



Request for Proposal (RFP): Greenhouse Gas Reduction Guide & Toolkit for Municipalities

Union of the Municipalities of New Brunswick (UMNB)

PROPOSALS DUE BY: August 14, 2020

Organization Background

The Union of Municipalities of New Brunswick (UMNB) is a bilingual association of sixty local governments of all sizes, representing over one third of New Brunswick's population. UMNB advocates for strong and sustainable communities all over the province. Together, our member tackle local challenges and share solutions to make life better for their citizens.

UMNB's advocacy priorities include greener communities. Our members are working to keep citizens safe today and do their part for a greener tomorrow.

Project Overview

At the 2019 Annual General Meeting, UMNB members passed resolution U-19-08, calling for the development of a practical guide to understanding GHG magnitude associated with common local government decisions in New Brunswick, and potential mitigation measures to effectively offset the GHG emissions from those decisions and activities.

The target audience for this Guide is New Brunswick municipalities, particularly those that have not yet implemented greenhouse gas reduction plans. In particular, it is intended to help small and rural municipalities that may not have staff capacity, time/financial resources, or community buy-in for other existing programs. This Guide is intended to make GHG reduction more accessible for municipalities with different levels of resources, and to bridge gaps in and to existing programs.

The desired outcome of this Guide is to help municipalities of all sizes take actions and create plans to set emissions reduction targets, monitor the emissions in an inventory, and implement regulations and mitigation measures to achieve further GHG reductions. The Guide will ultimately support the goal of transitioning to a low-carbon economy. The guide should complement existing programs, including FCM's Partners for Climate Protection (PCP) Milestone Framework.

The finished Guide will be available free to all New Brunswick municipalities in both official languages.



Project Goals and Scope of Work

The goal of this project is to produce a written guide that:

- i. Explains the value of GHG reduction, the GHG impacts of common local government decisions, and the impacts of potential mitigation measures.
- ii. Support practical actions by municipalities for greenhouse gas reduction and the creation of greenhouse gas reduction plans. This may include:
 - a. Examples of common actions included in plans and the potential impacts
 - b. Examples of actions & outcomes by other municipalities of various sizes
 - c. Support for creating practicable greenhouse gas reduction plans
- iii. Provides user-friendly tools to help local elected officials, staff, and volunteers implement plans and actions. Toolkit may include:
 - a. Strategies to present the value of GHG reduction to council and community
 - b. Communications guide with sample social media
 - c. Tips and timelines for obtaining Council approval
 - d. Success stories from New Brunswick communities
- ii. Complement existing programs, in particular FCM's Partners for Climate Protection Framework.

Work will include research, consultation with stakeholders (including municipalities), writing, and editing.

Target Deliverable Schedule

Final Project Due: March 31, 2021. Contracted work must be completed by March 31, 2021.

Existing Roadblocks or Technical Issues

Due to COVID-19, all consultation will be conducted remotely and virtually.

Target Budget

Budget for the GHG guide: \$43,000 CAD all incl.

Evaluation Metrics

UMNB will evaluate bidders and proposals based on the following criteria:

- Understanding of project objectives
- Experience and relevant expertise
- Projected costs



- Experience with/knowledge of NB municipalities and other relevant stakeholders
- Samples and/or case studies from previous projects.
- Responsiveness and answers to the following:
 - Why should UMNB choose you?
 - Provide an example of a challenging project and how you managed the situation constructively

Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Proposals must be submitted no later than 11:59 pm ADT on **August 14, 2020**
- Proposals can be submitted electronically to Executive Director Margot Cragg at margot.cragg@umnbc.ca
- Proposals should include the name and contact information of persons to be contacted for clarification of the proposal if needed
- Include samples and references with your proposal as appropriate
- A proposed schedule of work must be included and clearly expressed

Contact Information

For questions or concerns connected to this RFP, contact:

Margot Cragg, UMNB Executive Director

Email: margot.cragg@umnbc.ca Cell: (506) 476-5641