

REQUEST FOR QUALIFICATIONS (RFQ)



**For a Climate Action
& Response Plan:**

City of Kent, Ohio

**Proposal Submission Deadline:
3:00 p.m. EST, Friday, May 27, 2022**

INTRODUCTION

The City of Kent, Ohio is seeking proposals from qualified firms to serve as a consultant to assist the City with the development of a Climate Action and Response Plan.

The Plan and process for developing it will include, at a minimum, the following elements:

- Based on the City’s Community Greenhouse Gas (GHG) Emissions Inventory Report approved by Kent City Council on December 15, 2021 and attached as EXHIBIT A;
- Community engagement designed to get feedback on the Greenhouse Gas Emissions Inventory Report and assess the Kent community’s capacity for collective action towards addressing reduction targets;
- Identification of 5 to 10 most impactful climate related actions/initiatives for the community based on the GHG Emissions Inventory Report information for the six (6) sectors;
- A concise, 1-2 page evaluation for each climate related actions/initiatives for the six (6) sectors that includes an analysis of the following:
 - greenhouse gas emissions reduction target and/or increased resilience to climate change stressors
 - cost of implementation
 - feasibility of implementation
 - impacts, benefits and/or key considerations necessary to address equity/climate justice
 - impacts, benefits and/or key considerations related to public health
 - ability to have multiplier effects across political boundaries (e.g., regional partnerships)
- Climate action goals and measurable objectives (targets) for the community;
- Clear articulation of challenges and opportunities in meeting GHG reduction and climate adaptation goals;

The City has budgeted up to \$30,000 to complete a Climate Action & Response Plan that will prioritize and focus the City’s actions to begin to respond to climate change over the next 3 to 5 years.

COMMUNITY PROFILE

The City of Kent is the most populous municipality in Portage County, Ohio, and is located 6 miles west of the county seat, 10 miles east of Akron, and 31 miles south of Cleveland. The City of Kent covers an area of approximately 9.29 square miles. Kent is home to Kent State University, which had 2020 enrollment of 27,019 students at its main campus.

The U.S. Census reports the City of Kent’s 2020 population at 28,215. In reviewing the population’s age distribution and housing tenure, Kent has characteristics of both a residential community and a campus community. Kent housing stock consists of 61% rental properties and 39% owner-occupied single-family homes, with the City’s 2019 median home value at \$146,700. Kent State University is the City’s largest employer, but several other international companies have their world headquarters located in Kent, including Davey Tree, Smithers-Oasis, and Ametek Corporation.

In partnership with Kent State University and three different private commercial developers, the City of Kent completed a \$100+ million redevelopment project in the City’s downtown central business district that began in 2011 and was primarily completed in 2017. The Kent downtown redevelopment project has won numerous awards and received extensive accolades, including receiving the State of Ohio Economic Development Project of the Year award in 2012 and featured articles in the *New York Times* and the *Wall Street Journal*.

SCOPE OF WORK

The City of Kent Community Development Department staff will serve as the point of contact throughout the project and will be responsible for coordinating and implementing the schedule for the Climate Action & Response Plan.

The selected consultant will be required to meet with various groups/stakeholders who have interest in, or involvement with, sustainability, environmental science, and/or climate change.

At a minimum, the consultant selected for the Climate Action & Response Plan will be required to:

- Be familiar with [ICLEI's ClearPath](#) emissions accounting software and climate reporting platform.
- Include coordinated climate adaptation strategies and actions for maximum impact.
- Deliver a graphics-rich implementation plan that helps with community outreach and provides good information for decision makers as part of the City's capital plan and budgeting process.
- Review and complete vulnerability assessment begun by volunteers as a component of the larger Climate Action & Response Plan.
- Evaluate alignment of the City's Action Plan with state and national level climate action goals.
- Provide a method for prioritizing the strategies and methodology for evaluating and updating the plan on a recurring basis.
- Identify opportunities to leverage relationships with local partners such as Kent State University and Portage County.

DELIVERABLES

The selected consultant will prepare the Climate Action and Response Plan in a format agreed upon in advance and that can be accessible in both hard copy and electronic formats.

SUBMISSION REQUIREMENTS

Prospective consultants should respond to this RFQ by providing the following:

1. **Consulting Firm Information**: Name, address, phone number, e-mail for primary contact, the number of professional staff members and list of their specialties who will be assigned to work on this project, including years of experience in their respective specialty fields.
2. **Statement of Qualifications**: Provide a summary of the firm's overall background, capabilities, experience and qualifications.
3. **Availability**: A brief statement as to the availability of the key personnel responsible for the project.
4. **Timeframe**: Statement on ability to meet specified timeframe based on the scope of work as listed in this RFQ. Report on prior experience in delivering services within prescribed timeframes.
5. **Examples of Work**: Provide up to two (2) examples of successful climate action plans or similar documents prepared by the consultant that demonstrates the quality of the work product.
6. **References**: Provide three (3) references that can speak to the consultant's ability to perform the scope of work as listed in this RFQ.

7. **Estimated Project Cost:** Provide cost for completion of the scope of work as listed in this RFQ and additional costs, if any, that may apply.
8. Signed and notarized “Noncollusion Affidavit.”
9. **Submission Packet:** The entire RFQ response needs to be submitted in a sealed envelope marked “City of Kent, Ohio, “Climate Action & Response Plan” on the front.
10. **Deadline:** Responses to this RFQ are due no later than 3:00 p.m., EST, Friday, May 27, 2022 and need to be sent or delivered to:

Bridget Susel
Community Development Director
City of Kent
930 Overholt Road
Kent, Ohio 44240

- Any questions regarding the information included in the RFQ must be submitted, via email, to suselb@kent-ohio.org no later than 3:00 p.m., EST, Wednesday, May 18, 2022
- All questions will be responded to via email, no later than Friday, May 20, 2022 and will be forwarded to all persons who received a copy of the RFQ.

OTHER INFORMATION

The City of Kent reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from an offeror who lacks experience or financial responsibility, or proposals which are not made to form.

The City of Kent reserves the right to not award a contract to the lowest and most responsive offeror, and may require a new request for qualifications. The City of Kent may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Only sealed proposals received by the City of Kent will be accepted. Proposals submitted by telephone, email or facsimile machines are not acceptable. Any proposals submitted after the stated due date and time will not be accepted.

The City of Kent is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity or sexual orientation.

NONCOLLUSION AFFIDAVIT

PROJECT NAME: _____

CONSULTANT: _____,

being first duly sworn, deposes and says that he/she is _____

_____ (sole owner, a partner, president, secretary, etc.)
of _____, the party making the foregoing PROPOSAL; that such PROPOSAL is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such PROPOSAL is genuine and not collusive or a sham; that said person has not directly or indirectly induced or solicited any other person to put in false or sham PROPOSAL, and has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham PROPOSAL, or that anyone shall refrain from submitting a PROPOSAL; that said person has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the PROPOSAL price of said PROPOSAL or of any other PROPOSAL, or to fix any overhead, profit, or cost element of such PROPOSAL price, or of that of any other PROPOSAL, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such PROPOSAL are true; and, further, that said person has not, directly or indirectly, submitted a PROPOSAL price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said person in his/her general business.

Signed:

Subscribed and sworn to before me this

_____ day of _____, 20____.

Seal of Notary
