



# ClimateActionWR: Conducting Research and Creation of Summary Report of Greatest GHG Reducing Actions

## Request for Proposals for Research and Consulting Services

### SUMMARY:

ClimateActionWR is seeking proposals from research and consulting services to lead a project that verifies the 5-10 TransformWR strategy actions that would have the potential for the largest GHG reduction impacts within our current local context before 2030. Below are some of the preliminary elements of the report to inform your quote.

- 2-4 pages in length
- Identify the proposed research strategy and final outcomes
- Please include the proposed format of final product(s)

### Budget:

- Up to \$12,000 (+HST) CAD for all services requested within this RFP.

<b>Send quotes by email in one .pdf file to:</b>	Kyra Chisholm kyra.chisholm@climateactionwr.ca
<b>Send RFQ content inquiries, using subject heading, 'RFQ Inquiry Research and Summary Report of Greatest GHG Reducing Actions ', to:</b>	Kyra Chisholm kyra.chisholm@climateactionwr.ca
<b>Date issued:</b>	September 23, 2024
<b>Inquiries deadline:</b>	September 30, 2024, 9:00 am
<b>Response to inquiries:</b>	October 1, 2024, 5:00 pm
<b>Submission deadline:</b>	October 4, 2024, 5:00 pm

### 1. Background

[ClimateActionWR](#) is a collaboration between local organizations, community members, and all eight municipalities within Waterloo Region and is co-led by [Reep Green Solutions](#) and [Sustainable Waterloo Region](#). We focus on climate change mitigation in Waterloo Region by coordinating the activities of our community's climate action plans, measuring and monitoring progress on emissions reductions, and by engaging the community in climate action initiatives.

Our community is now working together to achieve our community's short-term community target of a 50% greenhouse gas emission reduction by the end of 2030. This short-term

reduction target is an important first step toward our long-term goal of an 80% greenhouse gas emission (GHG) reduction (based on 2010 levels) by 2050 (80by50), as outlined in the [TransformWR](#) strategy. This strategy is a community climate action plan that will help guide the community as we collectively do the work to transition Waterloo Region to a more equitable, prosperous, resilient low carbon community. We are now well underway in the implementation phase of the plan and are seeking to validate next steps in order to take advantage of opportunities to strategically accelerate our emissions reductions, and close the gap to our 2030 target.

Since the publication of the TransformWR strategy, the landscape has changed. TransformWR Actions are a strong guide, but as we continue to implement we would like to re-establish the highest impact actions that we should focus on as implementation capacity is increasing. Additionally we need to maximize efforts from the analysis of opportunities already identified by partners. There is already work underway but not yet funded, approved or fully implemented. As implementation is firmly underway, a fulsome analysis to see current and near-term opportunities in order to maximize and capitalize on the 2030 target is crucial. Identifying which actions are the biggest payoff in terms of impact to our climate targets and greenhouse gas reduction efforts is imperative.

We are seeking proposals from research and consulting services to lead the identification of the 5-10 TransformWR strategy actions that would have the potential for the largest GHG reduction impacts within our current local context. This work will require conducting rigorous and contextual research to understand the current opportunities and GHG reduction potential of actions for the creation of a summary report. The summary report should contain clear recommendations on the 5-10 TransformWR actions that have the greatest impact on our GHG emission reduction.

Key tasks include:

- Leading and conducting interviews or surveying key stakeholders, such as relevant municipal staff, utilities and local distribution companies, key decision makers and other stakeholders in the private sector to understand what is ready to move in our Waterloo Region community and summarize the barriers to implementation.
- Conducting research on successes in other jurisdictions, policy analysis and best practices (such as successful programs and policies and incentives).
- Producing a summary report that includes research findings and the recommended 5-10 actions from TransformWR with the greatest impact on greenhouse gas emission reductions including the amount of tonnes they'd have potential to reduce.
  - These recommendations could take shape as policies, programs and incentives, specific projects and/or technologies.
  - The recommendations should include financial and social costs where possible - economically feasible, pragmatic and cost of not doing it.
  - Recommendations must be for actions within the jurisdiction of our local community and closely linked to those identified in TransformWR.

## 2. Overarching Objectives

Complete documents:

- Fulsome summary report that identifies steps towards meeting 2030 goals by recommending 5-10 actions from the TransformWR strategy that should be prioritized as the greatest GHG reducing action or projects
  - These recommendations could take shape as policies, programs and incentives, specific projects and technologies.
  - The recommendations should include financial and social costs where possible - economically feasible, pragmatic and cost of not doing it.
- The report should also include examples of success and best practices from other jurisdictions, such as successful programs, programs that incentivize GHG reductions, and the policies that have had an impact on GHG reductions.

## 3. Proposal Requirements

In four (4) pages or less, please provide the following elements in your proposal:

- Name of Company
- Name(s) of Proponent(s)
- Brief backgrounder on the members of the team and their role in the project
- Contact information (email and telephone)
- A short summary of expertise in the following areas:
  - Strategic research in the areas of municipal sustainability transitions, community climate mitigation and clean technology; and
  - Evidence of providing recommendations in the area of sustainability and climate mitigation strategies
- Proposed methodology for completing the project
- Proposed budget
- Proposed timeline
- References (up to 2)

## 4. Budget

We have a designated maximum budget of \$12,000 (+HST) CAD, inclusive of disbursements, for all services requested within this RFP.

## 5. Submission Instructions

Proponents shall submit by email an electronic response no longer than 2-4 pages in length, to this RFP. Electronic RFP responses are to be in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

**Please submit responses to:**

Kyra Chisholm  
ClimateActionWR Plan Manager  
kyra.chisholm1@climateactionwr.ca

**Closing date and time:** Proposals must be received no later than 5:00 pm on **October 4th, 2024**. The target date to award the project is October 11th, 2024

## **6. Conditions**

### **Rights of ClimateActionWR**

This RFP does not commit ClimateActionWR, Reep, or SWR (the Parties) to enter into a contract, nor does it obligate us to pay for any costs incurred in preparation and submission of quotes or in anticipation of a contract. The Parties reserve the right to:

- Make the selection based on its sole discretion;
- Reject any and all quotes;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proponents;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or ;
- Enter into an agreement with another Proponent in the event the originally selected Proponent defaults or fails to execute an agreement with the Parties.

An agreement shall not be binding or valid with the Parties unless and until it is executed by authorized representatives of the Parties and the successful Proponent.

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