

**CITY OF NORTHGLENN**

**Request for Proposals  
Northglenn Climate Action and Resilience Plan  
[Proposal No. 2024-006]**

ADDENDUM NO. 1

DATED: February 9, 2024

TO: PROSPECTIVE BIDDERS

The following adds to, supplements, amends or clarifies by way of explanation, portions of the Contract Documents, Specifications, and Drawings for the above named project.

**NOTE: It will be the responsibility of the Bidder to acknowledge receipt of Addenda on the Bid Form as part of his/her submitted proposal. Failure to do so may be grounds for the City to reject the proposal.**

The Request for Proposals is hereby modified by the following items:

**RFP Response/Submittal Format Change**

To fix an error in the response format, section E. RESPONSE/SUBMITTAL FORMAT of the original RFP is amended as follows:

~~*The Consultant shall submit three (3) hard copies of the Request for Proposals (RFP) submittal and an electronic copy (pdf) on flash drive or link to a virtual drive.*~~

**The Consultant shall submit the Request for Proposals (RFP) submittal electronically to [rfp@northglenn.org](mailto:rfp@northglenn.org) unless the file is too large to submit via email.** Printed hard copies will be accepted in addition to electronic submittals but are not required. If a hard copy is to be submitted, please plan to deliver the electronic (pdf) version of the proposal via flash drive to the City Clerk's Office. All proposals whether through email or physical delivery must be received by the proposal deadline outlined in the RFP.

**Attachments**

Attached to this addendum you will find:

- Attachment A – RFP Question and Answer Document
- Attachment B – Pre-Bid Conference Presentation

**ALL ITEMS IN CONFLICT WITH THIS ADDENDUM ARE HEREBY DELETED.**

**END OF ADDENDUM NO. 1**

## **Attachment A - Climate Action and Resilience Plan RFP Questions and Answers Document**

### **Questions submitted during the 2/1/2024 Pre-Bid Conference:**

**Q1.** Community Engagement seems very centric in RFP, how much outreach has been done to date.

**A1.** There was community engagement with the 2018 Sustainability Plan, and most engagement since has been through the Xcel PiE Energy Action Plan and EV Action Plan. There have been smaller engagement activities at City events like Noel NG that asked specifically about Climate Action.

**Q2.** What is the vision for the reporting dashboard

**A2.** We are looking for a webpage that visually shows where we are at and can be updated easily. [Eugene, Oregon](#) has a dashboard that can be used as a reference example of a simple web-based dashboard, it doesn't have to be a [Power BI dashboard](#), but it could be if that works best for our situation. We are flexible with what format it takes and the exact graphic representation based on consultant experience. The main key is that it should be easy for City staff to update and maintain.

**Q3.** What is meant by digital input?

**A3.** Can be a digital survey, game, anything that the consultant has experience with that worked well for obtaining input outside of a traditional public meeting. We are interested in giving residents a means for providing input on their own schedule.

**Q4.** What are you looking for with project experience?

**A4.** Many different things can count as project experience. Will be looking for projects that can demonstrate experience with a process that works well and delivers desired outcomes.

**Q5.** What is the timeline and schedule and for this project?

**A5.** We would like it done by the end of Q1 2025, so that we can include priorities and recommendations in the 2026 budget request.

**Q6.** What is the City's level of interest in evaluating building codes?

**A6.** The City has limited opportunity for new development. We recently adopted the 2021 building codes with some strengthening amendments (worked on with a Codes Cohort lead by Boulder County). We have also adopted a resolution to work towards a Net Zero Road Map. We would be interested in recommendations for converting existing building stock to more efficient and sustainable energy.

**Q7.** Does the GHG Inventory include the traffic on I-25.

**A7.** Yes, so we will be focusing on solutions that the City can control to reduce emissions, but also following and including the impacts of State initiatives to model if it helps reduce those emissions outside of our municipality control that still impact us significantly, like on I-25.

**Q8.** The RFP lists interest in collaborating with surrounding communities, is there anything specific that should be included in the proposal.

**A8.** The City is participating in a lot of regional collaborations with regards to sustainability and climate action. We do not expect the proposals to know all the collaborations that are occurring. Important

activities and partners to this project can be determined at the kickoff meeting. We want the proposal to acknowledge we are part of a larger ecosystem and won't be able to solve the issue of climate change on our own.

**Q9.** Who are some of the community partners?

**A9.** Some of the City's collaborating partners include the Front Range Beneficial Electrification Network (FRBEN), Codes Cohort (lead by Boulder County), and Colorado Communities for Climate Action (CC4CA).

**Q10.** What are you looking for in a winning RFP?

**A10.** The proposal should clearly demonstrate what ideas look like, what does it mean when you say X and point to where you have done it this way successfully before.

**Q11.** The RFP does not discuss waste or recycling, is this not an interest?

**A11.** The City completed a waste optimization study that was presented to City Council, but they were not ready to move forward with the recommendations at that time. We think that there is an abundance of information already completed as part of that optimization study (included in the RFP Attachments) and the Consultant should be able to use this in creating recommendations and models for this plan. We hope the Climate Action Plan will help Council members by answering the "why" for some of these hard questions and clearly identifying the impact of making some tough decisions whether it is trash service costing more or climate action initiatives.

**Note to proposals** – if submitting by email please plan to do so early to ensure the email comes through, late submittals (even due to technical error) will not be accepted. You will not get an automatic response saying the proposal was received, but you are welcome to contact the City Clerks office (303.450.8757) to confirm receipt.

**Additional Questions Submitted via email prior to the 4pm February 5<sup>th</sup> deadline:**

**Q1.** Can extensions be offered on the proposal submittal deadline, if requested?

**A1.** Deadline extension requests may be considered however, should the City extend this proposal deadline, all vendors will be given the same considerations so the reason would have to be compelling.

**Q2.** Will proposals exceeding the city's maximum expected cost (\$125,000-\$150,000) be automatically rejected?

**A2.** No, proposals exceeding the city's maximum expected cost will not be automatically rejected. especially if there is a compelling narrative/explanation for why the proposed scope is not achievable with the listed cost expectation. Additionally, consultants are welcome to include a separate sheet of "Value-added services" with associated pricing if there are additional items needed that are not currently included in the scope.

**Q3.** Who are the members of the selection team?

**A3.** The selection team consists of the City of Northglenn Director of Planning and Development, Planning Manager, Environmental Manager, and Sustainability Coordinator.

**Q4.** Will this contract be Fixed Price or time & materials?

**A4.** The city has no definitive preference for either approach and each proposal submitted should include the consultant's preferred pricing method. However, regardless of time/materials, fixed price, or a combination of the two, the City of Northglenn will include a "not-to-exceed" amount on any contract executed.

**Q5.** What criteria will be used to evaluate the proposals?

**A5.** RFP submittals will be evaluated qualitatively on responsiveness, professional experience, the reference project and the information gained through project references, resource availability, and approach/methodology deployed to complete the Climate Action and Resilience Plan.

**Q6.** Can we expect feedback on our proposal after the selection process?

**A6.** If requested, yes.

**Q7.** About how many SMART goals is the city looking to define under Task 3?

**A7.** The SMART goals in Task 3 are intended to be higher level goals that flow from the overall identified vision (think UN Sustainable Development Goals style) but there is no exact number of goals envisioned. The scale of items will go Vision → High level goals → Actions → Roadmap (prioritized actions with implementation steps on a timeline).

**Q8.** Under task 4, what confidence in cost estimates for actions does the city expect? (i.e., rough order of magnitude, +/-30%, +/-15%, etc).

**A8.** The city does not expect each possible action to be accompanied by an exact budget, especially in earlier stages (prior to Task 6). Generally, cost estimates should be seen as more of a prioritization and planning tool than an exact budgeting tool and could be expressed in rough order of magnitude or even relative cost estimation (\$ to \$\$\$\$ defining each range in relation to the cost of the highest and lowest action). The confidence of cost estimates should go up slightly for Task 6 once specific actions are prioritized for the near-term road map but are still expected to be rough estimates.

**Q9.** Under task 7, is it the sole responsibility of the consultant to organize, set up, and find a suitable location for community outreach events? Will the city aid in any organization efforts including providing a location for events?

**A9.** No, task 7 is not expected to be the sole responsibility of the consultant. Internal city staff will lead and facilitate the public outreach including organizing, setting up, and finding suitable locations for community outreach events. The Consultant IS expected to inform and work with city staff to offer direction and input on items such as meeting style (world café, kick-off, open house, presentation), outreach activities (games, interactive digital feedback, surveys), type of engagement (virtual, in-person, hybrid) etc.. The consultant is expected to attend meetings with key stakeholders such as City Council, but should not anticipate needing to attend public engagement activities involving the public.

# *CLIMATE ACTION AND RESILIENCE PLAN*

**Mara Owen**

*Sustainability Coordinator*

City of Northglenn

**Pre-Bid Conference**

*2:00pm Feb 1, 2024*



**CITY OF  
Northglenn**

# ***PROJECT INTENT***

**Create the City of Northglenn's first Climate Action & Resilience Plan in order to define the actions necessary to secure a safe, equitable, and sustainable future for all Northglenn constituents and assist decision makers and community members in charting a path towards this future**



# ***GOALS AND OBJECTIVES***

- **Create a data-driven mitigation and resiliency plan with a strong focus on community capacity building**
- **Address both mitigation (GHG reduction) and adaptation (resiliency to climate impacts)**
- **Identify a vision and SMART goals that incorporate existing data, information and planning**
- **Develop a menu of possible actions and a methodology for prioritization and feasibility ranking**
- **Create a clear implementation roadmap to achieve the identified vision and goals that ties into current city processes and allows for easy monitoring**
- **Include the community in development of the plan and prioritize vulnerable populations**
- **Empower the wider community including residents, businesses, and organizations to carry out community-level action in support of Northglenn's climate goals**



# ***GUIDING PRINCIPLES***

- **Data Driven:** The Plan should take a data-driven, scientifically based approach, always aiming to tie recommendations and actions to specific verifiable data and data-based best-practices. The data should be easily accessible, reliable, and from dependable sources.
- **Accessible:** The Plan should be simple and easy to read while being visually appealing with graphics and photos. It should also include sidebars (for example, “What you can do”) to provide all residents an opportunity to engage with and help implement the plan.
- **Equitable:** The Plan should consider equity in both its development, to ensure diverse participation, and in implementation so that the benefits and opportunities of climate actions extend to all, and adaptation efforts seek to mitigate disproportionate impacts as we work to create a safe, equitable and sustainable City for all.
- **Sustainable:** The plan should not only help the City itself become more sustainable, but also consider the long-term sustainability and capacity of staff who will be enacting the plan, the resources to actually implement actions and sustain them in the long term with maintenance and long-term support, as well as the sustainability of the plan itself and creating a document that can be easily updated so it is relevant and useful far into the future.
- **Accountable:** The plan should include clear metrics and allow city staff to provide regular progress updates. We are seeking a plan that recognizes where we are, that aims high and that can be implemented by City staff, community partners and the general public – everyone should know their role and what they need to do.





# OTHER NOTABLE ITEMS

## Key areas for differentiation - Task 4 and 5

### Task 4: Menu of Climate and Resilience Actions

- An evaluation of all possible options that should inform the creation of a roadmap in Task 5 and final scenario modeling
- Framework, methodology, or analysis system for evaluating and ranking the feasibility of specific actions (both as part of this plan and for re-prioritization in the future) which could take the form of a Multi-Criteria Analysis framework or other such analysis framework. If warranted, there could be multiple analysis frameworks proposed (e.g. Equity Tool and multi criteria analysis).

### Task 5: Implementation Roadmap

- A detailed roadmap of near-term (the next 2 years), mid-term (the next 5 years) and broader long-term (the next 10 years) high priority actions and accompanying final scenario modeling should be developed from the action menu and prioritization analysis conducted in Task 4.
- Specific implementation plans should be created for the near-term priority mitigation and adaptation actions that can flow into current workplans and the City's Capital Improvement Plan in the next 2 years, as well as higher level implementation plans for longer-term strategies in the next 5 and 10 years.
- An implementation framework or matrix should be created with clear guidance and metrics for how to measure annual progress on each goal and action.



# ***OTHER NOTABLE ITEMS***

## **Community Engagement**

**City Staff will lead and facilitate public outreach in-house with input and direction from consultant team**

- *The consultant should plan to attend and inform key meetings from the list above, but City staff intends to lead and facilitate the public outreach in-house with direction and input from the consultant. Engagement may be conducted in-person, virtually, or as virtual-hybrid meetings/workshops.*
- *The price range reflects the fact that the city has an existing GHG Emissions Inventory, and that city staff will be leading the public engagement for this plan in-house.*



# ***OTHER NOTABLE ITEMS***

## **Alternative Approaches and Value-Added services**

**Consultants are encouraged to submit alternative approaches and utilize value-added services as needed to accommodate**

- *A suggested approach to this work and the key deliverables is described in the scope of services but consultants are encouraged to submit alternative approaches, as appropriate, to best achieve the stated Project Goals and Objectives (could be listed as value-added services). All deliverables are required to be confirmed and signed off at the completion of each task.*
- **Note that while the body of the response shall be no longer than fifteen (15) pages, value-added services shall be an appendix and have no page limit**



# ***BACKGROUND***

**Where does this new plan fit in?**



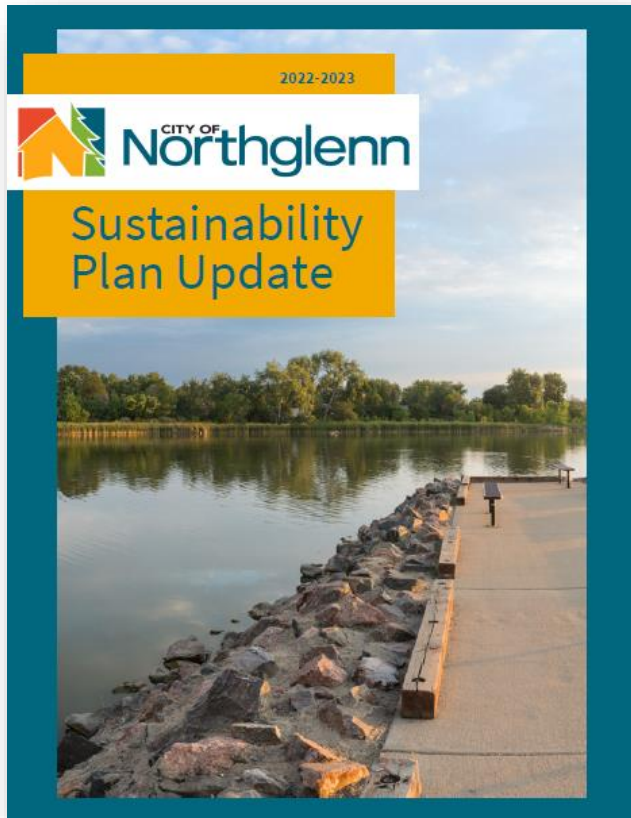
**CITY OF**  
**Northglenn**

# 2023 SUSTAINABILITY PLAN

## Vision

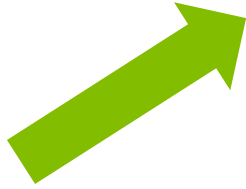
Northglenn is a vibrant community that thrives on civic engagement and collaboration to use the power of our citizens to increase sustainability and enhance our resources and economic sustainability.

We creatively and thoughtfully utilize our resources – showing pride in our community – to meet our present and future generation’s needs without compromising the ecosystems on which we depend, in order to create an exceptional quality of life for every generation.



# PLAN GOAL AREAS

Climate  
Action Plan



Climate  
Action



Arts, Culture,  
and Events



Sustainable  
Economy



Human Dignity



Transportation



Open Space and  
Land Use



Housing



Resource  
Conservation



Community  
Education and  
Civic Engagement



Environment and  
Public Health



# ***NORTHGLENN CLIMATE RISKS***

Identified by the 2018 Risk Adaptation and Advisory Report

-  Drought
-  Groundwater flooding
-  Rainstorms
-  Extreme Hot Days
-  Severe Wind
-  Hail
-  Changed Seasonal Patterns
-  Wildfire



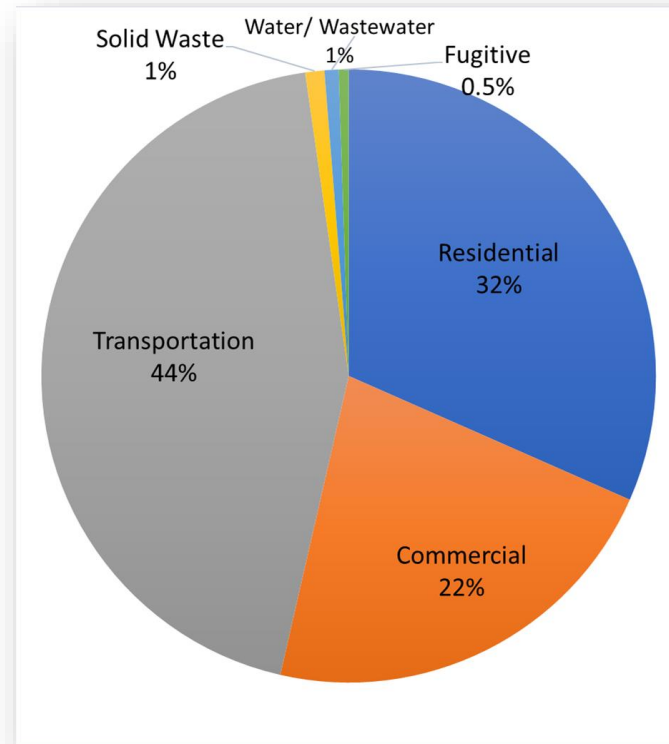
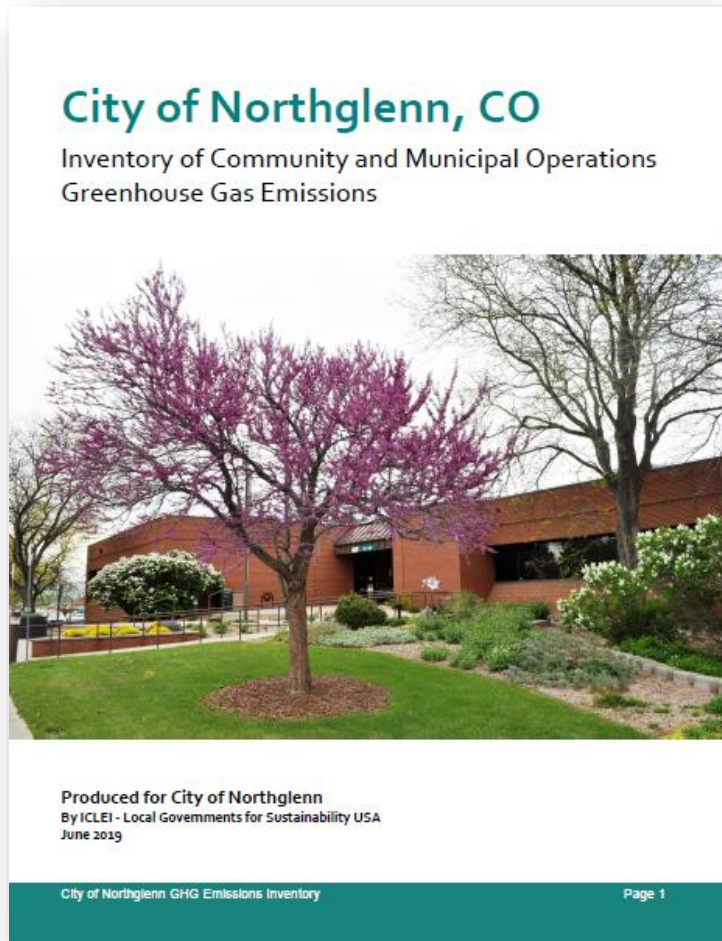
Marshall Fire Source:  
<https://www.istockphoto.com/photos/colorado-wildfire-at-night>



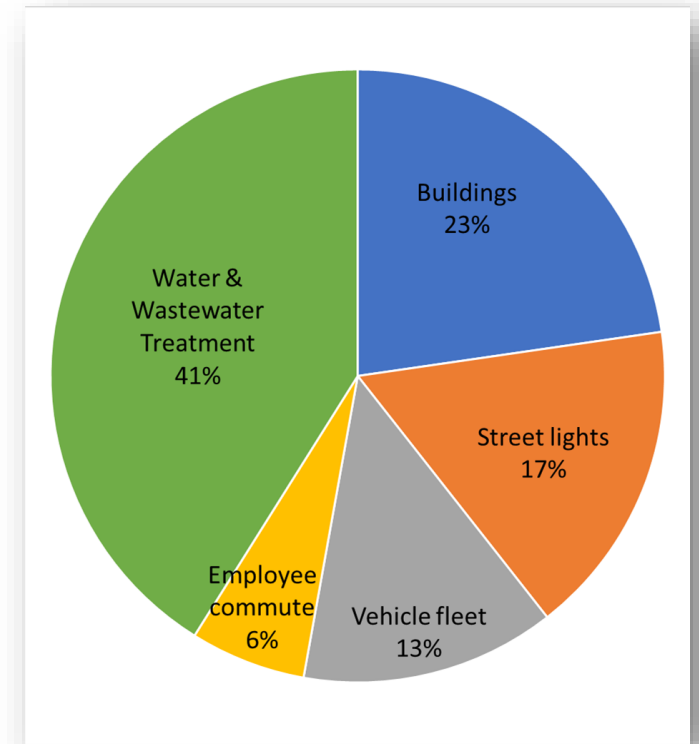
Source - @DenverNewsguy of hail damage at Colorado Mills Mall in Lakewood, CO. 2017



# NORTHGLENN'S GREENHOUSE GASES



*Community Emissions*



*Government Operations*





# ***NORTHGLENN CLIMATE ACTION***

- **Colorado Communities for Climate Action**
- **Xcel Partners in Energy**
  - Energy Action Plan & Implementation
  - Electric Vehicle Action Plan & Implementation
- **Adams County/SUN Solar Co-op**
- **Lawnmower Rebate Program (RAQC)**
- **Capital Projects – Recreation Center PV**



# ***NEW CITY HALL***



WEST ENTRY FROM PARKING



# NET ZERO CITY HALL



*Aerial View of PV*



*PV Canopy*



# ***LESS CARBON INTENSE MATERIALS***



WEST ENTRY FROM PARKING



# ***LANDSCAPING & IRRIGATION***



FROM NORTHEAST CAMPUS ENTRY  
(COMMUNITY CENTER DRIVE & MEMORIAL PARKWAY)



# ***CITY HALL EV STATIONS***

- **There will be a total of 10 EV charging spaces at the time the facility opens**



***QUESTIONS?***



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