

# CAAP Update Draft Scope of Services

## Purpose

The City of Columbia (City) is seeking a qualified consultant or team of consultants (Consultant) to provide facilitation, planning and analysis in support of the City's Climate Action and Adaptation Plan (CAAP) 5-year update. This update will include an update of the regional/local climate change trends and vulnerability assessment for the City; review of existing implementation process, progress and tracking; updates to the strategies, actions and processes needed to achieve the goals set forth in the original plan; and better integration of the original plan's focus on Equity into all sectors of the updated plan.

## Background

On June 17, 2017, Columbia City council passed [Resolution R-83-17A](#), reaffirming the commitment of the City of Columbia to take action to reduce climate pollution; authorizing participation in the Global Covenant of Mayors for Climate & Energy and taking steps to create a Climate Action Plan. On November 20, 2017, Columbia City Council approved a professional services agreement with Cascadia Consulting Group to facilitate the development of Columbia's Climate Action & Adaptation Plan. On August 20, 2018 the Columbia City Council adopted [Resolution R-130-18](#). Adopting goals for the reduction of community and municipal carbon emissions through local policies, services and practices. On June 17, 2019 [CAAP Report](#) was adopted by Policy Resolution 89-19 by Columbia City Council. Since 2019 the City has worked to implement and track progress towards the goals, strategies, and actions provided in the 2019 CAAP. Annual reports and additional information on the City's progress can be found at: <https://www.como.gov/sustainability/> and <https://comoclimateaction.org>.

## Project Goals

This project will update the City Columbia's Climate Action and Adaptation Plan with a focus on the strategies and actions needed to meet the goals set in the existing plan. The update will include an evaluation of the current plan, an evaluation of current implementation processes, development of strategies and actions for the next 5-year term of the plan, and recommendations for improving the implementation processes. The plan will be updated with input from relevant City staff and key stakeholders and will incorporate the City's emphasis on Equity into all sectors outlined in the plan. The update will not include and the Consultant(s) will not be responsible for the development of new or revised goals in the CAAP.

The scope of work for the Consultant shall consist of the tasks outlined in the Scope of Work, which the City may modify in collaboration with the selected Consultant. All activities will be undertaken in close coordination with the City, key stakeholders, and the community.

## Consultant Role

This RFP is seeking a qualified Consultant to provide support in facilitating the City's CAAP update, community engagement strategy, stakeholder engagement strategy, building strategies and actions, and developing a final report. Through this RFP, the City will select a Consultant that has demonstrated experience conducting GHG inventories, climate mitigation and adaptation plan development, and facilitating deep stakeholder engagement.

The Consultant will develop a plan update that:

- Reviews and updates the plan's GHG reduction and adaptation strategies and actions to achieve plan goals with an emphasis on strategies and actions to be undertaken in the next 5 years.
- Updates the City's climate change risk and vulnerability forecast based on the latest climate science.
- Engages relevant City staff and key stakeholders in meaningful conversations about strategies and actions to achieve the goals in the CAAP.

## Project Schedule

**TBD**

*January - Anticipated date for work to begin*

*May - Administrative Draft*

*August - Public Review draft*

*October - Final Draft*

## Scope of Work

### Project Organization

The City of Columbia Office of Sustainability Manager (or their designee) will oversee the CAAP update as part of the city's goals for reducing community greenhouse gas emissions (baseline year of 2015) by 35% by 2035, by 80% by 2050, and by 100% by 2060 and for reducing municipal operations emissions are 50% by 2035 and 100% by 2050. The plan also addresses goals for preparing Columbia for the existing and predicted impacts of climate change.

The project will include reviewing and evaluating the City's progress based on the current CAAP plan strategies and actions. Updating the projected risk and impact from climate change for the city. A review of the organization and prioritization of CAAP strategies and actions. An incorporation of an Equity focus for all sectors in the plan.

The project will receive direction from the CAAP Executive Team which will be composed of the Office of Sustainability staff, Co-leads from the City's CAAP Teams, member of the Climate and Environment Commissions (CEC) and other key stakeholders to be identified by the Office of Sustainability Manager (or their designee). The Consultant will undertake targeted stakeholder engagement (with assistance from the CAAP Executive Team) to obtain input on the plan update and to understand what strategies and actions are supported by stakeholders. Stakeholder engagement will include a diverse group of key partners representing Columbia's business and community interests, including representatives from:

- Local businesses
- Non-profit groups and associations,
- Contractors, developers and architects,
- Local and regional governments, and
- Local institutions and community groups

## Project Tasks

### Task 1. Project Management

Task 1a. Work Plan and Schedule: Develop a work plan and schedule in consultation with the project manager and key staff.

Task 1b. Monthly check-in meetings: Consultant will meet monthly throughout the project with the project manager and key staff to ensure progress and address issues as they arise.

Task 1c. Invoicing: Consultant will provide monthly invoices with progress reports.

### Task 2. Update Columbia's CAAP

Task 2a. Update the climate change trends and vulnerability assessment: The consultant will update the climate change trends and vulnerability analysis using the latest climate science.

Task 2b. Review progress on CAAP strategies: Using previous annual reports and other data, the Consultant will assess progress towards meeting the CAAP goals and identify existing strategies and actions that are completed or should be considered for removal from the plan.

Task 2c. Review implementation process for CAAP: The Consultant will review the current processes for implementing CAAP strategies and actions and make recommendations for future implementation processes.

Task 2d. Update the CAAP's strategies and actions with a 5-year horizon to meet CAAP goals: Working with the CAAP Executive Team and key stakeholders the Consultant will update GHG reduction and climate change mitigation strategies. The update will focus on strategies and actions that can and need to be addressed in the next 5-years. The Consultant will strive to develop strategies that have identifiable funding streams and/or opportunities, support from key stakeholders, and are evaluated for their impact in regards to the City's focus on equity. The Consultant will work with the City's Diversity, Equity and Inclusion Division staff to better incorporate Equity into the updated plan. Strategies and actions should be framed by the "Levers for Affecting Change" identified in the City's current CAAP (pg. 35). The City's goal is to create a more concise and clear list of strategies and actions that give staff and stakeholders the flexibility to make and report progress towards the CAAP goals.

### Task 3. Stakeholder Engagement

The goal of the stakeholder engagement tasks is two-fold: 1) to seek input for the plan update; and 2) to seek consensus among key stakeholders on proposed strategies and "next step actions" for achieving the plan's goals.

- Consultant will convene and facilitate monthly meetings with the CAAP Executive Team throughout the project.
- Consultant will undertake interviews with each key department/organization represented in the CAAP Executive Team and CAAP Sector Teams to better understand their needs and goals for the project.
- Consultant will undertake targeted stakeholder engagement to obtain input on the plan update and to help understand how each stakeholder supports plan implementation. Stakeholder engagement will

include a diverse group of key partners representing business and community interests, including representatives from:

- Local businesses
- Non-profit groups and associations,
- Contractors, developers and architects,
- Local and regional governments, and
- Local institutions and community groups

#### Task 4. Community Engagement

The City sees this as a technical update focused on strategies and actions needed for continued implementation of the CAAP for the next 5-years. Community input and engagement should be focused on gaining insights into how strategy and action design would meet community needs, desires, and behaviors. The City is not interested in community “voting” and/or input on specific and narrow actions, but a better understanding of community needs, desires and behavior so that strategies and actions are relevant and successful when implemented.

#### Task 5. Draft and Final Plan Update

Task 5a. Administrative Draft #1. Consultant will develop an Administrative Draft in Word for CAAP Executive Team and internal review.

Task 5b. Public Review Draft #2. Consultant will incorporate staff comments from Administrative Draft #1 and develop a graphically designed Administrative Draft #2 for staff review before being released for public review as Public Review Draft #3. Consultant will conduct community outreach to solicit input on the draft plan update.

Task 5c. Summary of Update. Consultant will develop a summary of the update process and major differences between the original plan and the updated plan. The Summary of the Update should be incorporated into the updated plan.

Task 5c. Final plan and Council adoption. Consultant will incorporate comments from the public and any final staff comments and develop a Final Draft plan. The Final Draft will be reviewed by Boards and Commissions and presented to the City Council for adoption.