Request for Proposal Phase 1: Consultant for advancing equitable building decarbonization in buildings owned by people of color

Proposal due date: November 7, 2022
Proposal budget: $30,000 - $35,000

Overview

The Institute for Sustainable Communities (ISC) has more than thirty years of experience working at the intersection of climate and equity, along with a considerable network of partners located throughout the United States and Asia. Our mission is to support communities around the world in addressing environmental, economic, and social challenges to build a better future shaped and shared by all. Our programs focus on building a culture of collaboration, fostering greater equity and inclusion, transitioning to a low-emission economy, and increasing resilience in the face of climate disruption.

ISC, with support from CBRE, is implementing a one-of-a-kind program that aims to advance a deep decarbonization and energy efficiency model for commercial buildings in the United States owned by people of color. The specific objectives of the program are the following:

1. Development and execution of steep decarbonization and energy efficiency roadmaps and the design of a benchmarking energy use and GHG emissions database for commercial buildings owned by people of color
2. Development of innovative financial products and incentives and increasing the access of sustainability funding and financing resources for people of color building owners.

Overall, the project aims at successful development and demonstration of decarbonization for buildings owned by people of color, which can then be replicated across the United States. Phase 1 in the project is to identify three pilot cities/regions based on a targeted list developed by ISC. Accordingly, ISC seeks to work with individuals and/or organizations as consultants to support the program by conducting background research through a combination of desk research, preparation of the building decarbonization roadmap including barriers, challenges and recommendations. Additionally, ISC seeks individuals and/or organizations to support Phase 2 of the project in a separate RFP, to be posted in early November. Consultants may apply to both requests for proposals.

The Consultant will be responsible for the following specific tasks in Phase 1:
I. Identification of three potential pilot locations

To successfully demonstrate decarbonization of buildings owned by people of color, three pilot locations will be identified - which could be an individual city, a city and its surroundings, and/or a part of a major city. Selected criteria will be outlined and then used to select the most suitable locations. A previous internal study highlighted potential locations which may be considered for this project. Additionally, ISC has identified a list of potential locations based on knowledge of current partners and their needs. The consultant is expected to carry out the following activities:

- Develop selection criteria.
- Finalize the selection framework & use it to carry out an assessment of shortlisted locations.
- Provide an assessment report providing final ranking of the shortlisted locations.

II. Baseline Assessment in the selected pilot hubs and recommendations

The consultant is expected to carry out a comprehensive baseline assessment of the shortlisted locations. Specifically, the consultant is expected to provide support on following activities:

- For each of the three selected locations, carry out relevant and potential stakeholder (e.g. Regulators, local government officials, community organizations, technical experts, technology suppliers, local politicians, local capacity building institutions) mapping who are presently involved in building energy databases and could play an important role in advancing the decarbonization efforts in these communities.
- For each of the locations, carry out assessment of the local ecosystem which includes but not limited to, local policies and regulations, availability of energy use data, and barriers and challenges in creating a region wide energy use database.
- Landscape analysis of the financial resources and programs available (e.g., grants, loan guarantees, local, state, and federal tax incentives, vendor financing, asset-based financing, green bonds, etc.) to support the capital requirements for building decarbonization and retrofits for each community.
- Assessment on technical aspects including but not limited to prevailing practices related to database management, energy monitoring and benchmarking, energy consumption pattern (seasonal and daily), key sources for energy consumed by buildings in these locations, and potential clean energy options.
- Report on outcomes of the baseline assessment.

TIMELINE

- RFP issued: October 18, 2022
- Proposal submitted no later than: November 7, 2022
- Award Selection: November 21, 2022
- Project period November 28, 2022 - January 10, 2023

QUALIFICATIONS
The Consultant must meet the following minimum qualifications:

- Demonstrated experience of building decarbonization initiatives with a key focus on commercial building sector, preferably in historically disinvested communities
- Strong technical knowledge of building decarbonization, and an understanding of barriers and opportunities for their adoption, preferred
- Experience working with the financial aspects of building decarbonization, preferably in historically disinvested communities
- Experience working with a diverse set of stakeholders
- Excellent writing, presentation, and verbal communication skills

SUBMISSION REQUIREMENTS

Interested consultants must provide information indicating that they are qualified to perform the services, along with cost information.

Proposals must be submitted via email to Russell Paez at rpaez@sustain.org, with “RFP – Consultant for advancing equitable building decarbonization work Phase 1” in the subject line. Proposals must be submitted by November 7, 2022. The proposal must include the following:

- An expression of interest letter, with detailed name, contact person and contact details (½ page)
- Narrative document outlining the vision for the work along with suggested methodology, work plan and/or other technical inputs for the assignment (maximum 3 pages)
- Description of qualifications in a CV (maximum 2 pages)
- Two references who can speak to Consultant’s successful completion of similar work
- Budget information. The Consultant should submit a detailed cost proposal including professional fee, along with any relevant taxes for the activities defined above in the scope of work.

Questions can be submitted in an email to Russel Paez at rpaez@sustain.org with “Questions – Consultant for advancing building decarbonization work”.

About ISC

Founded in 1991, the Institute for Sustainable Communities (ISC) is a not-for-profit organization that builds the capacity of local leaders and organizations to address important global issues including climate change, sustainable development, and environmental protection, resulting in embedded capacity and lasting change. The Institute for Sustainable Communities (ISC) designs and leads community-led and locally-led climate change projects in the United States and six countries in South and Southeast Asia. Our mission is to help communities tackle equity, environmental, economic, and social root causes that undermine community resilience. We're committed to equitable, healthy, green solutions, and the creation of a better future shaped and shared by all.