



**MCCALL CLIMATE ACTION PLAN
CONSULTANT SERVICES
REQUEST FOR PROPOSALS (RFP)**

SECTION 1 - INTRODUCTION

The City of McCall, Idaho is seeking the services of a Firm or Individuals to utilize a robust and creative community outreach campaign to complete the community's first Climate Action Plan (CAP). The CAP will provide actionable strategies and policies to guide sustainable decision-making and development within the City of McCall and will outline a science-based pathway for energy conservation and emissions reduction. Community outreach used to inform this plan should consider the spectrum of local demographics and seek to gain insight on climate challenges, barriers, and solutions from stakeholders beyond the small permanent resident population to include the workforce, part-time residents, and tourists the community hosts.

The CAP should include clearly defined actions, arranged by sector from highest to lowest-emissions reductions and applicable energy system impacts, that meet time-based clean energy and emissions reduction goals. It will be imperative to understand what makes mountain destination communities like McCall different from non-destination communities in mitigating climate change, as many common solutions used in non-destination communities can be costly or lower impact in remote mountain towns, given distances to services and hubs of infrastructure, harsh winter climatic zones, and proximity to the Wildland Urban Interface.

Qualified consultants will be experienced in residential and commercial energy systems planning, transportation demand planning and implementation, online and in-person community engagement strategies, and undertaking such planning efforts in similar mountain towns. The selected consultant(s) work will exhibit a rigorous attention to detail, commitment to creative public outreach strategies, as well as the ability to provide recommendations and concrete implementation actions and policies for McCall's local government operations, facilities, and open spaces, and creative programs that can reduce emissions at the community level.

A minimum of three firms/individuals have been asked to respond to this RFP to provide a detailed proposal for the project and qualifications demonstrating the quality of previous similar work. The final selection will be based on the RFP submittal and the quality of previous work done by the consultant. The top selected firm(s) or individual(s) may be interviewed.

The McCall Climate Action Plan has a **not-to-exceed budget of \$90,000** and the approach and proposal should reflect this budget including all expenses. A fixed-basis contract with payment terms will be negotiated with the selected consultant.

Please email your proposal by 5:00 P.M. on **Wednesday, February 21, 2024**. Submittals after this time shall not be accepted.

Proposal submittals and inquiries about the project shall be directed to Delta James, Economic Development Planner, at djames@mccall.id.us or 208.634.3504.

SECTION 2 – STUDY AREA

The McCall Climate Action Plan study area is bounded by municipal limits of the City of McCall (9.9 sq. miles) located in Valley County, Idaho and containing private and public facilities, pathways, and parks systems (state and municipal), commercial centers, working timberlands, small single-family subdivisions, Forest Service administrative and smokejumper sites, regional public schools and Payette Lake. The full-time resident population of McCall is approximately 3,686, but swells to 10,000+ during peak tourism seasons. More than 73% of McCall’s housing stock is utilized for short-term and vacation lodging which impacts employee housing, commuting distances (70% of the workforce commutes as much as 90 miles), and workforce retention.

The City of McCall serves the community by maintaining 38 unique public parks, sites and facilities, completing pathway and sidewalk snow removal and summer maintenance, and providing Police, Municipal Airport and Library services. The City draws its drinking water from Payette Lake and provides water treatment and distribution across 100 miles of waterlines, serving the use of approximately 400 million gallons of water per year. The city of McCall also maintains 50 centerline-miles of public roadway and contains an additional 51 centerline-miles of privately maintained roadway for a combined 101 centerline-miles road network within the City of McCall municipal boundary. The use of these roads generated an estimated 76,660,119 Vehicle-Miles-Traveled in the 2021 Calendar Year.

McCall also functions as the economic and hospitality hub for the West Central Mountains Region and surrounding Mountain Resort destinations (Brundage & Tamarack). It’s pathway network connects to pathway systems within the unincorporated areas of Valley County and within adjacent federal and state public lands, and water bodies such as Payette Lake and the North Fork of the Payette River provide water for downstream agriculture and routes for water-based recreation that extend beyond the municipal boundaries.

SECTION 3 – TIMELINE

The McCall Climate Action Plan start date is anticipated to be May 2024 but is negotiable. The following dates are intended to provide a guideline for the consultant selection and planning process and are subject to change:

January 4, 2024	RFP available
February 21, 2024	Proposal deadline
March 2024	Consultant selection and announcement
April 2024	Contract approval
May, 2024	Launch planning process
September, 2025	Plan completion and adoption by City Council

SECTION 4 – SCOPE OF WORK

Working closely with City of McCall staff and a local Climate Action Plan Steering Committee, the McCall Climate Action Plan (CAP) process will use diverse and creative public outreach strategies to build consensus among groups of differing perspectives including, but not limited to: McCall summer and winter recreation groups; hospitality and recreation businesses; local public agencies such as the school district, federal and state public lands management agencies; conservation organizations, the Nez Perce Tribe, and local nonprofits; City of McCall advisory committees and commissions; Chamber of Commerce and local business owner; and residents and visitors. The result will be that McCall will have a community-supported vision, goals and actionable strategies for Climate Action in McCall and a clear path toward implementation of that vision for the next 20-30 years.

The following key elements will be addressed in the McCall Climate Action Plan and/or to be accomplished during the planning process:

1. Provide a contextual overview of McCall as it relates to current environmental, infrastructural, and/or economical vulnerabilities, challenges and risks related to climate change.
 - a. [Boise State Hazard Climate and Resilience Institute](#) has provided crucial work on this topic for the Valley County region.
2. Conduct a baseline assessment of existing available plans, guidance, and data, including:
 - a. Review of 2018 & 2021 McCall greenhouse gas inventories to understand current emissions from various sectors and the contextual changes to the community experienced as a result of the Covid-19 Pandemic. ([2021 GHG Inventory](#); [2018 Draft Inventory](#)).
 - b. Gather relevant data on historical climate trends and projections with special attention to data available through the [University of Washington Tribal Climate Tool](#), Nez Perce Tribe, University of Idaho, and other research on the West Central Mountains.
 - c. Review and utilize guidance from existing [adopted planning documents](#), including [McCall Area Comprehensive Plan \(2018\)](#), [McCall Parks and Recreation and Open Space Plan \(2023\)](#), [McCall Public Art Plan \(2021\)](#), [McCall Downtown West Urban Renewal District Plan \(2019\)](#); [McCall Historic Preservation Plan \(2022\)](#), [Valley County Waterways Management Plan \(2022\)](#), [McCall Golf Course Master Plan \(2020\)](#), [Valley County Pathways Master Plan \(2023\)](#), and other relevant state, regional, and local planning documents.
 - d. City of McCall vehicle use analysis and Electric Vehicle recommendations generated by Sawatch Labs (in process).
3. Community education: With direction and assistance from City staff and the McCall CAP Committee and using diverse and creative community outreach strategies, create a common understanding among City of McCall staff, elected leaders, mayor employers, and other McCall stakeholders of climate data, challenges, and actions undertaken by like communities to provide a foundation for engagement in local climate action planning.

- a. Utilize partnership with the University of Idaho McCall Outdoor Science School and school system for community education opportunities, and to encourage public participation in the planning process.
4. Community engagement: With direction and assistance from City staff and the McCall CAP Committee, create and execute a public engagement campaign that utilizes diverse and creative online and in-person opportunities to engage the community in defining and prioritizing CAP goals, objectives and actionable strategies to mitigate greenhouse gas emissions, increase sustainability, and enhance resilience to climate impacts.
 - a. In partnership with City of McCall Communications staff, develop and utilize coherent and consistent branding and materials throughout the CAP process, including logo, website, social media posts, press releases, print collateral and other communication tools.
5. Develop specific, measurable, achievable, relevant, and time-bound (SMART) goals and targets for greenhouse gas reduction and energy efficiency improvements that are reflexive of the local regulatory environment and supported through documented community engagement. Include both short-term and long-term priorities, assigning responsibilities, timelines, and estimated costs. Include discussion of costs and consequences of the 'do-nothing alternative.' Align the goals and targets with regional, national, and international climate agreements to contribute to broader sustainability initiatives in a data-driven manner. Define and develop subject areas that include, at a minimum: Greenhouse Gas Portfolio; Land Use, Buildings & Transportation; Waterways & Ecosystem Conservation; Clean Energy Opportunities; Community Health, Resilience & Risk Mitigation; Sustainable Economy - Production, and Consumption & Waste.
6. Review, revise, and propose policies and regulations to align local government operations with the Climate Action Plan's objectives and support climate-forward practices and principles, including, but not limited to evaluation of need and equitable access locations for future EV charging, microgrid, rooftop solar, or other land-based climate action that should be considered in the McCall community.
7. Identify potential federal, state and local funding sources, grants, and partnerships to support the implementation of the Climate Action Plan.
8. Develop a framework for periodic review and public-facing reporting of the progress and achievements of the Climate Action Plan. Outline opportunities for regular reports on greenhouse gas emissions, energy savings, and climate resilience indicators to ensure transparency and accountability to the community.

SECTION 5 – DELIVERABLES

1. Community Education Strategy: The Consultant will be expected to provide, for City staff and McCall CAP Committee approval, a written strategy outlining tools, approaches and schedules for a community education campaign, to include City staff, CAP Committee, elected officials and the general public, on topics including current environmental, infrastructural, and/or economical vulnerabilities, challenges and risks related to climate change.
2. Public Engagement Strategy: The Consultant will be expected to provide, for City staff and McCall CAP Committee approval, a written strategy with branding, tools, approaches and

schedules for a comprehensive public outreach effort to engage broad and varied stakeholder groups in defining and prioritizing CAP goals, objectives and actions.

3. Progress Reports: The Consultant will be expected to implement and provide regular progress reports to City staff, McCall CAP Committee, and City Council on outcomes of #1 and #2 above.
4. Written Report: A full comprehensive written Climate Action Plan should be developed with an executive summary. All findings, analysis of those findings, recommendations, and prioritized implementation schedule with budget estimates should be included in the Climate Action Plan. The Climate Action Plan, including all data sets, exhibits, written materials, maps and photos, shall be delivered electronically, in .PDF and editable formats. GIS generated maps shall be shared as shapefiles. Additionally, twenty-five (25) printed plan documents shall be provided.

Information Furnished by City

The City shall furnish the Consultant with all information available on the subject of:

1. Existing 2018 and 2021 Greenhouse Gas Emissions Inventories & adopted planning documents
2. Stakeholder group's contact and logistics
3. Available meeting space and staffing resources
4. Identification of budgetary issues and grant sources
5. GIS data, including existing public properties, zoning, aerial photo, and other data sets
6. Other information as requested

Services Provided by the City

1. The City shall provide a contact person to work and coordinate with the Consultant as needed.
2. The City's contact person shall assist the Consultant in determining the needs for the meeting space and equipment, although the contractor shall be responsible for meeting local, state and federal regulations, and providing all equipment.
3. The City will provide stakeholder groups/contacts and meeting notifications.
4. The City will assist with community outreach/publicity.

SECTION 6 – PROPOSAL SUBMISSION, REVIEW, EVALUATION, AND SELECTION

Please respond to specific criteria presented below. The proposal should include the following criteria sections and examples of previous work. Proposal should be submitted as one .PDF file. If the .PDF file size exceeds 7MB in size, it should not be emailed as an attachment, instead a link to a file sharing site can be provided.

Deadline: Please email your proposal by 5:00 P.M. on **Wednesday, February 21, 2024**. Submittals after this time shall not be accepted.

Proposal submittals and inquiries about the project shall be directed to Delta James, Economic Development Planner, at djames@mccall.id.us or 208.634.3504.

Respondents will be evaluated according to these criteria and the proposal should include the following information:

Capability to Perform Project & Qualifications of Project Team as demonstrated by the firm's history, areas of expertise, resume of key people assigned to the project including sub-consultants, location of office that will manage project, length of time in business, firm's legal structure, and firm's commitment to provide necessary resources to perform and complete project. Identify the project manager who will be responsible for the day-to-day management of the project tasks and will be primary point of contact. 25 points

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience. List of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). Provide a copy of a previous survey or questionnaire used on a similar project that was successful and inclusive in other similar communities. 15 points

Project Approach and Schedule: Outline the tasks that must be accomplished to complete the project and how the firm proposes to execute the tasks. Describe any unique aspects of the project and alternative approaches the owner might wish to consider. Provide recommendations on new, innovative and engaging community education and public outreach methods and an initial sample branding or messaging idea to spark engagement in McCall's CAP process. 40 points

Total Written Proposal Points Possible = 80

Selection Committee Interview. Firms may be asked to interview to better understand their relevant experience, their understanding of the project's requirements and their own approach to designing and supervising the job. 20 points

Total Proposal Points Possible = 100

Award will be made to the most qualified firm or individual(s) who is deemed most advantageous to the City of McCall, all evaluation criteria considered. The City may choose to interview only the top-ranking firms as based on proposal review and scores. Unsuccessful proposals will be notified as soon as possible.

This solicitation is being offered in accordance the Idaho statutes governing procurement of professional services. The City of McCall reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

SECTION 7 - ADMINISTRATIVE REQUIREMENTS

- Any contract resulting from this RFP will be between the City of McCall, Idaho, and the successful proposer. Any work that the proposer intends to subcontract to other entities must be identified in the proposal.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of McCall, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven years after completion of work.
- Contractors must complete all required reports and billing documentation in a timely manner. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- The successful proposer will maintain professional liability, general liability and workers compensation insurance policies, which will name the City of McCall as an additional named insured and must include the identity of the subcontractor(s). Certificates of insurance verifying coverage will be required before the work can begin.

The City of McCall considers applicants on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status.