



# CITY OF SAN CARLOS

## REQUEST FOR PROPOSALS:

### Consulting Services for Greenhouse Gas Fee Study

Release Date: June 2, 2023

Proposals must be received **by 5:00 p.m. P.S.T on Friday, June 23, 2023** with subject, "RFP – Consulting Services for Greenhouse Gas Fee Study" to [alokar@cityofsancarlos.org](mailto:alokar@cityofsancarlos.org)

Questions regarding this RFP should be directed to [alokar@cityofsancarlos.org](mailto:alokar@cityofsancarlos.org) by June 16, 2023.

Adam Lokar  
Senior Sustainability Analyst  
City Manager's Office





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## Background

San Carlos, incorporated in 1925 encompasses 5.6 square miles and is located exactly halfway between San Francisco and San Jose. The City is governed by a five-member City Council, with members selecting a Mayor for a one-year term, and an appointed City Manager. San Carlos has a population of approximately 30,000 residents with high property values and a high median household income. The community is quite active and there has been a great emphasis on public participation in local government.

In recent years, the San Carlos City Council has established mitigating and adapting to the impacts of climate change as one of its strategic goals. To act on this, the City adopted the Climate Mitigation and Adaptation Plan (CMAP) in September 2021 that sets the goal to reduce citywide greenhouse gas (GHG) emissions 40% by 2030 and 80% by 2050 relative to 1990 levels. The City Manager's Office coordinates the City's sustainability and climate action efforts including implementing the strategies within the CMAP and tracking progress.

A key strategy in the CMAP to meet GHG reduction goals is the decarbonization of buildings through electrification. Since San Carlos is provided with 100% GHG free electricity from Peninsula Clean Energy, the conversion of buildings from mixed fuel (gas and electric) to all-electric reduces emissions associated with end uses such as space heating and water heating. In an effort to electrify buildings, the City adopted an all-electric reach code in February 2021. This all-electric reach code amends the State building code and requires new construction to be all-electric. Learn more about the City's reach code at [cityofsancarlos.org/reachcodes](https://cityofsancarlos.org/reachcodes).

The reach code includes a number of exceptions that allow for gas in new construction, including when it may be technically challenging to build all-electric or for appliances where the community expressed a preference for gas. One particularly impactful exception allows for gas space heating equipment in scientific laboratories due to the unique technical challenges associated with building an all-electric life science building. This exception includes the requirement that a third party develop a study showing that an all-electric design is not cost effective or technically feasible compared to a mixed fuel design. Since the City adopted the all-electric reach code, two new development projects totaling over 280,000 square feet have applied for and been granted the exception. At the same time many new life science commercial buildings lack the space for rooftop solar due to HVAC equipment and are exempt from installing rooftop solar under state building codes. Looking forward, the City is experiencing significant interest from the life science development sector with the expectation of net 2.7 million square feet of new life science development in the coming years. This expected growth, paired with the energy use intensity of laboratories raises the question of how this new development may impact the City's ability to meet GHG reduction targets.

## Project Overview

The City is seeking consultant services to study and quantify the impact of new development on increasing GHG emissions, including new development that uses gas for space heating and/or is





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exempt from installing rooftop solar, determine an allowable fee that could be levied on new development, and help identify how the City could legally use funds raised through a fee to offset GHG emissions elsewhere in the community.

This request for proposals (RFP) is to invite all interested and qualified consultants to submit proposals to provide professional services to the City. Once a consultant is selected that best demonstrates competency and experience in conducting similar studies for municipal governments, the City desires to enter into a professional services contract.

## Scope of Work

This Scope of Work is an example of what meets the City’s goals and objectives. The consultant may propose additions and modifications to the Scope of Work as is deemed necessary or advisable and to incorporate their expertise in the final proposal.

A typical Scope of Work for this project may include the following components:

- Study and quantify the impact of new development on increasing GHG emissions, including new development that uses gas for space heating and/or is exempt from installing rooftop solar.
- Determine an allowable fee that can be levied on new development to offset any impact.
- Identify allowable uses of funds raised through any GHG in-lieu fee within San Carlos.
- Prepare a report detailing the findings of the aforementioned topics.
- Support City staff in preparing presentations and be available to answer questions at up to two City Council meetings which are held on the second and fourth Monday of each month at 7 p.m. (remote attendance is okay).

## Preferred Consultant Qualifications and Experience

The City of San Carlos seeks an individual or firm that exhibits the following:

- Competent and professional staff and project team with experience performing the work outlined in the Scope of Work.
- Knowledge of building energy use, building decarbonization, and greenhouse gas emissions accounting.
- Knowledge or experience preparing studies supporting fee development for municipalities subject to the requirements of the Mitigation Fee Act.



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## Submittal Requirements

The proposals should include the following, along with any additional information appropriate:

- Provide a consultant profile and brief history of your company and location.
- Provide a description of how the consultant will carry out the Scope of Work described above, including the approach to achieve the City's expected goals and outcomes.
- Identify the principal staff who will be assigned to the City and a description of their responsibilities. Provide a work history of these key personnel, including descriptions of their previous projects and responsibilities.
- Provide a minimum of three (3) references of current or former clients and representative projects undertaken in the last five years demonstrating experience relevant to this request. Provide the contact person's name, title, address, phone number, and email address.
- Provide any suggested modifications to the Scope of Work listed above.
- Provide a rate proposal based on the hourly rate of staff assigned to the project.
- Acknowledge that a contract in the form provided in Attachment 1 will be executed if the contract is awarded.
- Provide a redlined version (using Microsoft Word's Track Changes) of any proposed changes to the City's Agreement for Professional Services in Attachment 1.
- Acknowledge that an insurance certificate will be issued naming the City as additional insured and meeting the insurance requirements in Attachment 1 if the contract is awarded.

## Submittal Deadline

**Interested consultants should email their proposals by 5:00 p.m. P.S.T on Friday, June 23, 2023 with subject "RFP – Consultant Services for GHG Fee Study" to:**

Adam Lokar  
Senior Sustainability Analyst  
[alokar@cityofsancarlos.org](mailto:alokar@cityofsancarlos.org)

If the proposal is too large for email, it is recommended that it be sent through a file-sharing service such as Dropbox, Box, or Google Drive.



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The City reserves the right to reject any or all proposals or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the City of San Carlos.

## Selection Process

Evaluation considerations will include the following:

- Responsiveness of the proposal to the submittal requirements listed above.
- Clear indication of understanding of the work to be performed and demonstration of intent and ability to perform the work.
- Professional qualifications and technical expertise.
- Experience and track record conducting similar work for similar cities.
- Proposed cost to provide the requested services.

City staff will review the proposals and will select finalists to participate in an oral interview as soon as possible after the submission date. The City will notify only those consultants selected as finalists. Once the City selects a consultant, the consultant will provide the required insurance and will execute a Professional Services Agreement substantially in the form attached hereto as Exhibit A, which the City will provide.

Should you have any questions concerning the project, please contact Senior Sustainability Analyst Adam Lokar at [alokar@cityofsancarlos.org](mailto:alokar@cityofsancarlos.org) by Friday, June 16. Answers to questions will be posted on the City website.

The schedule below is an outline for the selection process and is subject to change.

RFP Schedule	
RFP Issued	June 2, 2023
Deadline to submit questions	June 16, 2023
<b>Deadline for emailing proposal</b>	<b>June 23, 2023</b>
Consultant interviews	June 27 - 29, 2023
Consultant selected	June 30, 2023
Contract executed	July 14, 2023
Project start	August 14, 2023