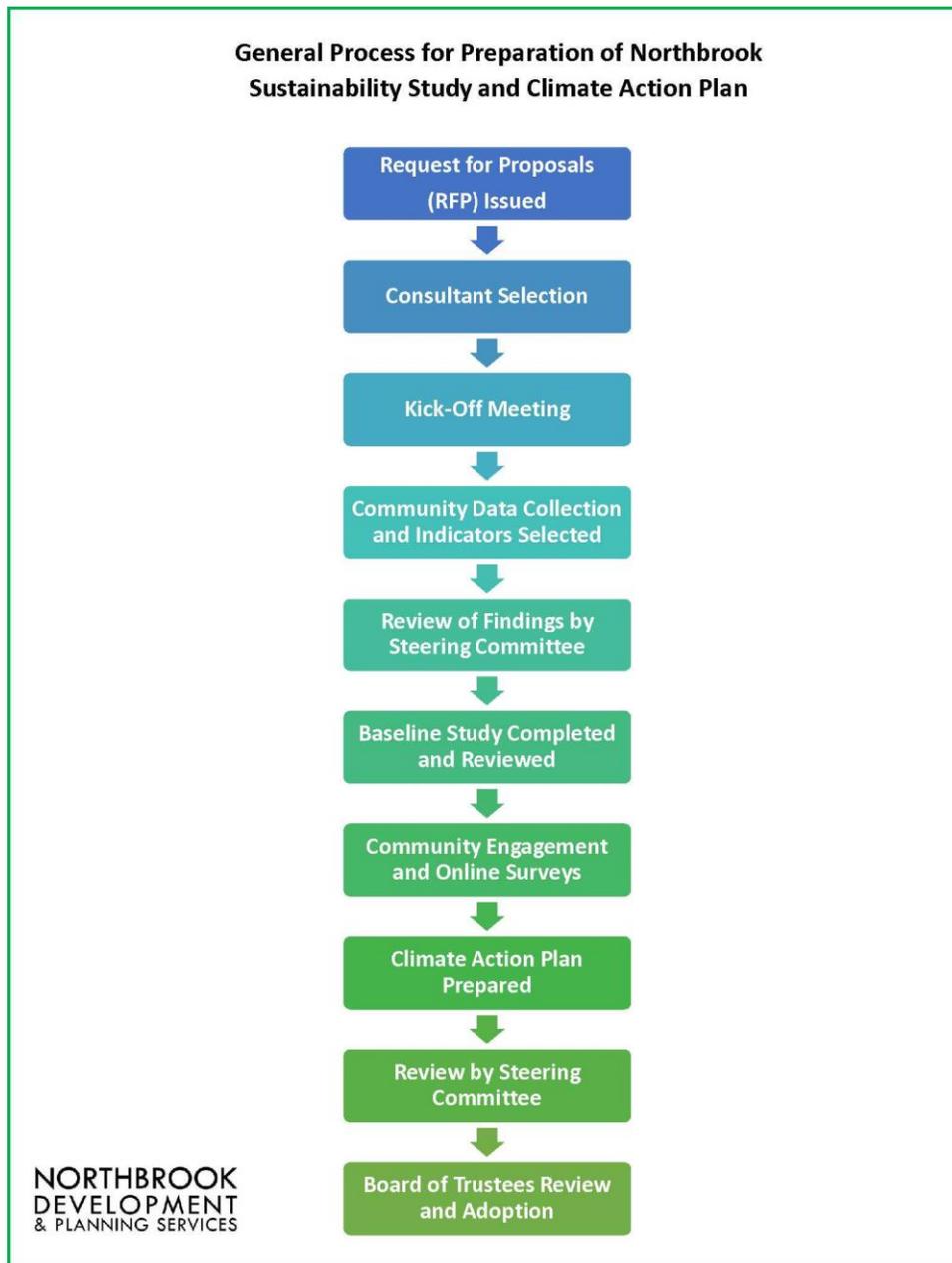
Over the course of the past decade, the Village has been refining its local policies to address environmental issues.

- The Village has an Environmental Quality Commission that has been a strong advocate for local actions to address climate and quality of life issues.
- In 2010, the Village adopted a new [Comprehensive Plan](#) to help guide land use and development decisions in the community. The Comprehensive Plan included an element devoted to Environmental Quality & Natural Resource Protection.
- In 2013, the Village and Northbrook Park District partnered to create the [Strategic Sustainability Plan](#), which outlines improvements and initiatives in energy, material management, natural resources, community development and transportation for a more sustainable future.
- In July 2018, the Village adopted a [Master Bicycle and Pedestrian Plan](#) which has been used to promote alternate means of transportation throughout the community.
- In September 2018, the Village signed on to the [Greenest Region Compact 2](#) and has since been tracking progress to achieve the goals of the Compact. The goals of the Compact address ten areas, including climate, economic development, energy, land, leadership, mobility, municipal operations, sustainable communities, water, and waste & recycling. These goals help guide coordinated efforts across the region to enhance quality of life for residents, protection and stewardship of the environment, and sustainable economic vitality.
- The Village participates in the [SolSmart](#) program and is expected to be awarded a silver designation for our work in promoting solar energy in March 2020.

The Village of Northbrook now wishes to take more directed steps in addressing the climate crisis on a local level. The Board of Trustees has requested that the Department of Development & Planning Services to oversee the work of a consultant in preparing an assessment of local environmental conditions and the identification of steps that can be taken to ensure Northbrook is not only resilient to climate changes, but takes positive steps in reducing greenhouse gas emissions locally.

SECTION III: SCOPE OF SERVICES

The Consultant must have experience with projects of similar scope and size as those described herein. The Consultant is to develop and present a Study leading to increased awareness and understanding of local conditions, community contributions to greenhouse gas emissions, forecasted projections (including the implications of a status quo approach) and opportunities for reducing the “carbon footprint” of the Village. The Village anticipates that the Consultant Study will include the following general steps (and as illustrated below).



The Consultant may suggest an alternate work program for the Study. The steps are simply illustrative.

We anticipate that a Steering Committee will be formed, comprised of members of the Village Staff, members of the Environmental Quality Commissions and other Village Commissions, a member of the Village Board of Trustees (elected official) and key stakeholders.

More details concerning the anticipated scope of services is provided below:

1. On-Site project Kick-Off Meeting and establishment of schedule for on-going progress reporting.
2. Use existing public databases and tools to quantify, and map to the extent possible, key local environment conditions and baseline assessment metrics, in such areas as:
 - a. Greenhouse gas (GHG) emissions
 - b. Land uses (including amount of open space)
 - c. Tree and ground cover,
 - d. Heat islands,
 - e. Transportation
 - f. Energy use and renewable sources potential,
 - g. Energy efficiency of buildings and facilities,
 - h. Community health,
 - i. Solid waste,
 - j. Susceptibility to storm events and flooding,
 - k. General air and water quality conditions, and
 - l. Water use (Note: the Village has its own municipal water system).

The data used and the corresponding metrics should be based upon established sustainability indicators, such as those established by the Chicago Metropolitan Agency for Planning (CMAP), the Global Covenant of Mayors, or similar metrics. The baseline assessment will cover Village-wide conditions on public and private land. It is presumed that the majority of data will come from generally available data sources, some of which will be scalable to the neighborhood or census tract level.

The Ground Cover Study will identify ground cover conditions (grass, water, wetland, tree canopy, impervious surfaces) Village-wide as well as by neighborhood or census tract, as appropriate. It is expected that data from the [Chicago Region Trees Initiative](#), or similar data source, will be used for this purpose. Baseline calculations are to be provided and shall include, at a minimum annual carbon sequestration rates, carbon stock, tree canopy/green space economic value, and pollution absorption rates. Conditions and baseline data will be mapped at neighborhood/census tract level and with data generated to an acceptable standard of error.

3. The baseline assessment indicators will be presented to the Village for approval prior to finalizing the analysis.
4. Consultant will gather and compile data necessary to estimate community (GHG) emissions and other key community indicators. Village staff will assist the Consultant in gathering information related to Village operations emission factors as well as providing contacts and assisting in making contact connections in gathering information related to community emission factors.
5. The Consultant will prepare projections of future conditions, including greenhouse gas levels based on alternative scenarios. **A minimum of two scenarios are to be submitted: one based**

upon taking no extraordinary local action (the “status quo approach”) and one attempting to reach to goal of Northbrook being “carbon neutral” by the Year 2050. If appropriate, other approaches can be used to illustrate other the impact of other interim approaches.

6. Using polling and online survey methods and possibly focus groups with key stakeholders, obtain data on community perceptions regarding local conditions and the need for local actions to combat the climate crisis. The Village website and social media accounts would be used to assist in outreach efforts, particularly for online polling. The questions should be formed in such a way so they can be asked again in future years in order to gauge shifts in community perception of issues over time. The Village will be able to provide the meeting rooms at the Village Hall and also assist in identifying individuals or groups to contact for focus group discussions. It is expected that all focus group meetings would be completed in one or two days.
7. Summary of key findings, including the identification of vulnerable residents, businesses and geographic areas. Vulnerable population groups, may include the following:
 - minority population groups
 - residents who do not speak English well
 - unemployed and low-income residents
 - adults 65 years and older
 - people with disabilities
 - people with existing health conditions (heart disease, asthma, COPD, Alzheimer's Disease, mental illness)
 - pregnant women
 - children under 5 years of age

Vulnerable geographic areas should include those areas most susceptible to urban flooding, risk of wildfires and power outages, as well as other climate risks identified by the Consultant through the course of the Study.

8. Finally, the Consultant will prepare a recommended set of local action items and strategies related to adapting to and preventing climate change. The Village is particularly interested in having the Consultant identify local actions that are cost-effective and have high return on investment (ROI).
9. Present the findings of the Study and Local Action Framework to the Northbrook Board of Trustees at a public meeting.
10. Make any final edits to the Study and Plan (the “Final Recommendations Report”) and provide the Village with a PDF version of the final documents.
11. The Consultant shall maintain complete and accurate records with respect to services performed.
12. The Village would like to report progress made by the Consultant at key milestones of the Study in order to show the community we are making progress on addressing climate issues.

SECTION IV: PROPOSED SCHEDULE

Proposed Timeline: Work to start promptly upon award of the Study to the Consultant, with a Final Recommendations Report as specified in the Proposal and Contract.

SECTION V: CONTRACT FORM

The Village of Northbrook requires execution of a fixed-fee contract and reserves the right to reject any or all proposals. The contract shall be in a form acceptable to the Village Attorney.

SECTION VI: PROPOSAL SUBMITTAL REQUIREMENTS

- (A) **Experience & Understanding of Issues:** The Proposal should clearly demonstrate the consultant's familiarity with collecting environmental data for communities and establishing appropriate local baseline measures. The Consultant must also have experience in creating local climate action plan recommendations in a format that can be understood by members of the general public. The Proposal should also describe the qualifications and experience distinguishing them from other firms.
- (B) **Personnel:** The proposal shall identify each member of the Consultant's staff who would work on the project, the role they will be performing and the standard hourly rate that would be charged to the Village for their services. A resume stating the background and qualifications of each individual will be provided. Particular attention will be given to the individual named as the Project Manager. Changes to the Consultant's staff named in the response must be agreed to by the Village.
- (C) **Suggested Scope of Services.** Based on the information contained in the Request for Proposal, Consultant will prepare a preliminary work plan identifying the specific tasks they believe will be necessary to accomplish the objectives of the Study for the Village. The plan shall detail in a simple and straightforward manner the step-by-step approach the Consultant proposes and the rationale for selecting a particular methodology. The Proposal should identify the general approach to be taken by the Consultant in order to:
- 1) Identify appropriate data sources for baseline assessment,
 - 2) Calculate greenhouse gas emissions levels and other key environmental indicators for the Village.
 - 3) Make projections of future environmental conditions in the Village.
 - 4) Ascertain community opinions and perceptions on climate change and how the Village should respond.
 - 5) Identify appropriate steps for the Village of Northbrook to effectively address climate change risks at a local level.
 - 6) Present the findings and recommendations of the Study to the public, Steering Committee and Board of Trustees.
- The Consultant will note any exclusions or elective tasks that can be identified at the onset.
- (D) **Schedule.** The Proposal shall include a timeframe for completion of the Scope of Services.
- (E) **Reports/Presentations.** The Proposal shall contain a chronology of the presentations and reports to be provided. Details of the contents of the reports or presentations will be provided.
- (F) **Cost of Services.** The proposal shall include a fixed price for performing the tasks outlined in the Scope of Services section above. As noted earlier, up to \$40,000 has been set aside for this study; however, consultants should recommend a realistic fee schedule based upon the work program they are proposing. Hourly rates for principals and other team members for additional services must also be outlined in the proposal. The fixed price will be an all-inclusive fee including travel, incidentals and all other costs associated with the project.
- (G) **References.** A list of no fewer than three (3) different references listing the entity name, address, phone number and contact person for each reference shall be provided.

SECTION VII: DEADLINE FOR SUBMITTAL; NUMBER OF COPIES

One digital copy (PDF file) of the proposal must be submitted by 4:30 p.m. CDT on ~~Wednesday, March 25, 2020~~ Friday April 17, 2020. Proposals received after the deadline will be rejected.

The files may be sent to the Village by any of the following methods:

By Mail, Delivery Service or Hand Delivery to:

Thomas R. Poupard, AICP
Director of Development & Planning Services
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Via email to: Tom.poupard@northbrook.il.us

SECTION VIII: EVALUATION CRITERIA & SELECTION

An evaluation team formed by the Director of Development & Planning Services will review each Consultant Proposal received. Evaluation factors shall be applied to all eligible, responsive Consultants in comparing proposals and selecting the Successful Consultant. Criteria for evaluation of the responses and selection of a Consultant will include, but not be limited to:

- ✓ The Consultant's ability to provide the type and quality of services that best meets the needs of the Village.
- ✓ The organization, suitability, consistency and clarity of the response.
- ✓ The experience, past performance, customer satisfaction and references of the Consultant and the qualifications of the personnel assigned to this project.
- ✓ The proposed timeline for completion of the work.
- ✓ Cost will be a factor considered in the proposal evaluation but will not be the sole determining factor in the selection of a Consultant.
- ✓ If interviews and formal presentations are scheduled; they will be also evaluated and scored.

The Village reserves the right to award this contract not necessarily to the Consultant with the lowest cost but to the Consultant which provides the necessary expertise for the project and provides the Village the best value in meeting the requirements of this Request for Proposal. By submitting a proposal, the Consultant authorizes the Village to contact references and make such further investigations as may be in the best interest of the Village.

SECTION IX: AWARD

Based on the responses submitted to this Request for Proposal, the Village may select a single Consultant for further negotiations with, or may select a group of finalists who may be required to partake in an interview process that would include the key personnel designated in the response to provide a formal presentation regarding their qualifications and their ability to furnish the required services. The Village reserves the right to negotiate all elements that comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. The Village and the finalist will review in detail, all aspects of the requirements and the proposal. During the review of the successful proposal, the Consultant may offer and the Village may accept revisions.

SECTION VIII: CONSULTANT SELECTION/COMMENCEMENT OF WORK:

Following submittal of the proposals, a Screening/Interview Committee will be convened.

The following is the anticipated time line for the consultant selection process:

- ◆ Proposals distributed to Selection Committee: Monday, ~~March 30, 2020~~ **April 20, 2020**
- ◆ Selection Committee convened to rank proposals: April ~~1-3~~ **27-30**, 2020
- ◆ Interview (possibly via WebEx or Zoom) of top-ranked Consultants (precise number TBD): ~~April 6-10~~ **May 1-4**, 2020 (or mutually agreed date).
- ◆ Resolution awarding the contract to selected Consultant: ~~April 14 or 28~~ **May 12**, 2020.

ADDITIONAL INFORMATION OR QUESTIONS?

Specific inquiries can be directed to Thomas Poupard, Director of DPS

Phone: 847-664-4051

Email: tom.poupard@northbrook.il.us

Thank you for your interest in working with the Village of Northbrook!