

ISSUE DATE: October 4, 2019

SUBJECT: Request for Vendor Quotes – Climate Action Planning Services

QUOTE DUE DATE: Submit via email to laura.rivera3@pcc.edu on or before October 25, 2019 at 5 pm (PT)

CONTACT: Laura Rivera, Support Services Manager
Laura.rivera3@pcc.edu

INTRODUCTION: This RFQ is issued pursuant to ORS 279A, ORS 279B, and the PCC Public Contracting Rules.

OFFER SUBMISSION: Offeror(s) must submit an Offer pursuant to the provisions of this RFQ via email to the contact indicated above, no later than the indicated Quote Due Date. Offeror(s) must submit their quote on the CERTIFICATION AND PRICING FORM provided.

CLARIFICATIONS/QUESTIONS: All questions/clarification requests regarding this RFQ must be submitted in writing (via email) to the attention of the contact indicated above on or before October 14, 2019 - 5 pm (PT)

LATE OFFERS: Quotes received after the due date and time will not be accepted. The District reserves the right to reject any quote not in compliance with all prescribed public procedures and requirements and to reject for good cause any or all quotes upon finding that it is in the public interest to do so.

FIRM PRICING: Offeror(s) shall hold prices good and firm for a period of 60 days.

AWARD: Award will be made to the most qualified Contractor that submits a quote and that offers the services that best meets the needs of the District.

CONTRACT: The selected Offeror will receive a PCC Personal Services Contract (PSC). A sample is attached. The selected Contractor shall comply with the terms and conditions of the PCC-issued Contract.

NOTICE TO PROCEED: The awarded Contractor is not to perform any work until a fully executed contract is received and a Notice to Proceed is issued by the PCC Representative. Performance is required as specified in the Statement of Work.

EXHIBITS:

Exhibit A	Statement of Work
Exhibit B	Response and Evaluation
Exhibit C	Certification and Pricing
Exhibit D	Attached - Sample Contract

Exhibit A –STATEMENT OF WORK**1. PURPOSE AND INTRODUCTION**

Portland Community College (PCC) desires to purchase Climate Action Planning Services as described in this document. This will be a single award Contract where one consulting firm is selected to provide the desired services. This RFQ will also establish the level of services, and the amount of compensation to be paid to the selected Firm. The anticipated start date of services is on or about November 12, 2019. While we will describe the services we desire in some detail, in your Proposal you may amplify our specifications and offer other services we have not mentioned.

2. BACKGROUND

Portland Community College (PCC) is a public, multi-campus, comprehensive community college with a mission to support student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion. With four campuses, eight centers, and additional centers in the works, PCC is the largest institution of higher learning in the state, serving more than 78,000 full- and part-time college-age residents in a five-county, 1,500-square mile area in northwest Oregon roughly the size of Rhode Island. PCC is the most racially and ethnically diverse college or university in Oregon, with 33.6% students of color. Eighteen percent of students report that English is not their native language. Nearly half of the students who apply for financial aid at PCC are eligible for federal Pell grants, indicating low-income socioeconomic status.

PCC is committed to sustainability and to doing its part to address the climate crisis. Sustainability is a core value of the college and PCC is a signatory to Second Nature's Climate Commitment, formerly known as the American College & Universities Presidents' Climate Commitment, a pledge to integrate principles of sustainability into every aspect of higher education. As a signatory to the Climate Commitment, PCC created its first Climate Action Plan in 2008 and updates it as needed every five-six years. PCC's Climate Action Plan was last updated in 2013. PCC's 2013 Climate Action Plan aligned with local climate action goals and best practices as laid out by Second Nature.

PCC recognizes the role higher education plays in leading the charge towards a sustainable future and the PCC Board of Directors formally adopted a Sustainable Use of Resources Policy in 2006. Since then, the college has strengthened its commitment to sustainability by forming a Sustainability Leadership Council, developing two iterations of its Climate Action Plan, integrating sustainability into its Strategic Plan, providing curricular and co-curricular sustainability education and signing onto the We Are Still In Commitment – a network of leaders who pledged a commitment to work toward the goals of the Paris Climate Agreement. Students have also played a leadership role in championing sustainability and climate action by providing over \$1 million in student funding for sustainability projects since 2008.

PCC's Sustainability program extends into academics. PCC offers over 75 courses over 26 departments in sustainability. Additionally, PCC offers a Sustainability Focus Award. The Sustainability Focus award recognizes students who have completed a broad range of sustainability related courses. The award is designed to encourage students to learn to see environmental issues from multiple perspectives and to increase their experience in this multidisciplinary topic. The earning of this focus award can demonstrate to potential employers and transfer colleges that the student has a deep and broad understanding of sustainability issues.

The college's leadership in sustainability has resulted in numerous awards and recognition:

- PCC was the 4th college nationwide to become [Bee Campus USA certified](#) and is also Tree Campus USA certified;
- PCC Rock Creek Learning Garden received the Association for the Advancement of Sustainability in Higher Education (AASHE) 2015 [Sustainability Award](#) for addressing food insecurity among students;
- PCC was a recipient of [the international APPA Award for Excellence in Sustainability](#) in 2016;
- The College was awarded the [2017 Climate Leadership Award](#) from Second Nature and the US Green Building Council;
- And PCC was recognized in the [2017 AASHE Sustainable Campus \[pdf\]](#) Index for best practices in the Wellbeing & Work category and as a top performer among associate colleges overall.
- [PCC remains the top community college](#) in the United States for sustainability among schools reporting to AASHE STARS.

3. PROJECT DESCRIPTION

Portland Community College is seeking quotes from qualified firms to update its Climate Action Plan (CAP). The CAP update is one of several planning processes occurring at PCC this upcoming academic year, including an update to the College Strategic Plan and development of an Equity Plan. The CAP will provide updated greenhouse gas (GHG) emissions reduction targets for the PCC community that guide the short-, medium-, and long-term priority strategies and actions the college will take to achieve GHG mitigation using science based targets. The CAP will also identify strategies that improve resilience for climate adaptability and guide educational and outreach efforts related to climate action while centering equity and social justice. The selected firm will need to ensure alignment with other planning processes and documents where appropriate, including utilizing an equity lens consistent with other planning processes at the College.

The College may undertake or award other contracts for additional or related work, and the Contractor shall fully cooperate with such other contractors and with any College employees concerned with such additional or related work, and shall coordinate its performance under this Contract with such additional or related work. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by College employees

4. DESCRIPTION OF REQUIRED SERVICES

The 2020 District Wide PCC Climate Action Plan will cover the entire district, which includes four campuses and ten centers (eight active centers and two in the design and construction phase). The planning process should include diverse stakeholder engagement, consulting with other PCC planning consultants, applying an equity lens throughout the entire process, multiple draft iterations, and result in a final plan.

The successful firm will work with the District Sustainability Office and other college stakeholders (to include the Sustainability Leadership Council, as well as other staff, students, faculty and outside community members).

- Using an equity lens, develop stakeholder engagement plan, implementation schedules for stakeholder engagement and host multiple stakeholder engagement sessions including planning charrettes and work group meetings.
- Develop a district-wide Climate Action Plan as described in the deliverables section. It shall include an equity framework and set science-based targets for climate neutrality. At a minimum, it shall include the following sections (**outlined as listed below**):

- Executive Summary
 - PCC Sustainability Background & Progress
- Science-based targets for climate neutrality
- Progress reports, goals, plans & implementation schedules for Scope 1, 2 and 3 emissions broken out by scope and based on climate neutrality goals.
 - Education
 - Outreach
 - Resiliency

The updated District-Wide Climate Action Plan shall:

- Align with best practices as laid out by Second Nature for signatories of the Climate Commitment.
- Align with local climate action goals and relevant initiatives, including but not limited to the City of Portland, Multnomah County, and Portland State University.
- Include estimated costs, savings, and proposed implementation timelines to reach goals.
- Note plans to manage climate impacts of future planned expansions, particularly with regards to equity at PCC's campuses
- Utilize a diversity, equity, and inclusion (DEI) and climate justice lens throughout the Climate Action Plan process and in the final planning document
 - Discuss and address local inequities and how they are exacerbated by climate change while amplifying the voices of those most impacted.
 - Engage diverse stakeholders including diverse student populations in the outreach and planning process and staff working with those populations
 - Prioritize equity when selecting mitigation and adaptation strategies
- Emphasize workforce development and curricular innovation in support of equitable student success & climate action
- Focus outreach and education sections on impact of students as future climate leaders
- Develop the outreach and education section with stakeholders to include equity principles in both educational delivery and as a topic in climate change education

5. DELIVERABLES

a. Stakeholder Engagement

The successful firm shall develop a stakeholder engagement plan utilizing an equity lens and facilitate multiple stakeholder engagement sessions including planning charrettes and work group meetings to gather the necessary input, feedback, and buy in required to develop the 2020 Climate Action Plan. Stakeholder engagement should:

- Be conducted through an equitable process that supports the College's commitment to diversity, equity and inclusion
- Incorporate a plan to engage diverse student populations in the outreach and planning process in alignment with the planning for the college's Equity Plan
- Focus on our roles as educators and researchers, who instill the knowledge and values of sustainability within our community
- Emphasize that sustainability must focus on interrelated environmental, societal, and economic issues and resources at both the local and global levels
- Acknowledge that decisions throughout the College community have sustainability implications, which must be considered and addressed; and
- Be open to continuous education on the principles and possibilities of sustainability and be willing to pursue innovative solutions

- Champion the transparent reporting of our sustainability goals, initiatives, and progress to the College community and beyond.
- Instill respect for the planet's natural environment and our unique Pacific Northwest setting, both embracing our interconnectedness with these ecosystems, and acknowledging our cultural history.

b. District-Wide Climate Action Plan

Utilizing an equity lens and drawing from the 2013 PCC Climate Action Plan and other relevant documents, develop a district-wide Climate Action Plan to include the following:

- **Executive Summary**
- **Sustainability Background**
- **Science-based Targets for Climate Neutrality**
- **Goals and Plans for Mitigation and/or Offset of Emissions by Scope**
 - Include progress reports, estimated costs, savings, and proposed implementation timelines to reach goals for each scope of emissions
 - Scope 1 emissions
 - Scope 2 emissions
 - Scope 3 emissions
 - Note plans to manage climate impacts of future planned expansions
- **Education and Outreach**
 - Focus outreach and education sections on the impact of students as future climate leaders
 - Develop the outreach and education section with stakeholders to include equity principles in both educational delivery and as a topic in climate change education
 - Align with the college's YES to Equitable Success Plan
 - Emphasize workforce development and curricular innovation in support of equitable student success & climate action
 - Seek and foster cooperative partnerships and leadership from local public institutions, private business, non-profit organizations, and community members, as well as regional, state and federal agencies and interests that can have a significant impact on the CAP's success
- **Resiliency**
 - Support campus preparation for anticipated climate change-related impacts (such as water shortages, more frequent significant rain events, more frequent days with heat over 90 degrees Fahrenheit, an increase in poor air quality days, and unpredictable energy prices and availability) and enhance the college's ability to adapt and be resilient
 - Discuss and address local inequities and how they are exacerbated by climate change while amplifying the voices of those most impacted

c. Minimum Characteristics

The District-Wide Climate Action Plan (CAP) shall

- Establish science-based GHG emissions reduction targets for the PCC community that guide short-, medium-, and long-term priority strategies and actions the college and community partners will undertake to achieve GHG mitigation
- Update goals, plans and action items to be undertaken for each scope of emissions
- Reflect the urgent need to affect significant GHG emissions reductions in the near term by prioritizing, as the highest and most immediate, actions which are relatively the most effective and readily achievable by the college.

- Update strategies to transition PCC from fossil fuels to clean renewable energy.
- Update opportunities to reduce overall energy consumption through energy conservation and efficiency.
- Update and incorporate new actions that achieve other co-benefits in addition to GHG emissions reductions including:
 - Energy efficiency and greater energy independence from fossil fuels
 - Sound economic investments (i.e. positive cost-benefit or return on investments)
 - Community livability
 - Environmental quality and ecosystem resiliency
 - Public health and well being
 - Healthy local economy and local self-reliance
 - Equity and accessibility for low income and marginalized students
- Identify strategies that improve resilience for climate adaptability and guide educational and outreach efforts related to climate action while centering equity and social justice.
- Seek alignment with Second Nature’s Climate Commitment and align with local climate action goals and relevant initiatives, internal and external to the College, including but not limited to the City of Portland, Multnomah County, and Portland State University.
- Utilize an equity lens and prioritize diversity, equity, and inclusion (DEI) and climate justice throughout the Climate Action Plan process and final planning document.
- Discuss and address local inequities and how they are exacerbated by climate change while amplifying the voices of those most impacted.
- Engage diverse stakeholders including diverse student populations in the outreach and planning process and staff working with those populations
- Prioritize equity when selecting mitigation and adaptation strategies
- Note plans to manage climate impacts of future planned expansions, particularly with regards to equity at PCC’s campuses

6. PROJECT SCHEDULE:

The updated Climate Action Plan shall be developed over 7-8 months through multiple rounds of stakeholder engagement with college and community stakeholders in collaboration with the District Sustainability Office.

- November-December, 2019: Info gathering, Initial engagement with PCC community stakeholders
- January-April, 2020: Main stakeholder engagement
- May, 2020: Draft CAP & revision period with multiple iterations and feedback opportunities
- June, 2020: Final draft of CAP completed

7. LINKS TO RELEVANT DOCUMENTS

[2013 Climate Action Plan](#)

[2019 CAP Progress Report](#)

[FY18 GHG Inventory](#)

[PCC STARS Report](#)

[Facilities Plan Sustainability Report](#)

[Second Nature’s “How to Conduct a Campus-Community Resilience Assessment”](#)

Exhibit B – RESPONSE AND EVALUATION

1. INTRODUCTION:

This section prescribes the mandatory format for the presentation of an Offer in response to this RFQ. The purpose of this format is to ensure uniformity of the information from each Offeror and to aid in clear understanding and evaluation of each Offer. Failure to provide any information requested in this RFQ may result in rejection of the Offer.

2. OFFER CONTENT:

Offers must include the following vendor information: location, number of years in business, identify the consultant or consultants who will be engaged in this project, provide their resumes and years of experience with climate action planning projects.

Offers must include a reply that demonstrates their experience with climate action planning and ability to produce the deliverables outlined in **Exhibit A Section 5 – Deliverables** within the timeframe outlined in **Exhibit A Section 6 – Project Schedule**.

3. SELECTION AND AWARD

PCC is seeking proposals from **only** those firms who have successful climate action planning experience within the higher education and public sectors. Preference will be given to firms with demonstrated experience incorporating equity into the planning process.

Firms shall clearly exhibit the appropriate mix of experience, expertise and innovative/visionary thinking to address PCC’s need for dramatic action in response to climate change and inclusion of equity. For proper consideration, bidders must provide all information or attestations related to that regard and as listed herein.

At any time during the process, requests for scope revisions, references, additional information and/or financial negotiations may continue to take place. Contract execution shall take place shortly following award.

4. EVALUATION CRITERIA:

EVALUATION CRITERIA MATRIX	Maximum Points Possible
Experience with climate action planning in higher education or public organization	20
Demonstrated experience incorporating equity into the planning process	20
Proposal completeness and thoroughness - meets the scope of quote and deliverables	20
Consultant (s) demonstrated experience and qualifications	20
Fair and Reasonable Price	20
TOTAL	100

Exhibit C – CERTIFICATION AND PRICING

Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the required services.

Contractor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.

Contractor shall employ only persons duly licensed by the State of Oregon to perform the Work required under this Contract for which applicable Oregon Law requires a license.

Contractor agrees, if this offer is accepted, to provide the required services on a not to exceed basis for compensation.

_____ DOLLARS
\$ _____
Amount not to Exceed

(Signature)

(Date)

(Typed or Printed Name)

(Title)

Business Name: _____

Mailing Address : _____

City/State/Zip: _____

Phone: _____

e-mail: _____

EXHIBIT D – Attached - SAMPLE CONTRACT