



Greenhouse Gas Emissions Inventory RFP

Submission Deadline: March 13th, 2020

Award Announcement: March 20th, 2020

Overview

The City of La Crosse is soliciting competitive proposals from qualified firms for the purchase of the following product and service:

- Consulting and design services to develop a municipal and community greenhouse gas emissions inventory ("GHG Inventory").
- The proposed Budget is not to exceed \$40,000.
- Submit questions and proposals to Lewis Kuhlman at kuhlmanl@cityoflacrosse.org, (608) 789-7361.
- Submit proposal addressing 3 items: 1) the Scope of Services below, 2) a one-page strategy as to why your organization is the best firm to be selected for this work, and 3) budget and fees. Maximum submission is five pages. Proposals will be evaluated based on responsiveness to the preceding items.

Scope of Services

GHG Inventory

With support of City staff in data collection, the Contractor shall complete a one-time greenhouse gas inventory for City's municipal operations, based on the World Resource Institute, C40 Cities Climate Leadership Group and ICLE's [Global Protocol for Community-Scale Greenhouse Gas Emission Inventories \(GPC\)](#). Using this protocol, the Contractor shall make recommendations regarding the boundaries set for the study, the greenhouse gases that will be covered and the sectors to be assessed based on the GPC protocol and cost considerations. Following those recommendations, contractor will provide City with a detailed list of information needed for completion of the GHG Inventory.

Upon agreement by the City that the scope of the study has been established with the correct level of specificity, the Contractor shall perform a comprehensive GHG emissions inventory using two complementary approaches per the GPC. The first will categorize emissions based on Scopes 1, 2 and 3. The second will capture emissions from both production and consumption activities taking place within the city boundary. These two methods will then be aggregated into the final emissions inventory for the City of La Crosse.

The data for both the municipal and community greenhouse gas inventory will include all emissions sources used in the previous sustainability indicators report from 2018, plus any additional sources decided on

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by the City in consultation with Contractor. Contractor shall advise City on best practices for gathering and inputting data and provide recommendations on the best source for collecting and compiling the data for consultants' use.

Contractor will provide a high-quality final report that includes results of the GHG Inventory, as well as templates for updating all charts and graphs when changes to the data and updates to the inventory are made.

Project Steps

Phase 1: Stakeholder Meetings

- a. Discuss and ensure understanding of the City's perspective, intent and desires for setting in-scope boundaries, communications, etc. with stakeholders, i.e. City Department heads and representatives and other City experts.
- b. Review data including format, scope, and sourcing with City project manager

Expected Deliverables:

- Agenda, presentation, recap with action items
- Finalized work plan with clear roles and responsibilities
- Final scope of work and timeline

Phase 2: Data Receipt and Processing

- a. Receive data, review, conduct gap analysis, and discussion with City representatives as necessary
- b. Data preparation and formatting, calculations
- c. Discussion of initial calculations results with City

Expected Deliverables:

- Data collection work plan and coordination
- Data collection template
- Populated data template
- Raw converted data and emission calculations

Phase 3: Report Drafting and Review

- a. Complete initial draft report
- b. City review, conduct discussions as necessary
- c. Re-draft and discuss as necessary to achieve City approval
- d. Finalize report, and submit to City.

Expected Deliverables:

- Final report of methodology, results and recommendations
- Infographic Summary Report
- Bar and pie charts

Deliverable Deadline

All deliverables must be completed by **July 3, 2020**.