

**Request for Proposal (RFP):  
Greenhouse Gas Inventory and Strategy Development for the City of Wenatchee**

Due by Wednesday, November 27th at 5:00pm

**I. Introduction**

Sustainable NCW, on behalf of the City of Wenatchee, is seeking proposals from qualified consultants to conduct a comprehensive Greenhouse Gas (GHG) inventory in order to understand baseline GHG emissions and use this data to aid in local and regional planning as part of a Post Carbon Economy initiative.

This effort will involve collaboration with key stakeholders, including the Chelan County Public Utility District (PUD), local nonprofits, and the National Renewable Energy Laboratory's Technical Assistance Team.

**II. Project Background**

Sustainable NCW (SNCW), a local nonprofit, has been contracted to assist in project coordination, oversight, administration, and stakeholder engagement (up to 240 hours). They will assist in meeting invitations and coordination, communicating with lead partners, and supporting the consultant as needed, as a local liaison.

Our Valley Our Future (OVOF) is a community based nonprofit that engages with people and organizations to achieve our region's shared, long range vision. OVOF's guiding document is a five year, Community generated Action Plan, which includes initiatives, projects, and programs led by partnering organizations. The OVOF element that is most relevant to this work is the Post Carbon Economy, one of the nine key "game changer" actions in the plan. The Post Carbon game changer envisions transforming the region into a model for an innovative post-carbon economy that creates jobs, attracts businesses, improves the health and wellness for residents, retains the natural environment, and builds regional resiliency by maximizing the value of hydropower. Conducting a greenhouse gas inventory will help the City of Wenatchee and other local partners gain an understanding of how the community uses fossil fuels as the first step to future energy planning. The data collected as part of this work will help inform strategies that will be the most effective in working towards a post-carbon economy.

Other key collaborators include the Chelan County Public Utility District (PUD), local industries, public agencies, and other stakeholders. The PUD has an established energy conservation program that is developing and implementing strategies to comply with state requirements for energy conservation and GHG emissions. This collaboration will ensure that all available data and expertise are leveraged to create an accurate GHG inventory and viable reduction strategies.

### III. Scope of Work

#### 1. Greenhouse Gas Inventory

Conduct a comprehensive GHG inventory covering municipal and community-wide emissions within Wenatchee's incorporated limits, including Scope 1 (direct from city operations) and Scope 2 (indirect from grid), with an estimation on Scope 3 emissions (indirect from products and consumption). Though the city of Wenatchee is not required to do GHG accounting per HB 1181, [Commerce's guidance for GHG Emissions Reduction sub-element](#) should be considered so that any future requirements have comparable methods and data, such as using 2022 as the baseline year.

#### 2. Data Analysis and GHG Reduction Strategies

- Identify and prioritize potential strategies for GHG reductions.
- Use the GHG inventory to perform relevant analyses such as modeling current trajectory and other scenarios for future emission trends.
- Conduct a wedge analysis to visualize the combined impact of the proposed GHG reduction actions.
- Estimate potential energy savings, cost-effectiveness, and feasibility of recommended actions.
- Review and integrate strategies currently being developed by the PUD and other local groups.

#### 3. Strategic Plan Development

- Prepare a strategic report summarizing the GHG inventory findings and outlining recommendations, prioritizing them by potential impact, cost effectiveness, and feasibility, with a suggested roadmap for future GHG reduction efforts.
- With the assistance of SNCW, form a Project Review Team made of key City and industry stakeholders and facilitate meetings to gather feedback to incorporate into the final report.

### IV. Deliverables

- Baseline GHG Inventory: A detailed report of GHG emissions, including current path forecasts and potential mitigation or reduction scenarios.
- Strategy Spreadsheet: A prioritized list of GHG reduction strategies with estimated cost-effectiveness analyses.
- Wedge Analysis: Visualization of the impact of proposed GHG reduction strategies.
- Other components recommended by consultant.
- Facilitation of two meetings, in person or virtual, with Project Review Team.

- Draft Report: A comprehensive document summarizing the findings of the GHG inventory and proposed strategies, shared for review.
- Final Report: A completed strategic plan that incorporates feedback from Project Review Team.

## **V. Funding**

\$61,500 is designated for this scope of work, funded by the Department of Energy through an Energy Efficiency and Conservation Block Grant.

## **VI. Selection Criteria**

Proposals will be evaluated based on the following criteria:

- Technical approach and understanding of the project.
- Experience and qualifications of the consultant team, especially with GHG inventories and climate action planning.
- Proposed schedule for completion of the report, and ability to meet timeline and deliver high-quality work within that proposed schedule.

## **VII. Project Timeline**

RFP Issuance: October 30th, 2024

Proposal Submission Deadline: November 27, 2024

Selection of Consultant: December 6, 2024

Project Kick-off: Mid December, 2024 to Mid January, 2025

Project Completion Date: December 1, 2025

## **VIII. Proposal Submission Requirements**

Consultants responding to this RFP should submit the following, with a maximum of 10 pages:

- Cover Letter outlining the consultant's qualifications and understanding of the project.
- Proposed approach and methodology, detailing how the objectives and scope of work will be achieved.
- Team composition and qualifications.
- Relevant experience with similar projects, including references.
- Project timeline with key milestones and deliverables.
- Subtotals for key tasks and a total fee estimate.

## **IX. Submission Information**

Responses may be mailed or emailed to:

Jana Fischback, Climate Action Coordinator  
Sustainable NCW  
PO Box 972  
Wenatchee, WA 98807  
jana@sustainablencw.org

Submittals should be in a sealed package, marked on the outside with the Applicant's name, and **Wenatchee GHG Inventory**.

Electronic copies may be emailed to jana@sustainablencw.org. Submittals may be revised by written amendment, delivered to the location set out above, at any time before the due date and time but not after. An amendment must be signed by an authorized signatory of the Applicant. Submittals received after the due date and time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time.

Sustainable NCW intends to open submittals in private but reserves the right to open submittals in public at its sole discretion. SNCW reserves the right to reject any and to waive irregularities and informalities in any submittal, to request additional information or clarification from any Applicant and to make the final decision as to the best submittal. No responsibility will attach to SNCW or any official or employee thereof for the pre-opening of, postponing, or the failure to open a submittal not properly addressed or identified.

We look forward to receiving your proposal and working together on this important project to reduce greenhouse gas emissions and enhance sustainability efforts in the City of Wenatchee.