



Solicitation Information
13 Jan 2012

RFP # 7449395

TITLE: Develop a 2010 Greenhouse Gas Inventory for the State of Rhode Island.

Submission Deadline: 13 Feb 2012 @ 1:00 PM (EST)

Pre-Bid Conference: No.

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **27 Jan 2012 @ 12:00 Noon (ET)**. Please reference the LOI/RFP on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Section 1

The Rhode Island Department of Administration/Division of Purchases, on behalf of the **Department of Environmental Management (DEM)** is soliciting proposals for developing a 2010 Statewide Greenhouse Gas Inventory from qualified OFFERERS, and in accordance with the terms of this Request for Letters of Interest/Proposals (LOI/RFP) and the State's General Conditions of Purchase (available @ www.purchasing.ri.gov).

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond@gw.doa.state.ri.us

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The State reserves the right to award this project based on pricing alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The State assumes no responsibility for these costs.

Architectural / Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

Pre-Submission Questions & Proposal Submission:

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov and must be received in accordance with the terms and conditions expressed on page one of this solicitation. Please reference RFP # on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posted on the Rhode Island Division of Purchases website.. It is the responsibility of all interested parties to download this additional information. If technical assistance is required to download, call the Help desk at (401) 574-8100.

Letters of Interest or Requests for Proposals to provide the required services must be received by the Division of Purchases **on or before the date and time indicated on page one of this solicitation..** Responses (a clearly marked original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7449395: Greenhouse Gas Inventory" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to

be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am. You would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A Cost Proposal reflecting the hourly rates and fee structure proposed for this scope of services.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked “original”.

Technical Proposal must contain the following sections:

- **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- **Offeror's Organization and Staffing**

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- **Work plan/Approach Proposed**

This section shall describe the offeror's understanding of the State's requirement, including the result(s)intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- **Previous Experience and Background**

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and Any other information the Offeror seems relevant to the evaluation process.

SECTION 2 – SCOPE OF WORK

Project Background:

In August of 2001 all the New England Governors and Eastern Canadian Premiers signed a Climate Action Plan for New England and Eastern Canada that included the following regional GHG reduction targets:

- **Short-term Goal:** Reduce regional GHG emissions to 1990 emissions by 2010.
- **Mid-term Goal:** Reduce regional GHG emissions by at least 10% below 1990 emissions by 2020, and establish an iterative five-year process, commencing in 2005, to adjust the goals if necessary and set future emissions reduction goals.
- **Long-term Goal:** Reduce regional GHG emissions sufficiently to eliminate any dangerous threat to the climate; current science suggests this will require reductions of 75–85% below current levels

These targets are to be achieved on a regional basis with states and provinces contributing to the overall reduction in aggregate but not necessarily in equal measure by each jurisdiction.

In the fall of 2001, the Rhode Island Department of Environmental Management and the State Energy Office convened a group of over 30 diverse stakeholders from business, industry, citizen groups, environmental organizations, and other government agencies to develop a Greenhouse Gas Action Plan for Rhode Island.

The Stakeholders accepted the New England Governors and Eastern Canadian Premiers' regional Greenhouse Gas Reduction target of reducing GHG emissions to the 1990 level by 2010 and 10% below 1990 levels by 2020 as a reasonable goal for now, on which to base a Rhode Island GHG Action Plan. Thus the Plan would adopt Rhode Island's proportional share of these regional targets as its own targets, i.e., the same percentage reductions below Rhode Island's Baseline emissions path.

The Rhode Island Greenhouse Gas Action Plan (July 2002) outlines 52 program and policy options the state could undertake to meet its commitment under the NEG/ECPP Climate Change Action Plan. These options include state, regional and national programs and policies. Forty-nine of the options are consensus options endorsed by all the Stakeholders. Only three options are non-consensus options. Also, 49 of the options are primarily in-state options, while only three options would require regional or national implementation. Of the full set of options, 25 are targeted at buildings and facilities, 11 at transportation, 6 at land use, 6 at energy supply, and 4 at solid waste. In addition to these 52 options, the Stakeholders also identified numerous other potentially fruitful areas for Rhode Island to track and study for possible future inclusion in the Plan. If all of the 52 options were implemented, the Plan projects that the 2020 target in the NEG/ECPP Climate Change Action Plan (10% below 1990) could be met.

In July 2011, the New England Governors and Eastern Canadian Premiers directed the NEG/ECP Climate Change Steering Committee to report back on the status of achieving the region's 2010 emission reduction target.

The purpose of this solicitation is to develop a Greenhouse Gas Inventory for Rhode Island in order to assess if Rhode Island has achieved the goal of reducing GHG emissions to the 1990 level by 2010 and also provide data at a point source level to allow RI to identify major greenhouse gas emission sources and opportunities for greenhouse gas emission reductions.

Task 1. Conduct an evaluation of the procedures used by the NESCAUM states to prepare GHG inventories.

Conduct an assessment of the NESCAUM states to determine if any of these states utilize data sets other than the default data sets in preparing GHG inventories using the EPA State Inventory and Projection Tool (SIT). Develop recommendations on how Rhode Island should prepare a GHG inventory using the SIT to ensure that the inventory is prepared consistent with the other states in the NESCAUM region.

Conduct an assessment of the current GHG inventories in the NESCAUM region to identify any common methodologies being used by these states for developing "bottom up" GHG inventories. Based on this analysis, develop recommendations on common emission factors, standard methods, and other pertinent factors that Rhode Island should use to ensure Rhode Island is developing "bottom up" GHG inventories consistent with other states in the NESCAUM region.

Task 2. Use EPA's State Inventory and Projection Tool to develop a "top-down" GHG inventory for Rhode Island for 1990, 2010 and a 2020 Business As Usual projection.

Prepare the 1990, 2010 and 2020 inventories using the default data set or the recommended data set from Task 1 for the State Inventory and Projection Tool.

Task 3. Identify and calculate GHG emissions from each individual RI source with actual GHG emissions greater than or equal to 5000 tons/year CO₂ equivalent emissions.

This task is intended to identify and quantify emissions from the major sources of RI's GHG emissions. The preferred method to quantify GHG emissions from individual sources is to utilize the methods in 40 CFR 98 Mandatory Greenhouse Gas Reporting. This task will require site visits to DEM to assess the source data sets that are available for developing the GHG inventory. With assistance from DEM staff, site visits to other RI and federal agencies may be necessary and appropriate to assess other available data sets to be used to quantify emissions.

It is expected that most data needed will be relatively accessible and transferable into a GHG inventory through the use of emission factor conversions, however there may be data that will be more difficult to obtain and will require greater investigation and processing.

Part of this task shall be to develop an assessment of data needs for producing a RI GHG inventory.

Budget

The budget for this project is \$100,000 which is from a funding provided to DEM from EPA and shall include all costs to complete this project.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

Schedule

The successful vendor must agree to provide the contract deliverables by the dates established in the final work plan.

SECTION 3 – EVALUATION CRITERIA

EVALUATION CRITERIA

Experience (35 Points)

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?

Does the Project team appear able to incorporate program goals and criteria into their work?

Project Plan (25 Points)

Does the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

Does the plan appear sensitive to budget and time constraints?

Does the plan address relevant program issues?

Does the plan identify both constraints and opportunities posed by this project?

Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

Past Performance (20 Points)

Are the references provided of a similar size, scope and use to the proposed project?

Did the OFFERER'S final project provide a good program fit?

Did the OFFERER identify problems and issues in a timely and complete manner?

Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?

Did the OFFERER adequately research relevant program issues?

Did the project come in on time and on cost?

Did the OFFERER contribute to overruns?

Were there an excessive number of change orders?

Cost Proposal (20 Points)

Does the OFFERER have a history of delivering projects on time and on budget?

Is the OFFERER able to make reliable cost estimates?

Does the budget submission fairly represent standard industry costs for similar projects?

Is the proposal responsive to the established project budget?

Does the Project Manager appear able to work creatively to achieve program goals within budget constraints?

Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

Does staffing and hours projected by each assigned staff correspond with the schedule?

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

END