

## REQUEST FOR PROPOSALS

### CONSULTING SERVICES for Pioneer Valley Planning Commission

#### Springfield Climate Action Resilience Plan Community and Stakeholder Outreach and Engagement

##### A. Project Overview

1. Overview: The City of Springfield, Massachusetts, recently received a National Disaster Resilience Competition (NDRC) funding award from the U.S. Department of Housing and Urban Development (HUD), including a sub-award to the Pioneer Valley Planning Commission (PVPC) to complete development of a Springfield Climate Action Resilience Plan and launch six months of plan implementation.

The Pioneer Valley Planning Commission (PVPC) will provide Phase II of the Climate Action Resilience Plan. The preliminary goal of this plan is to assure the long term health and well-being of all Springfield residents, individuals and families, as well as businesses, institutions and the local government by laying out a path to a more resilient city. Recognizing the advanced status of the global climate crisis, when implemented the plan will reduce the city's overall Green House Gas (GHG) emissions by 80% by 2050. The plan will also detail specific actions the city government, institutions in the city, as well as businesses and residents must take to adapt to the climate crisis, thereby making Springfield a resilient city. All funds will be utilized in a manner satisfactory to the City of Springfield and consistent with the regulations required as a condition of these funds.

PVPC agrees that the process of formulating the plan will include the following steps:

- Create a summary of existing City and Regional Plans related to Climate Action/Resilience: Including a review of 11 existing city and regional plans with relevance to municipal climate action and resilience planning
- Create an estimate of current GHG emissions: Including a review of GHG inventories for comparable cities, based primarily on population and research on exemplary and award-winning plans with consideration of comparable community history, geography and climate. Calculate Springfield's GHG emissions, based on those of comparable cities and local sector composition.
- Create a summary of Best Climate Action/Resilience Planning Practices in Comparable Cities: Using at least six comparably sized cities.

- Organize a Climate Action/Resilience Plan Working Group Advisory Committee: Will conduct extensive outreach to the public to solicit input, in addition to consultation of stakeholders. Will identify a committee of stakeholders to have ongoing meetings that will guide the development of the plan.
- Utilize baseline information about the City of Springfield: Including but not limited to demographics, energy use, air quality and building code requirements.
- Upon completion of the plan PVPC will complete evaluation of the plan and will take the first steps towards implementation. This will include creation of a platform that allows the public, including residents and stakeholders, to track progress towards implementation.

PVPC is seeking a qualified consultant to assist with the design, plan, implementation, evaluation and refinement as necessary over time, of a community AND stakeholder outreach/engagement plan, including the conducting of **extensive outreach to the public and key stakeholders to solicit input and facilitate meaningful involvement in the City of Springfield Climate Action Resilience Plan development and implementation.**

The Consultant will work closely with PVPC to develop and implement a comprehensive action plan to identify and engage stakeholders in Springfield and the region/state, including working with PVPC and other key partners to establish criteria for who should be involved and at what levels and for articulating how decisions will be made on targets of outreach and engagement given a constrained budget. The response must include a social justice foundation with priority given to engaging the cities' most vulnerable residents including a focus on the resiliency of infrastructure related to serving vulnerable residents and engagement of the key stakeholders responsible for such infrastructure, including physical infrastructure such as roads, communication and health care as well as regulatory infrastructure such as building code and zoning regulations.

Other important values guiding this work include a focus on enhancing economic development while reducing vulnerability, using locally sourced materials, and hiring residents of color and economically disadvantaged locals when possible. Efficiency, avoiding duplication of effort, and committing to process and maintaining a focus on equity and affirmative action to undo past wrongs are also shared values under-girding this plan development process.

The selected consultant will be required to meet regularly (bi-weekly minimum and possibly more) with PVPC staff and the City of Springfield Climate Action Resilience Plan working group.

The Consultant will, in collaboration with PVPC and City staff and representatives, prepare and implement an engagement plan for the development (January to June 2017) and implementation (July-November 2017) of the City of Springfield Climate Action Resilience Plan that will facilitate the pro-active participation and engagement of all Springfield residents, individuals and families as well as businesses, institutions, organizations, and City government, with a focus on vulnerable populations and organizations and institutions that serve them.

**Products/Activities to be produced by the consultant will include but not be limited to:**

- a minimum of four (4) public meetings targeted at resident engagement including promotion of these meetings using both conventional and social media, with a goal of twenty (20) or more residents attending each meeting, and detailed notes from the meetings typed and submitted within one week of the meetings completion;
- two (2) or more focus groups with sub-sets of the resident populations, including documentation of outreach using traditional and social media and notes from all meetings typed and submitted within one week of the meetings' completion;
- identification of the top twenty (20) and up to forty (40) key stakeholders with whom the City must interact to complete a 21st century Climate Action Resilience Plan including names of organizations as well as identification of appropriate contact person, contact person's phone and email, as well as successful recruitment of these individuals to participate in the City's Climate Action Resilience Planning process to the satisfaction of the City Climate Action Plan team;
- Recruitment, creation and facilitation of additional work groups, committees, and/or other work team related advisory/input entities as needed and requested by PVPC and/or the City Climate Action Plan team members;
- Development, refinement and production of a detailed engagement process with a detailed timeline the can be completed in four (4) months;
- Facilitation of a series of interactive and very engaging presentations and other varied means to explain/present, receive input on, and eventually secure support for: the Greenhouse Gas (GHG) Emissions Inventory, the Vulnerability Assessment, and all other draft deliverables/work products, including but not limited to a list of current climate action strategies and a menu of potential future climate resilience actions to be undertaken by a variety of entities including but not limited to residents, city officials, businesses in the City, the Pioneer Valley Transit Authority, Eversource and Columbia Gas, major industries in the city, large employers, community-based organizations, neighborhood councils, schools, colleges and universities, and others;
- Produce interesting and engaging presentations and other conventional and social media products to involve and educate both residents and key

stakeholders in the City of Springfield Climate Action Resilience planning process from January to June 2017;

- develop and implement outreach, invitations, conventional and social media releases and provide facilitation at both community/resident and stakeholder meetings/events with the goal of a minimum of monthly discussion of the CARP process in local media --both traditional and social media outlets;
- develop, promote, implement, and evaluate and report on a city-wide community survey on the Springfield Climate Action Plan;
- Following completion of the Springfield Climate Action Resilience Plan by June 30, 2017, work to publicize, promote and engage Springfield residents, businesses, organizations, institutions, and City government in plan implementation from July 1, 2017 to November 15, 2017 through a variety of means including but not limited to traditional and social media, presenting at City and Neighborhood Council meetings, organizing and conducting focus groups and other means as appropriate;
- Assure ongoing relevant communication with previously identified and engaged key stakeholders and others on the Plan implementation process;
- Publicize successes and challenges throughout the plan development and implementation process.

*Additional background information is provided in Attachment A.*

2. A proposal must remain valid through the award date of the contract for the services herein sought.
3. The PVPC may cancel this RFP, in whole or in part, at any time whenever such an act is deemed in its best interest.
4. The PVPC reserves the right to accept or reject any or all proposals or options of proposals if it is deemed in the best interest of the PVPC.
5. The PVPC will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFP.
6. The project is being funded as part of a grant to the PVPC from the City of Springfield's National Disaster Resilience Competition (NDRC) funding via the United States Department of Housing and Urban Development (HUD) to make Springfield more resilient to Climate Change.
7. **\$61,000 has been budgeted for the Outreach/Engagement/Facilitation consulting services.**

8. A goal for the Phase One completed Outreach/Engagement/Facilitation services has been established as May 30, 2017 with a goal for the Phase Two Engagement/Outreach/Facilitation services for the Implementation phase of the plan ending on November 15, 2017. All services must be complete within the allowable grant period currently ending November 30 2017.
9. Any questions pertaining to the project scope or technical requirements of this RFP should be directed to Catherine Ratté, Principal Planner/Section Manager, Pioneer Valley Planning Commission at (413) 781-6045.

**B. Scope of Services:** A copy of the PVPC/City scope of services is provided in Attachment B.

**C. Proposal - Submission Procedures**

1. The submission and review of such proposals must comply with 24 CFR Part 85; MGL Chapter 30B; City of Springfield and US HUD/NDRC policies and other laws and regulations of the Commonwealth. Acceptance of any proposal to provide such services is subject to the continued availability of funds through the City of Springfield HUD/NDRC.
2. Proposals must be divided, with pricing information submitted separately from the balance of the proposal. Sealed envelopes should clearly identify the party submitting the proposal with one envelope indicating that it contains pricing information and the other indicating that it contains non-pricing information for Consulting Services for the Springfield Climate Action Resilience Plan Community & Stakeholder Outreach and Engagement. **An original and three copies of both the pricing and the non-pricing information must be contained in your submission. Both envelopes should be submitted to:**

**Pioneer Valley Planning Commission**

**60 Congress Street – 1<sup>st</sup> Floor  
SPRINGFIELD, MA 01104**

**Attn: Catherine Ratte**

**Re: Springfield Climate Action Resilience Plan Community & Stakeholder Outreach & Engagement**

3. **Proposals must be received prior to 3:00 P.M. on Tuesday, January 17, 2017.** Proposals may be changed or withdrawn prior to, but not subsequent to this date, by submission of such change in writing in a sealed envelope, identifying the submitting party and indicating that it contains a correction of the pricing or non-pricing proposal for the Public Information and Marketing Specialist.

4. The contents of proposals will be kept confidential until the evaluation process is completed. However, at the time the non-price proposals are opened, a register of proposals, including the name of each proposer and the number of proposal modifications submitted by each proposer, will be made available to the public.
5. A proposer may not impose any conditions on a proposal, or change the price or any other provision of a proposal, in a manner prejudicial to the interests of the PVPC or fair competition.

**D. Modifications to Proposals**

1. Modifications to proposals may be submitted prior to the date and time specified for receipt of proposals.
2. An original and three (3) copies must be submitted together with a transmittal letter signed by an authorized official of the firm.
3. Modifications must be submitted in sealed envelopes, clearly marked "Springfield Climate Action Resilience Plan Community & Stakeholder Outreach & Engagement - Modification No. \_\_\_\_\_."
4. Mark the outside envelope showing whether the enclosed modification refers to the pricing or non-pricing information.

**E. Submission Requirements:**

1. Each proposal submitted should contain the following items. Acceptable evidence or certification must be provided to demonstrate the submission requirements are being met.
  - a) Table of Contents
  - b) A section with narrative responses to the Comparative Evaluation Criteria, explaining how each is met (See Section G.)
  - c) Separated Price Proposal Submission Form (Attachment C).
  - d) Pricing information sections of proposals should indicate a proposed budget, including hourly rate(s) and the total estimated hours for assigned staff, invoicing schedule or schedule of payments.
  - e) Certificates of Non-Collusion, Non-Discrimination & Affirmative Action, Compliance and Debarment. (Attachments D, E, F and G).
  - f) Provide a project schedule indicating an interim end date of May 30, 2017 for the outreach & engagement work for plan development AND a final end date of November 15 2017 for the engagement and promotion of the Plan implementation

work. The end date includes the delivery of all products listed Section G. Scope of Work.

- g) Please provide three (3) references from projects submitted as part of this proposal cited as similar to this project. Include name of project, contract dates, name and title of contact person, phone number, email address and description of the scope of work.
- h) Submit evidence that the firm agrees to purchase General Liability Insurance in the amount of at least \$100,000 for the proposed project and add the PVPC as insured interests to an existing liability insurance policy, in the same amount of \$100,000, to indemnify and defend the PVPC and its representatives from any and all claims and damages of any nature arising from the firm's provision of services under the ensuing agreement.
- i) Submit evidence that the firm's principal representative will be available for meetings with the PVPC and others as required.

2. **Company Profile/Staff Qualifications:** Please provide information about your firm, including number of years in business, past clients, client references, annual revenues, and areas of expertise. Provide a description of your firm's previous experience conducting similar projects including a list of clients and written summaries of completed studies. Describe the qualifications and attach the resume for all key personnel and any subcontractors who will provide services and products. Please describe what functions each staff member will undertake.

3. **Plan of Services.** In no more than six (6) pages, please describe how your firm proposes to conduct this community and stakeholder outreach and engagement work. Contents of the plan of services will be considered as part of the proposal evaluation process. The plan of services should describe how the proposer will satisfy the scope of services and should include a proposed timeline.

4. If any part of the work scope under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted, and a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the PVPC reserves the right to approve or disapprove any and all such subcontractors and to revoke any approval previously given.

F. **Minimum Qualifications:** The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below may result in a rejection of the proposal.

- 1. Consultant must demonstrate experience working with diverse public and community-based organizations (local/regional government, non-profit, business and industry) by

citing five completed projects with these types of organizations within the past five years that produced one or more of the deliverables sought through this RFP.

2. Consultant must demonstrate an understanding of climate change, resilience and vulnerability by either documenting at least two (2) examples of previous work on the topics or by submitting a written statement of understanding.
3. Consultant must have been in business for at least five (5) years conducting similar types of outreach and engagement work in Springfield or other Gateway cities or comparable communities.
4. Consultant has designed at least 3 outreach and engagement plans within the past five years including coordination and interaction with both residents AND stakeholders, weighing and balancing possibly conflicting points of view.
5. Consultant must demonstrate ability to work respectfully and sincerely with community-based social justice activists in Springfield by either citing three (3) examples of previously having done so or by providing written testimony to this effect.
6. Consultation firm must demonstrate their ability to start work on this project immediately following contract award.

**G. Comparative Evaluation Criteria**

Each proposer must indicate if and how they meet the following **Comparative Evaluation Criteria**. Responses to each of these criteria will be judged in four rating categories:

- Highly Advantageous**
- Advantageous**
- Not Advantageous**
- Unacceptable**

A composite rating for each proposal will be based on the rating of each of the following Comparative Evaluation Criteria.

**To what extent are the following met?**

1. Number of engagement/outreach plans developed and implemented for community planning purposes including the identification of potential target audiences, , strategic creation of promotional, educational, engagement materials and placement of engagement materials and advertisements in various media

<u>Highly Advantageous</u>	More than 5
<b>Advantageous</b>	3-5
<b>Not Advantageous</b>	1-2
<b>Unacceptable</b>	none

2. Number of products and/or engagement plans created for multi-cultural community the consultant team has designed including coordination and interaction with diverse community partners.

<b>Highly advantageous</b>	More than 5
<b>Advantageous</b>	3-5
<b>Not advantageous</b>	1-2
<b>Unacceptable</b>	none

3. Number of public input meetings, focus groups, workshops, stakeholder groups/interviews, etc. that the consultant team has conducted in the past 3 years with diverse groups.

<u>Highly advantageous</u>	More than 10
<b>Advantageous</b>	6-10
<b>Not advantageous</b>	1-5
<b>Unacceptable</b>	None

4. Relevant experience of proposed key project staff.

<u>Highly advantageous</u>	All key staff members of the consultant team have more than 7 years of similar experience.
<b>Advantageous</b>	50% - 75% of the staff members of the consultant team have more than 7 years of similar experience.
<b>Not advantageous</b>	25% – less than 50% of the staff members of the consultant team have more than 7 years of similar experience.
<b>Unacceptable</b>	Less than 25% of the staff members of the consultant team have more than 7 years of similar experience.

5. Number of years the consultant has been in business doing engagement/outreach work.

<u>Highly advantageous</u>	Greater than Ten (10) years
<b>Advantageous</b>	Five (5) to Ten (10) years
<b>Not advantageous</b>	Three (3) to Less than Five (5) years
<b>Unacceptable</b>	Less than Three (3) years

Tiebreaker

In the event of a tie, the following additional criteria will be evaluated:

6. Local Connections and Regional Knowledge

<u>Highly advantageous</u>	Consultant maintains its primary headquarters or a branch office in Springfield, MA.
<b>Advantageous</b>	Consultant maintains its primary headquarters or a branch office in the Pioneer Valley region.
<b>Not advantageous</b>	Consultant maintains its primary headquarters or a branch office in the New England region.

Final acceptance of a proposal will be based on the information gathered from the Comparative Evaluation Criteria, non-price and price proposals.

#### **H. Rule for Award**

The award will be made according to the following guidelines:

1. Price and non-price proposals will be separated.
2. The non-price proposals will be opened at the time specified in this RFP in the presence of one or more witnesses. Each proposal will be examined to determine whether it meets all submission and quality requirements specified in this RFP. Any proposal that fails to comply with these requirements will be considered non-responsive and eliminated from the competition. The price proposals will not be made available to the review committee until completion of evaluation of the non-price proposals.
3. The non-price proposals will be evaluated according to the Comparative Evaluation Criteria specified in Section B of this RFP by the assigned review committee. Evaluations will be in writing and will indicate the rating given for each criterion, the reasons for the rating, a composite rating of each proposal, and the reasons for the composite rating.
4. Price proposals will be opened following the evaluation of the non-price proposals. Price comparisons will be based on the total fee proposal submitted inclusive of all tasks listed in the Scope of Services (Attachment C). The best price shall be the lowest total price for all tasks.
5. Finally, the most advantageous proposal will be selected by weighing both qualifications and price. The Awarding Authority will consider price and the following factors:
  - whether or not the submission procedures and requirements as set forth in this RFP have been met;
  - whether or not the quality requirements as set forth in this RFP are met;
  - whether or not the firm's references are satisfactory; the comparative evaluation ratings, and
  - results from an interview (if conducted).
6. As previously noted, the Awarding Authority reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFP or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interests of the Awarding Authority to do so.

7. The Awarding Authority reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and to conduct discussions with all qualified competing firms in any manner necessary to serve the best interests of the Awarding Authority. The Awarding Authority reserves the right to award the contract up to forty-five (45) days after the proposal due date. The Awarding Authority also reserves the right to award a contract based upon written proposals received without prior discussions or negotiations.
8. The PVPC is the awarding and contracting authority. Final contract approval resides with the PVPC Executive Director as authorized by the PVPC Executive Committee.

## **ATTACHMENT A: BACKGROUND INFORMATION**

### **Consulting Services for Springfield Climate Action Resilience Plan Community & Stakeholder Outreach and Engagement.**

**excerpt from the City of Springfield Phase 2 Application to HUD**

**it is strongly suggested that interested parties review the full 87 page NDRC Phas II proposal available on the City of Springfield website:**

**file:///Z:/Springfield%20Climate%20Justice%20Plan/Resources/NDRC\_Phase\_II\_Complete\_Application\_public.pdf**

**(note--\$57,843,167 funds were requested and \$17,000,000 were awarded)**

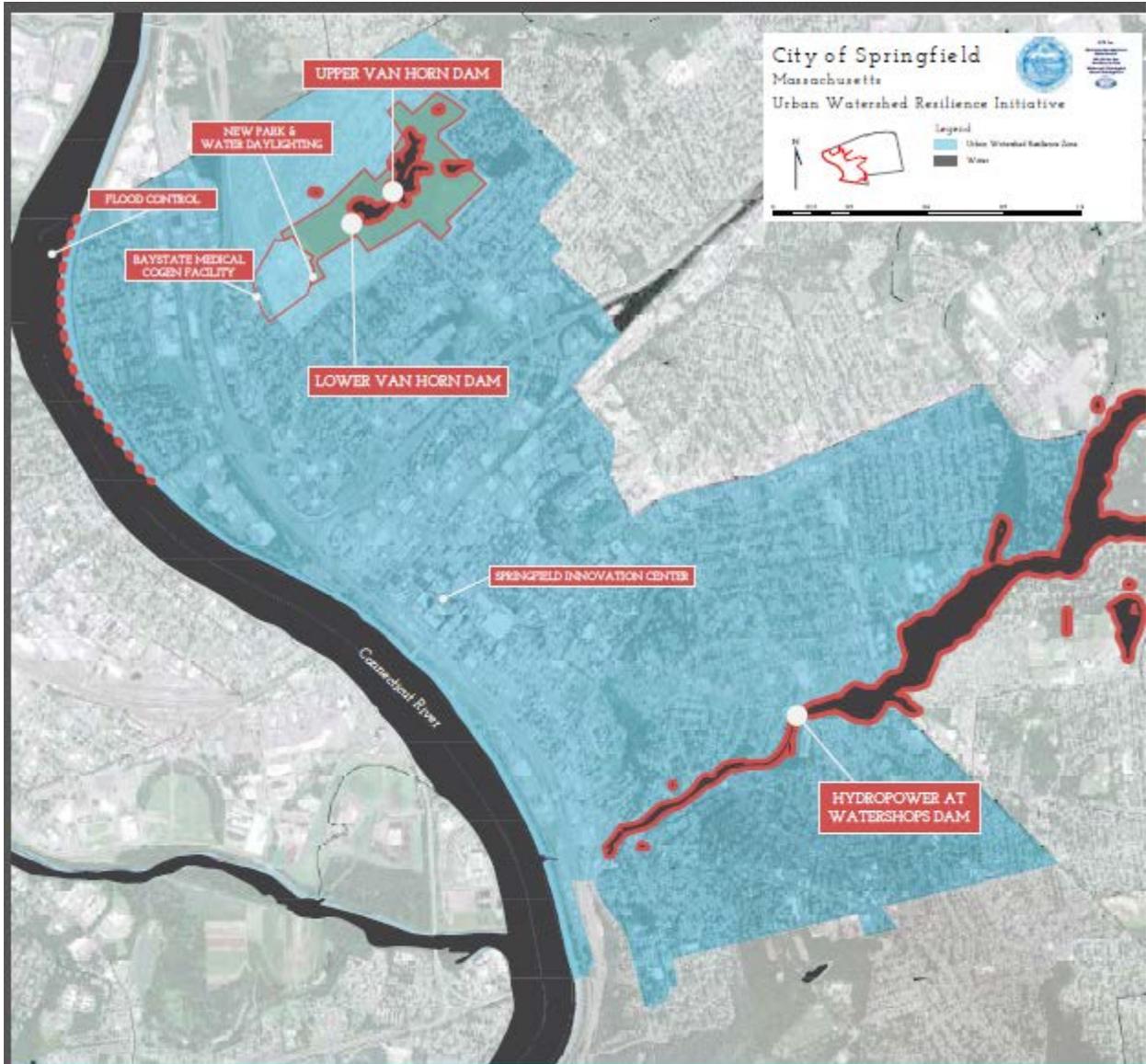
Springfield, Massachusetts, located at the crossroads of New England at the confluence of four rivers, is creating an Urban Watershed Resilience Zone (see image on p. 14-- Resilience Zone) made up of its most economically distressed neighborhoods. With National Disaster Resilience funding and leveraged resources, the City will carry out a portfolio of projects throughout this 6.8 square mile Zone that will: provide flood protection; introduce two clean redundant energy sources; create and enhance business, employment, and job training opportunities; provide safe and healthy housing; and continue to engage residents regarding climate change and environmental stewardship. The Zone's projects have significant co-benefits, including recreation opportunities, local and regional health benefits, decreased heat island effect, disaster preparedness, and climate change mitigation. The City's comprehensive approach in a focused target area will support neighborhood revitalization. Springfield is piloting these projects in the region's lowest-income neighborhoods, with the long-term plan of expanding key interventions city-wide and providing a model for other towns in the Pioneer Valley. In addition, the Urban Watershed Resilience Zone is intended to serve as a model for Springfield's peer cities - waterfront urban communities in the northeast and mid-Atlantic - to respond to flood and energy interruption risks expected as a result of climate change, as well as to the challenges of urban poverty.

The City and its partners request \$57,843,167 (NOTE--\$17,000,000 was awarded) in National Disaster Resilience funds to support this resilience initiative, which will leverage \$82,331,122 in other investments. The proposed projects draw on strategies identified in region's 2012-2014 HUD-funded Sustainable Communities Regional Planning initiative, and will significantly enhance the long-term commitment that Springfield has already made to climate change adaptation and mitigation through long-term planning, and legislative and policy change. 2 CITY OF SPRINGFIELD, MA - PHASE TWO National Disaster Resilience Competition The impacts of climate change and recognition of the need to find ways to live with water and the changing environment became strikingly apparent for Springfield during the period 2011 through 2013, when the city experienced five presidentially-declared disasters, the most of any municipality in the country during that time period. The most severe was an EF3 tornado—very unusual in New England—which tore a ½ mile wide, 6.2-mile long swath of destruction through the heart of the City's downtown and residential neighborhoods. Tornado damage to structures, including leaking roofs, was exacerbated by wind and rains of Tropical Storm Irene in August 2011.

Another freak storm, the October 2011 record early snowstorm, decimated the City's tree canopy which was vulnerable because trees were still fully-leaved out. Springfield's other disasters were a 2011 blizzard and 2013 Superstorm Nemo.

Springfield is located in western Massachusetts and is the fourth largest city in New England, with a population of roughly 150,000, in a metropolitan area of almost 700,000. While the City is unique in experiencing so many disasters in such a short time, it is otherwise a prototypical northeast post-industrial city. Following loss of manufacturing jobs, white flight, foreclosures and housing abandonment, the City's economic distress has become geographically concentrated in the neighborhoods designated as the Urban Watershed Resilience Zone. These neighborhoods about the downtown area, are closest to the Connecticut River, have a 41% poverty rate, and are made up predominantly of people of color. The target neighborhoods are home to 10% of the region's total population but include 32% of all Latinos and 31% of all blacks in the metropolitan area. Springfield as a whole has a 32% poverty rate, which compares to the statewide Massachusetts rate of 11%. Widespread and deep poverty in the City negatively impacts the tax base, making it difficult for the City to contend with aged infrastructure and vulnerable residents.

The City functions as a gateway city for migrant Puerto Ricans and immigrants and refugees from Central America, Vietnam, Eastern Europe, and African nations. While the City is the employment and economic center for the region, most high paid workers live outside of Springfield, while City residents are more likely to be undereducated, and in low-paying positions or unemployed. Poverty, unemployment, and high rates of health problems are chronic stressors that make Springfield and its residents extremely vulnerable in the face of disaster. Layered onto these stressors, climate change science indicates that Springfield is likely to experience increased extreme weather events, particularly storms which will include increased duration and volume of rainfall. Increased rain combined with environmental degradation from past disasters makes low-lying distressed neighborhoods subject to localized flooding, and overwhelms the City's combined sewer overflow (CSO) outlets. CSO overflow and stormwater runoff pollutes the Connecticut River, a National Blueway that flows through four states from the Canadian border to the Long Island Sound. Over the past decade, the City has developed very strong administrative and managerial leadership, as well as built partnerships with community anchors and partners in the region and state. The City has successfully led not only disaster recovery, but also major neighborhood revitalization initiatives, ongoing restoration of Urban Station into a multi-modal transportation center, and attraction of major businesses to the City. With its partners, the City has brought about collective impact in areas of community health, access to early childhood education, public safety, and ending chronic and veteran homelessness. City residents are extremely active in the conversation about climate change and environmental justice. Springfield is ready to become a resilient city.



**CITY OF SPRINGFIELD**

**Urban Watershed Resilience Initiative**

**FLOOD PROTECTION**

- Resilience upgrades at Van Horn and Watershops Pond dams
- Water control monitoring system at Van Horn and Watershops Pond
- Tree canopy restoration
- Waterway and habitat restoration
- Upgrade drainage systems along Riverfront Park
- Van Horn Park expansion and waterway daylighting
- Citizen Scientists and Tree Stewards

**BUSINESS ENVIRONMENT & JOB OPPORTUNITIES**

- Springfield Innovation Center
- Job training: green infrastructure and healthy homes

**REDUNDANT ENERGY**

- Hydropower at Watershops Dam - to power Brookings Elementary
- Cogeneration at Baystate Hospital

**HEALTHY HOUSING**

- Rehabilitation of existing rental housing (1-4 units)
- Address healthy homes issues & remove toxins, asthma triggers, lead

## **ATTACHMENT B: Scope of Services**

The Community and Stakeholder Outreach and Engagement consultant will assist with the design, plan, implementation, evaluation and refinement as necessary over time, of a community AND stakeholder outreach/engagement plan, including the conducting of extensive outreach to the public and key stakeholders to solicit input and facilitate meaningful involvement in the City of Springfield Climate Action Resilience Plan development and implementation.

Task 1--design an outreach/engagement plan for both CARP development (January 17-June 30, 2017) and implementation (July 1 to November 15 2017)

deliverable--approved outreach/engagement work plan for plan development and for plan implementation

Task 2--implement public outreach and engagement work plan in collaboration with Arise for Social Justice, the City of Springfield, PVPC, and the Springfield Climate Justice Coalition

deliverables--documentation of all meetings and other events and activities including notes in narrative format as well as photos, video and audio recording as appropriate, posting on project website in collaboration with PVPC and City staff

Task 3--implement stakeholder outreach and engagement work in collaboration with Arise for Social Justice, the City of Springfield, PVPC, and the Springfield Climate Justice Coalition

deliverables--documentation of all meetings and other events and activities including notes in narrative format as well as photos, video and audio recording as appropriate, posting on project website in collaboration with PVPC and City staff

Task 4--assure broad awareness of and meaningful participation in the CARP process

deliverables--at least 1 city-wide survey of both residents and stakeholders with a goal of over 1000 participants summarized in language understandable by fifth graders with at least 50% visual content as well as other events and activities as agreed upon

Task 5--document the outreach and engagement process and summarize it for City and HUD

deliverable--narrative report with at least 50% visual content describing engagement/outreach plan, implementation and evaluating its success including lessons learned.

The Consultant will, in collaboration with PVPC and City staff and representatives, prepare and implement an engagement plan for the development (January to June 2017) and implementation (July-November 2017) of the City of Springfield Climate Action Resilience Plan that will facilitate the pro-active participation and engagement of all Springfield residents,

individuals and families as well as businesses, institutions, organizations, and City government, with a focus on vulnerable populations and organizations and institutions that serve them.

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- Recruitment, creation and facilitation of additional work groups, committees, and/or other work team related advisory/input entities as needed and requested by PVPC and/or the City Climate Action Plan team members;
- Development, refinement and production of a detailed engagement process with a detailed timeline the can be completed in four (4) months;
- Facilitation of a series of interactive and very engaging presentations and other varied means to explain/present, receive input on, and eventually secure support for: the Greenhouse Gas (GHG) Emissions Inventory, the Vulnerability Assessment, and all other draft deliverables/work products, including but not limited to a list of current climate action strategies and a menu of potential future climate resilience actions to be undertaken by a variety of entities including but not limited to residents, city officials, businesses in the City, the Pioneer Valley Transit Authority, Eversource and Columbia Gas, major industries in the city, large employers, community-based organizations, neighborhood councils, schools, colleges and universities, and others;
- Produce interesting and engaging presentations and other conventional and social media products to involve and educate both residents and key stakeholders in the City of Springfield Climate Action Resilience planning process from January to June 2017;
- develop and implement outreach, invitations, conventional and social media releases and provide facilitation at both community/resident and stakeholder meetings/events with the goal of a minimum of monthly discussion of the CARP process in local media --both traditional and social media outlets;

- develop, promote, implement, and evaluate and report on a city-wide community survey on the Springfield Climate Action Plan;
- Following completion of the Springfield Climate Action Resilience Plan by June 30, 2017, work to publicize, promote and engage Springfield residents, businesses, organizations, institutions, and City government in plan implementation from July 1, 2017 to November 15, 2017 through a variety of means including but not limited to traditional and social media, presenting at City and Neighborhood Council meetings, organizing and conducting focus groups and other means as appropriate;
- Assure ongoing relevant communication with previously identified and engaged key stakeholders and others on the Plan implementation process;
- Publicize successes and challenges throughout the plan development and implementation process.

**ATTACHMENT C: PRICE PROPOSAL SUBMISSION FORM**

**Springfield Climate Action Resilience Plan  
Community & Stakeholder Outreach and Engagement**

Name of Firm: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**The Price Proposal for  
Springfield Climate Action Resilience Plan Community & Stakeholder Outreach and  
Engagement.**

<b>Task:</b>	<b>Cost:</b>
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Total	

**ALL SHADED AREAS ON THE ABOVE FORM MUST BE FILLED IN.**

NOTE: Consulting Services for all professional services and expenses shall not exceed \$61,000.

**SUBMITTED BY:**

Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ONE (1) ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE SUBMITTED TO THE PVPC  
IN A SEPARATE SEALED ENVELOPE.**

**ATTACHMENT D: NON-COLLUSION STATEMENT**

**Consulting Services for  
Springfield Climate Action Resilience Plan  
Community & Stakeholder Outreach and Engagement**

**Certificate of Non-Collusion**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Person Signing Proposal)

\_\_\_\_\_  
(Name of Business)

**ATTACHMENT E: NON-DISCRIMINATION AND AFFIRMATIVE  
ACTION CERTIFICATION**

**Consulting Services for  
Springfield Climate Action Resilience Plan  
Community & Stakeholder Outreach and Engagement**

**Non-Discrimination and Affirmative Action Certification**

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42, USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et.seq.; Executive Orders 227, 237, 246; MGL C. 151B and MGL C. 272, S.92A, S98 et. seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The PVPC shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

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(Signature)

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(Name of Person Signing Proposal)

---

(Name of Business)

**ATTACHMENT F: DEBARMENT CERTIFICATION**

**Consulting Services for  
Springfield Climate Action Resilience Plan  
Community & Stakeholder Outreach and Engagement**

**Public Contracts - Debarment**

Chapter 550, Acts of 1991

The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred from public contracts in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

---

(Signature)

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(Name of Person Signing Proposal)

---

(Name of Business)

**ATTACHMENT G: COMPLIANCE CERTIFICATION**

**Consulting Services for  
Springfield Climate Action Resilience Plan  
Community & Stakeholder Outreach and Engagement**

**Qualification and Taxes:** The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits. Pursuant to MGL C.62C, S.49A, the Contractor has complied with all laws of the Commonwealth pertaining to taxes.

**Employment Security Contributions and Compulsory Workers' Compensation Insurance:** Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

---

(Signature)

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(Name of Person Signing Proposal)

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(Name of Business)

## **ATTACHMENT H: Advertisement--REQUEST FOR PROPOSALS**

### **Springfield Climate Action Resilience Plan Community & Stakeholder Outreach and Engagement.**

**Overview:** The City of Springfield, Massachusetts, recently received a National Disaster Resilience Competition (NDRC) funding award from the U.S. Department of Housing and Urban Development (HUD), including a sub-award to the Pioneer Valley Planning Commission (PVPC) to complete development of a Springfield Climate Action Resilience Plan and launch six months of plan implementation.

The preliminary goal of this plan is to assure the long term health and well-being of all Springfield residents, individuals and families, as well as businesses, institutions and the local government by laying out a path to a more resilient city. Recognizing the advanced status of the global climate crisis, when implemented the plan will reduce the city's overall Green House Gas (GHG) emissions by 80% by 2050. The plan will also detail specific actions the city government, institutions in the city, as well as businesses and residents must take to adapt to the climate crisis, thereby making Springfield a resilient city.

As part of this grant, PVPC is seeking a Community & Stakeholder Outreach and Engagement consultant to assist with the design, plan, implementation, evaluation and refinement as necessary over time, of a community AND stakeholder outreach/engagement plan, including the conducting of extensive outreach to the public and key stakeholders to solicit input and facilitate meaningful involvement in the City of Springfield Climate Action Resilience Plan development and implementation.

The Consultant will work closely with PVPC to develop and implement a comprehensive action plan to identify and engage stakeholders in Springfield and the region/state, including working with PVPC and other key partners to establish criteria for who should be involved and at what levels and for articulating how decisions will be made on targets of outreach and engagement given a constrained budget. The response must include a social justice foundation with priority given to engaging the cities' most vulnerable residents including a focus on the resiliency of infrastructure related to serving vulnerable residents and engagement of the key stakeholders responsible for such infrastructure, including physical infrastructure such as roads, utilities, communication and health care as well as regulatory infrastructure such as building code and zoning regulations.

A more detailed Request for Proposal is available at the PVPC, 60 Congress Street, Springfield, MA 01104, (413) 781-6045. The PVPC reserves the right to reject any and all proposals if it is deemed in the best interests of the PVPC to do so.

**Completed proposals are to be submitted no later than 3:00 PM, Tuesday, January 17, 2017 at the PVPC, 60 Congress Street, Springfield, MA 01104**

**ATTACHMENT I: Sample Contract**

**Contract Agreement By and Between**

**Pioneer Valley Planning Commission  
And  
Sub-Contractor**

*Name of sub-contractor*

**January 23, 2017 – November 15, 2017**

This agreement, effective as of the 23rd day of January, 2017 by and between the Pioneer Valley Planning Commission (hereinafter referred to as the "Commission") of 60 Congress Street, Springfield, Massachusetts 01104 and xxxxxxxx (hereinafter referred to as "the sub-contractor"), xxxxxxxx, xxxxxxxx, xxxxxx xxxxx.

WITNESSETH THAT:

WHEREAS the Commission has received funding from the City of Springfield to facilitate development and a first phase of implementation of the City's Climate Action Resilience Plan; and

WHEREAS the Commission is in need of specialized sub-contractor services to successfully undertake all desired tasks of this HUD funded program.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreement hereinafter set forth, the parties agree as follows:

1. **TIME OF PERFORMANCE:** The services of the sub-contractor are to commence on or about January 23, 2017. All services required hereunder shall be completed by November 15, 2017, unless otherwise agreed to by the Commission and the sub-contractor. Performance in a manner which hinders the timely implementation of the program, without good cause, shall constitute grounds for termination of this Contract under Article 9 (A.1.).
2. **RESPONSIBILITY OF THE COMMISSION:** The Commission shall assume responsibility for assisting insofar as possible for the purpose of efficiency and furnishing the Sub-contractor with project information needed to satisfactorily complete the services.
3. **SCOPE OF SERVICES:** The Sub-contractor shall perform the required services as detailed as Attachment A and as further detailed in Attachment B, City of Springfield NDRC Phase II proposal.
4. **STAFFING:** In carrying out the foregoing services, the Sub-contractor shall provide adequate replacement staff, for the purposes of carrying out the required services to fulfill the obligations under this Agreement, during the temporary absence of the Sub-contractor or scheduling conflicts of the Sub-contractor.
5. **COMPENSATION:** The Commission will pay the Sub-contractor in accordance with the budget detailed in Attachment C. Total compensation shall not exceed \$61,000.

The Sub-contractor will invoice the Commission for projected costs each quarter--per this Agreement. Each invoice will be accompanied by a description of work to be performed and by a progress report of work performed in the previous quarter (except for the first quarter of work) prepared by the Sub-contractor. The Sub-contractor will be paid, upon receipt of an invoice with accompanying progress reports as appropriate, within 15 days of receipt of funds

from the City of Springfield as long as the sub-contractor is performing work as described in scope of work. The Sub-contractor shall not be entitled to any other compensation from the Commission for its performance under this Contract except as specified in Attachment C or as mutually agreed upon in writing.

6. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS AND THE PVPC – CDC GRANT AGREEMENT: All activities authorized by this Contract shall be subject to and performed in accordance with the provisions of the PVPC – City of Springfield contract for the Springfield Climate Action Resilience Plan and all its attachments which are hereby made part of this Contract and contained in Attachment D, as well as all applicable state, federal and local regulations and laws.
7. PROCUREMENT STANDARDS: The Sub-contractor shall adhere to the requirements set forth in 24 CFR Part 85, 40 CFR Part 31.36 and any applicable provisions of State laws and regulations relative thereto, including but not limited to: Massachusetts General Laws Chapter 30, section 39M; Chapter 149, sections 44A through 44J; and Chapter 30B. If the contract is to be awarded to someone other than the low bidder, the pre-award review procurement documents must be submitted to the PVPC and the City of Springfield for review. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. The Sub-contractor shall maintain records sufficient to detail the process for procurement.

The Sub-contractor may not sub-contract for services other than as detailed in the approved scopes of work. The sub-contractor must submit to the PVPC a complete copy of the procurement documentation for all contracted services. Prior to the execution of a contract for contracted services, the Sub-contractor must receive formal written approval from the PVPC's Chief Procurement Officer or his/her designee using the Procurement Compliance Certification Form provided in Attachment E.

8. ASSURANCES:
  - A. The Sub-contractor shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352); the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B section et seq.; and State Executive Order 74, as amended and revised by Executive Orders 166, 143, and 227, and CDC regulations, procedures or guidelines.
  - B. The Sub-contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability or national origin.
  - C. The Sub-contractor shall adhere to the provisions of Massachusetts General Laws Chapter 268A with respect to the Conduct of Public Employees. In addition, no employee of the Sub-contractor who exercises and functions or has responsibilities with respect to the subject program during his/her tenure or for one (1) year thereafter (or such longer period as may be provided in Chapter 268A of the Massachusetts General Laws), shall have an interest, in any contract or sub-contract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Contract. The Sub-contractor shall incorporate or cause to be incorporated, in all such contracts or sub-contracts a provision prohibiting such interest pursuant to the purposes of the sub-section.

Further the Sub-contractor shall adhere to the provisions of the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act (5 U.S.C. 1501 et seq.)

which limits political activities by employees whose principal employment is in connection with an activity which is financed in whole or in part by federal funds.

- D. For a period of seven years, the Sub-contractor shall maintain in accordance with 24 CFR Part 85, those books, records, documents, including but not limited to records, accounting records and purchase orders that are sufficient to document that activities carried out were in accordance with all applicable laws and regulations. The records shall contain all information pertaining to grant awards, authorizations, obligations unobligated balances, assets, liabilities, outlays, and income. The Sub-contractor shall upon request turn over all of said records to the Commission. The records shall be maintained for a period of seven years from the date of program close-out, or if such records become the subject of audit findings, until such findings are resolved, whichever is later.
- E. The Sub-contractor shall make all books, accounts, records, reports, files and other papers, things or property, that relate to the activities under the Agreement, available at all reasonable times for inspection, review, and audit by the Commission, the City of Springfield, its authorized representatives, authorized representatives of HUD, the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the U.S. General Accounting Office or any other authorized local, state or federal official or representative.
- F. In accordance with the Drug-Free Workplace Act of 1988, Title 40 CFR 36.200-36.230, and the Commission's Drug and Alcohol Free Workplace Policy, the execution of this contract shall serve as certification that the Sub-contractor will abide by Commission's prohibition against the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace, and further, that a violation of this prohibition is sufficient grounds for termination of this agreement.

9. TERMINATION:

- A. Within its sole discretion, the Commission may suspend or terminate this Contract by providing the recipient with fifteen (15) days written notice for reasons outlined as follows:
  - 1. Failure of the Sub-contractor, for any reason, to fulfill in a timely and proper manner its obligations under this contract including compliance with applicable federal, state or local laws, or regulations;
  - 2. Submission by the Sub-contractor to the Commission of reports that are consistently and continually late, incorrect, or incomplete in any material respect;
  - 3. Cancellation, revocation, suspension, or termination by the City of Springfield and/or its funder HUD, of the Grant Agreement or the portion therein funding this Contract.
  - 4. Violation of Section 8.F of this Contract.
  - 5. A determination by the Commission that the Sub-contractor has engaged in fraud, waste, mismanagement, or misuse of funds, or criminal activity with any funds provided by this Contract.

Except in the case of a suspension or termination resulting from 9.A.3. or 9.A.4. above, the Sub-contractor upon receipt of a notice to suspend or terminate this Contract shall have fifteen (15) days to reply in writing, if the Sub-contractor does not concur with the reasons for the suspension or termination.
- B. The Sub-contractor may suspend or terminate this Contract by providing the Commission with thirty (30) days written notice for the following reasons:

1. Failure by the Commission to pay the fee in accordance with Article 5.
  2. Actions or inaction's by the Commission which seriously hinder the Sub-contractor's ability to perform its obligations in accordance with this Agreement and applicable federal, state, or local law.
  3. A reasonable determination by the Sub-contractor that the satisfactory completion of one or more of the agreed upon activities is rendered improbable, infeasible, impossible or illegal, without fault of the Sub-contractor, provided however that the Sub-contractor shall first have
    - a. advised the Commission of the reasons for the determination, and
    - b. developed and proposed such solutions as appear feasible, and
    - c. sought to negotiate an amendment of the Agreement with the Commission, and such efforts have not satisfactorily removed the impediment to completion.
- C. In the event of suspension or termination, the Commission shall pay the Sub-contractor for services rendered through the date of suspension or termination.
10. **LICENSES:** The Sub-contractor shall procure and keep current any licenses, certifications, or permits required for any activity undertaken as part of the Scope of Services, Attachment A, and as required by federal, state, and local laws and regulations.
  11. **ASSIGNMENT AND SUBCONTRACTING:** The Sub-contractor may not subcontract, sell, transfer, assign, or otherwise dispose of this Contract or its rights, title, or interest therein, in whole or in part the services required of the Sub-contractor, without the prior written approval of the Commission. A subcontract shall not relieve or discharge the Sub-contractor from any obligation, responsibility or liability under this Agreement. All subcontracts shall be in writing and shall include by reference compliance with all terms and conditions of this Contract.
  12. **INDEMNIFICATION:** The Sub-contractor shall indemnify, defend and hold the Commission harmless from and against any and all claims, demands, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the Sub-contractor's breach of this agreement or the negligence or misconduct of the Sub-contractor or his agents or employees in the completion of the services or products covered by this agreement
  13. **CONFIDENTIALITY:** The Sub-contractor will protect the privacy of, and respect the confidentiality of information provided by, program participants, consistent with applicable federal and state regulations, including M.G.L., C. 66, section 10 and 201 CMR 17:00 regarding access to public records and the protection of personal information.
  14. **PUBLICATION, REPRODUCTION AND USE OF MATERIAL:** All published materials including, without limitation, reports, manuals, publications, pamphlets, brochures, advertisements, mass mailings, notices and articles prepared under this agreement with the grantee and any subcontractors of the grantee shall be the property of the Commission and City of Springfield or as agreed upon in the assistance agreement between the Commission and the CDC.

No material, including computer software, prepared in whole or in part under this agreement, shall be subject to copyright in the United States of America or in any country except with the prior written approval of the Commission. The Commission shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, computer software, or other materials prepared under this agreement with the grantee and any subcontractor of the grantee. Any materials, which have been previously protected by

copyrights and are used by the grantee in the performance of this agreement, should not lose the copyright status by being so used.

- 15. DISPUTES: In the event of any litigations hereunder, the prevailing party shall be entitled to recover reasonable attorney’s fees, costs and expenses from the non-prevailing party.
- 16. NON COLLUSION AND/OR FRAUD: The Sub-contractor agrees to perform this contract in good faith and without collusion or fraud with any other person and shall not cause to interfere or influence any related contract or program as a result of the services agreed upon hereunder.
- 17. SEPARABILITY: If any portion of this Contract shall be declared invalid, it shall not affect the validity of any other portion.
- 18. AMENDMENTS: No amendments or alterations to this Contract shall be made except upon written mutual agreement of both parties.

In witness whereof, the Commission and the Sub-contractor have executed this Agreement as of the date indicated above.

*The following Attachments A through F are hereby attached and made an integral part of this Contract.*

- Attachment A                      Scope of Services*
- Attachment B                      City of Springfield NDRC Phase II Proposal*
- Attachment C                      Budget*
- Attachment D                      PVPC – City of Springfield Contract*
- Attachment E                      Procurement Compliance Certification*

Pioneer Valley Planning Commission

Sub-contractor

By \_\_\_\_\_  
Timothy W. Brennan  
Executive Director

By \_\_\_\_\_  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

Date \_\_\_\_\_

Date \_\_\_\_\_

**Approval of Contract as to Appropriate Procurement Method**

By \_\_\_\_\_  
James M. Mazik, AICP  
Chief Procurement Officer

\_\_\_\_\_  
Date

**Attachment A: Scope of Services**

The Community and Stakeholder Outreach and Engagement consultant will assist with the design, plan, implementation, evaluation and refinement as necessary over time, of a community AND stakeholder outreach/engagement plan, including the conducting of extensive outreach to the public and key stakeholders to solicit input and facilitate meaningful involvement in the City of Springfield Climate Action Resilience Plan development and implementation.

Task 1--design and outreach/engagement plan for both CARP development (January 23-June 30, 2017) and implementation (July 1 to November 15 2017)

deliverable--approved outreach/engagement plan

Task 2--implement public outreach and engagement work in collaboration with Arise for Social Justice, the City of Springfield, PVPC, and the Springfield Climate Justice Coalition

deliverables--documentation of all meetings including notes in word as well as photos, video and audio recording as appropriate, posting on project website in collaboration with PVPC and City staff

Task 3--implement stakeholder outreach and engagement work in collaboration with Arise for Social Justice, the City of Springfield, PVPC, and the Springfield Climate Justice Coalition

deliverables--documentation of all meetings including notes in word as well as photos, video and audio recording as appropriate, posting on project website in collaboration with PVPC and City staff

Task 4--assure broad awareness of and meaningful participation in the CARP process

deliverables--at least 1 city-wide survey of both residents and stakeholders with a goal of over 1000 participants summarized in language understandable by fifth graders with at least 50% visual content

Task 5--document the outreach and engagement process and summarize it for City and HUD

deliverable--narrative report with at least 50% visual content describing engagement/outreach plan, implementation and evaluating its success including lessons learned.

The Consultant will, in collaboration with PVPC and City staff and representatives, prepare and implement an engagement plan for the development (January to June 2017) and implementation (July-November 2017) of the City of Springfield Climate Action Resilience Plan that will facilitate the pro-active participation and engagement of all Springfield residents, individuals and families as well as businesses, institutions, organizations, and City government, with a focus on vulnerable populations and organizations and institutions that serve them.

**Products/Activities to be produced by the consultant will include but not be limited to:**

- a minimum of four (4) public meetings targeted at resident engagement including promotion of these meetings using both conventional and social media, with a goal of twenty (20) or more residents attending each meeting, and detailed notes from the meetings typed and submitted within one week of the meetings completion;
- two (2) or more focus groups with sub-sets of the resident populations, including documentation of outreach using traditional and social media and notes from all meetings typed and submitted within one week of the meetings' completion;
- identification of the top twenty (20) and up to forty (40) key stakeholders with whom the City must interact to complete a 21st century Climate Action Resilience Plan including names of organizations as well as identification of appropriate contact person, contact person's phone and

email, as well as successful recruitment of these individuals to participate in the City's Climate Action Resilience Planning process to the satisfaction of the City Climate Action Plan team;

- Recruitment, creation and facilitation of additional work groups, committees, and/or other work team related advisory/input entities as needed and requested by PVPC and/or the City Climate Action Plan team members;
- Development, refinement and production of a detailed engagement process with a detailed timeline that can be completed in four (4) months;
- Facilitation of a series of interactive and very engaging presentations and other varied means to explain/present, receive input on, and eventually secure support for: the Greenhouse Gas (GHG) Emissions Inventory, the Vulnerability Assessment, and all other draft deliverables/work products, including but not limited to a list of current climate action strategies and a menu of potential future climate resilience actions to be undertaken by a variety of entities including but not limited to residents, city officials, businesses in the City, the Pioneer Valley Transit Authority, Eversource and Columbia Gas, major industries in the city, large employers, community-based organizations, neighborhood councils, schools, colleges and universities, and others;
- Produce interesting and engaging presentations and other conventional and social media products to involve and educate both residents and key stakeholders in the City of Springfield Climate Action Resilience planning process from January to June 2017;
- develop and implement outreach, invitations, conventional and social media releases and provide facilitation at both community/resident and stakeholder meetings/events with the goal of a minimum of monthly discussion of the CARP process in local media --both traditional and social media outlets;
- develop, promote, implement, and evaluate and report on a city-wide community survey on the Springfield Climate Action Plan;
- Following completion of the Springfield Climate Action Resilience Plan by June 30, 2017, work to publicize, promote and engage Springfield residents, businesses, organizations, institutions, and City government in plan implementation from July 1, 2017 to November 15, 2017 through a variety of means including but not limited to traditional and social media, presenting at City and Neighborhood Council meetings, organizing and conducting focus groups and other means as appropriate;
- Assure ongoing relevant communication with previously identified and engaged key stakeholders and others on the Plan implementation process;
- Publicize successes and challenges throughout the plan development and implementation process.

**Attachment B:           City of Springfield NDRC Phase II Proposal**

available for download from: on the City of Springfield website:

file:///Z:/Springfield%20Climate%20Justice%20Plan/Resources/NDRC\_Phase\_II\_Complete\_Application\_public.pdf

**Attachment C: Budget**

*to be proposed by Consultant*

**Attachment D: PVPC – City of Springfield Contract**

*will be attached when contract is signed*

**Attachment E: Procurement Compliance Certification**

**PIONEER VALLEY PLANNING COMMISSION**  
Procurement Compliance Certification Form

Contract: \_\_\_\_\_

Sub-contractor: \_\_\_\_\_

Proposed Subcontractor: \_\_\_\_\_

Compensation: \_\_\_\_\_

Services: \_\_\_\_\_

The proposed Subcontractor identified above for the services and compensation level as so stated:

- Has been procured in a manner compliant with State and Federal regulations and statutes governing the main contract.
- Has not been procured in a manner compliant with State and Federal regulations and statutes governing the main contract.

The proposed Sub-contractor-Subcontractor Agreement is:

- consistent with the PVPC-Sub-contractor Agreement and meets all terms and conditions of the funding authority.
- is not consistent with the PVPC-Sub-contractor Agreement and does not meet all terms and conditions of the funding authority.

By: \_\_\_\_\_  
James M. Mazik, AICP, MCPPO  
Deputy Director for Operations  
Chief Procurement Officer

Date: \_\_\_\_\_