

Request for Proposals

The State Coastal Conservancy is seeking qualifications from firms with experience in conducting greenhouse gas inventories for service-related industries. Experience with small governmental entities is a plus. The response should assess the ability to provide an inventory of direct and indirect CO₂ and CH₄ emissions resulting from one central office located in Oakland CA and additional reporting as outlined in the tasks below.

As background, the Conservancy is a California state agency that administers a program of coastal area restoration, public access, urban waterfront development, agricultural preservation and resource enhancement in California's coastal zone and the San Francisco Bay Area. A sister agency to the California Coastal Commission, the Conservancy works to preserve and enhance coastal and marine resources for public use and enjoyment, through direct acquisition, grants to local public agencies and nonprofit organizations, and participation with private non-profit entities. The Conservancy has a program staff of approximately 40 environmental planners and a total staff of 80. Its operations require numerous meetings around the state to conduct planning and restoration activities along the coast. The Oakland office occupies two floors of a privately owned building with no separate energy metering. It has an annual support budget of approximately \$5 million. The Conservancy has completed its inventory for 2007; the 2008 inventory is currently underway. The agency report will be available online at www.climateregistry.org in the near future.

Task 1

The Contractor will review the greenhouse gas inventories of the Conservancy's Oakland office energy use from 2007 and 2008. Our latest reporting methodology follows the Climate Action Registry's General Reporting Protocol for 2008 (GRP 3.1, Jan. 2009). The contractor may be asked to provide feedback on the 2008 inventory.

Task 2

The Contractor will provide background information and direction to assist the Conservancy in conducting an inventory of its direct and indirect emissions, including optional reporting items and policy guidance such as:

- employee commuting;
- business-related travel to meetings and project sites by air and ground;
- use of paper, printers, copiers, and other machines;
- use and disposal of manufactured items;
- implementing a "green office" program and/or developing a program of carbon off-sets for support activities;
- establishing a green procurement policy for all equipment and supplies, within the parameters of existing State of California procurement policies;
- supporting "cradle to grave" programs to encourage use of products whose packaging and recycled content standards require extended producer responsibility for waste from beginning to end;

- promoting walking and cycling, and implementing trip-reduction programs, such as bicycle storage and shower facilities in office buildings

The Conservancy will need assistance in costing and assessing the feasibility of any or all of these alternatives under its current fiscal constraints. A table of the Conservancy's potential data needs is attached. The contractor is expected to assist the Conservancy in providing a cost estimate and developing internal tools for tracking and accounting for these greenhouse gas sources.

Task 3

The Conservancy is in the process of evaluating the potential for establishing a greenhouse gas reduction program that could span not only its activities but those of partner projects it helps fund. The Contractor will be available to consult with Conservancy staff on additional services and analysis not to exceed estimated 80 hours. Tasks may include:

1. Advising on the definition of operational boundaries for the agency to evaluate the variety of direct and indirect emissions relevant to our projects;
2. Providing resources for the identification and estimation of such emissions;
3. Advising on strategy and approach for reducing green house gas emissions, setting realistic and attainable targets, and action items to reach those targets;
4. Staff training.

Proposals will be evaluated on the following criteria:

1. Knowledge of or past experience in providing CO₂ and CH₄ emissions inventory under the California Climate Registry's General Reporting Protocol 2008. Please include resumes of principal employees.
2. Experience in providing cost and feasibility analysis for reductions in greenhouse gas emissions for governmental or similar organizations.
3. Estimated costs of performing each of the tasks on a per hour basis.

Please submit your qualifications and description of how you propose to complete the tasks, along with 2 or 3 examples of your experience on similar projects to:

State Coastal Conservancy
Attn: Michelle Jespersion
1330 Broadway, Suite 1300
Oakland, CA 94612

Proposals are due by June 1, 2009.

Table – Conservancy potential data needs

| <i>Major Tasks</i> | <i>Necessary Data</i> |
|--|---|
| Perform audit of Oakland office to identify areas for improvement | Changes to be made in Oakland office and in general practice that will have measurable greenhouse gas impacts or other environmental benefits |
| Inventory GHG reduction measures currently in place | Current measures being taken that impact GHG footprint |
| Inventory Business Travel | Relevant data on plane travel, train and bus travel, employee-owned car travel, rental car travel to convert to GHG emissions |
| Inventory Employee Commuting | All employee commuting data, with careful attention to how this interacts with business travel |
| Inventory waste generated | Quantity and composition of waste produced in Oakland headquarters |
| Inventory major materials purchased | Data on annual purchasing totals for major materials including paper, computers, desks |
| Inventory GHG emissions from transportation, waste, and materials. | Transportation (business travel and employee commuting) miles by vehicle type, waste generated by tons and composition, and major material inputs |
| Account for additional “optional” sources of GHG emissions to California Climate Action Registry | N/A |
| Identify additions to tracking systems to account for key activities | N/A |