

# City of Cleveland Heights, Ohio



## Preparation of a Climate Action and Resiliency Plan

Request for Proposals (RFP)

RFP Issued: **March 15, 2023**

Questions Due: **March 29, 2023**

Response Deadline: **April 26, 2023 at 4:00 PM EST**

Questions Directed to: [planning@clevelandheights.gov](mailto:planning@clevelandheights.gov)

**CITY OF CLEVELAND HEIGHTS  
CLIMATE ACTION AND RESILIENCY PLAN RFP  
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# I. INTRODUCTION AND BACKGROUND

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## INTRODUCTION AND CONTEXT

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The City of Cleveland Heights, Ohio (the “City”) is a suburban city located immediately to the east of the City of Cleveland on the eastern part of Cuyahoga County. The City has a total land area of approximately eight (8) square miles and is home to approximately 46,000 diverse residents. Cleveland Heights is a dynamic city with a legacy of intentional economic, racial, and cultural diversity and inclusion.

The City is seeking proposals from qualified consultants, consultant teams, or firms to provide professional services for the development of a City of Cleveland Heights Climate Action and Resiliency Plan. The development of the Plan will be focused on equity and inclusion, and will include significant stakeholder and community engagement and outreach. As part of the Plan development, implementation and tracking measures will be developed.

This Request for Proposals (“RFP”) describes the project, the anticipated consultant responsibilities, the consultant selection process, and the minimum information that must be included in the proposal.

## CLIMATE ACTION AND RESILIENCY PLAN OVERVIEW, VISION, AND GOALS

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The City recently celebrated its 100<sup>th</sup> Anniversary in 2021 by both looking at its past, as well towards its future. The future changed when the City’s government transitioned from a City Manager-Council form of government to an elected, strong Mayor form in 2022. The recent events in East Palestine, Ohio have highlighted the importance not only of air quality and public health in our individual communities, but also how environmental conditions have a much larger impact on our regions. The Great Lakes Region has started to see “climate refugees” from the Western portion of the United States, as well as from the East Coast and we anticipate seeing increased climate migration.

A pillar of Mayor Kahlil Seren’s agenda, the City Council vision, and the goals of the community overall is to create a future that is just, sustainable, and resilient to our current and future residents. To that end, the City has committed to undertake a comprehensive Climate Action and Resiliency Plan, as well to hire a full-time Climate Resiliency & Sustainability Coordinator in the Mayor’s Office.

The development of the Climate Action and Resiliency Plan has the following primary goals:

- 1) the Plan should contain a Climate Action component focused on municipal services with a more general, broader Resiliency component for the City overall;
- 2) the process should consider and ensure climate action equity;
- 3) the Plan should include specific focus on air quality and public health;
- 4) the entire process must be based upon science and data;
- 5) the Plan should recognize current residents, but also prepare to become a Climate Receiver community; and
- 6) the process must include significant, but right-sized stakeholder and community engagement.

## IDENTIFICATION OF PLAN PARTNERS

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The City has engaged with many local and regional experts and partners in order to prepare this RFP and anticipates that they will continue to be important partners during the Plan process. These experts and partners include:

- MetroHealth
- Cuyahoga County Board of Health

- Cuyahoga County Department of Sustainability
- Case Western Reserve University
- The Ohio State University
- Ohio University
- NOACA
- Ohio EPA
- Local educational facilities (both public and private)

## II. SCOPE OF WORK AND DELIVERABLES

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### SCOPE OF WORK

The following is a description of scope elements that the City anticipates that the selected consultant/consultant team (herein referred to as the “consultant team”) would perform as part of the Project, including deliverables.

#### **Task 1: Kick-Off Meeting**

The consultant team will meet with City staff to discuss the scope of the project, assess the available documents/data to review, confirm the project schedule, and establish the parameters of stakeholder & community engagement.

##### *Deliverable(s):*

- Meeting minutes; final list of existing documents/data to review; project schedule; summary of parameters of stakeholder & community engagement

#### **Task 2: Background Review and Data Collection**

##### Subtask 2A: Review and Analysis of Existing Policies, Plans, and Programs

The consultant team will review and analyze the City’s existing climate-related policies, plans, programs, and governance structure, as well as any regional planning documents and resources, that will provide the foundation for the climate action and resiliency planning. These may include, but are not limited to:

- 2017 City of Cleveland Heights Master Plan
- Greenhouse Gas (GHG) Inventory\* (Note, see Task 3 below)
- 2019 Cuyahoga County Climate Change Action Plan
- City of Cleveland Heights Zoning Code, as relevant to meeting the goals of the Climate Action Plan
- City of Cleveland Heights Building, Fire, and Housing Codes, particularly their alignment with the Ohio codes and/or if the City should align with international codes, as relevant to meeting the goals of the Climate Action Plan
- Other City provisions located in the City of Cleveland Heights Codified Ordinances, as relevant to meeting the goals of the Climate Action Plan
- Cleveland Heights Vision Zero Policy
- Cleveland Heights Complete and Green Streets Policy
- Various other planning and transportation studies and reports produced by or for the City (e.g., Compton Road Greenway, Cuyahoga County Regional Shared Micro-Mobility Program, Shared Spaces Program, Mayfield Road Corridor Multimodal Plan, Taylor Road Corridor Study)
- Commitment to being an EV Smart Community

As part of this review and analysis, the consultant team will consider the following in the Plan preparation:

- Analyze opportunities to embed equity government-wide
- Align recommendations with the City’s existing assets

##### *Deliverable(s):*

- Resiliency goal matrix
- Summary memorandum of all plans

### Subtask 2B: Background Data Collection

In addition to a review of existing policies and programs, the consultant team shall collect additional data and work with Plan Partners on their data collection efforts. This shall include, but is not limited to:

- Coordinating with the City's GIS Coordinator to map data and other metrics (both existing and to be collected)
- The Ohio State University (OSU) student project – the City is collaborating with OSU on a student data project that will be evaluating 1) tree canopy in Cleveland Heights and 2) air quality monitors in Cleveland Heights
- Air Quality monitors – the City has purchased and installed five (5) PurpleAir monitors across the City and anticipates purchasing additional monitors. The consultant team should work with the GIS Coordinator on the data from the existing monitors and the placement of additional monitors
- Public health indicators provided by MetroHealth and the County Board of Health – the City is collaborating with MetroHealth on a number of community-based public health initiatives where data may be collected. In addition, the County Board of Health is a willing partner to share data with the City regarding public health.

## **Task 3: Climate Data Analyses**

### Subtask 3A: GHG Inventory and Science-Based Targets

Cleveland Heights was included in the County's recent GHG Inventory. The City is working with Power a Clean Future Ohio (PCFO) to prepare a City-specific, updated municipal GHG inventory. The updated GHG inventory is anticipated to be completed prior to the start of the Project and will be made available to the selected consultant team. The consultant team under this task should:

- Review the GHG inventory provided by PCFO to codify and expand any related strategic recommendations
- Develop an emissions reduction pathway and specific science-based targets for Cleveland Heights
- Determine a method for how often to update the inventory and how to track progress

#### *Deliverable(s):*

- Memorandum containing summary review of GHG emissions inventory and GHG emission strategic recommendations based on the reduction potential

### Subtask 3B: Fleet Analysis

The City is working with PCFO on a Fleet Analysis. Similar to the above subtask, the updated Fleet Analysis is anticipated to be completed prior to the start of the Project and will be made available to the selected consultant team. The consultant team under this task should:

- Review the Fleet Analysis
- Develop specific recommendations
- Determine a method for how often to update the Fleet Analysis

#### *Deliverable(s):*

- Memorandum containing summary review of Fleet Analysis and strategic recommendations

### Subtask 3B: Climate Vulnerability Assessment

A Climate Vulnerability Assessment was done for Cleveland Heights as part of the Cuyahoga County Climate Change Action Plan. The chosen consultant team should build off existing data to customize Cleveland Heights' Plan.

#### *Deliverable(s):*

- Memorandum on Cleveland Heights-specific Climate Vulnerability Assessment

### Subtask 3C: Analysis of Environmental Justice, Disadvantaged, and Underrepresented Communities

The consultant team should summarize all applicable Federal, State, or local policies related to Environmental Justice and Justice40. Based upon those policies, the consultant team should, in concert with the City's GIS Coordinator and other stakeholders, analyze how populations locally have been underrepresented in climate action planning. This task will also include identifying strategies to engage such populations to be included as part of Task 5.

#### *Deliverable(s):*

- Memorandum on Environmental Justice, Disadvantaged, and Underrepresented Communities in Cleveland Heights

## **Task 4: Visioning, Plan Goals Setting, Commitments**

- The consultant team will work with the City to establish a clear Problem Statement – what is it that the City is trying to solve by preparing the Climate Action and Resiliency Plan.
- The consultant team will work with the City and its stakeholders to establish the goals and objectives of the Plan, as well as any overarching commitments to local, regional, national, or international climate action planning.
- The consultant team will establish definitions that will be utilized throughout the planning process. For example, 'sustainability', 'climate change', 'resiliency', 'climate receiver', 'adaptation', 'climate vulnerability assessment', etc.

#### *Deliverable(s):*

- Problem Statement
- Plan Goals and Objectives
- Commitments

## **Task 5: Community Engagement and Outreach**

A hallmark of Cleveland Heights is the interest and participation of its residents. However, engagement without a framework can lead to projects and initiatives that run off course and languish without completion. Further, typically, those segments of the population that are already engaged tend to be the ones who participate. Particularly for climate action planning, all members of Cleveland Heights must be able to participate and that participation must, therefore, be equitable. Further, the City has already identified and engaged with key technical experts and stakeholders in the preparation of this RFP since a goal of this effort is to be science- and data-based. It is the City's intent to utilize that technical group of stakeholders as a baseline for a Technical Advisory Committee to advise and consult with staff and the consultant team often, while engaging the overall community at particular touch-points in the process for their input.

The consultant team should work with City staff to design a strategy to engage a broad array of stakeholders and community as a whole. This strategy should include a schedule and methods to be used to organize proposed activities. This would include framing the issues, identifying the challenges, developing ideas for solutions, presenting the draft findings, refining ideas and presenting final recommendations, launching the plan, and identifying roles and responsibilities.

While City staff is prepared to lead a portion of these outreach efforts, it is essential that the consultant team be available for on-site and/or virtual meetings as outlined below. The proposal should detail a stakeholder engagement plan and identify which tasks are appropriate and/or desirable for City staff to complete.

Activities under this task may include:

- The consultant team will provide information and materials that help to educate the public about the basics of climate change, the need for climate action planning, and the differences between municipally focused (climate action) and broader (resiliency) components
- Convene a Technical Advisory Committee of technical experts and stakeholders to meet with and advise the consultant team and staff. Attend at least four (4) advisory committee meetings
- The consultant team will support the City in planning and design of two (2) public meetings with the community. The consultant team will attend the meetings and present, support facilitation, and be available for note taking. The meetings will be focused on the following topics:
  - One (1) community forum focused on visioning and goal setting to solicit feedback to inform the development of the Plan. The Plan will be designed to reflect the community's suggestions and ideas.
  - One (1) community forum to present the draft Plan to solicit feedback before the plan is finalized.
- Conduct additional outreach, such as tables at events for the entire community.
- The consultant team should be available to attend and present at approximately two (2) meetings with City Council.
- Preparation of online survey for entire community, collection of data, and analysis
- Conduct interviews with key stakeholders and staff
- Creation of project website (City responsibility)

*Deliverable(s):*

- Stakeholder and Community Engagement Plan
- Online survey and results analysis
- Stakeholder/staff interviews and analysis
- Memorandum on overall stakeholder and community engagement analysis

## **Task 6: Climate Action and Resiliency Core Area Strategies**

The consultant team should focus on the following core areas for strategy development that correspond with the recommendations from the emissions reduction potential from the GHG inventory, but may also provide other co-benefits:

- **Materials and Waste**, including waste reduction, as well as any other recycling strategies (e.g., unified recycling for commercial/rental)
- **Energy Use**, including limited revisions to Building, Housing, and Fire Codes (as relevant to meeting the goals of the Climate Action Plan), and building energy management



- **Natural Areas/Land Use**, including limited revisions to the Zoning Code (as relevant to meeting the goals of the Climate Action Plan) and tree canopy (including as a way to combat extreme heat)
- **Food Systems**, including food deserts and inequality in access to fresh food; strategies to adapt to the impact of climate change on food security
- **Water and Wastewater**, aging infrastructure, consent decree, adaptation for storm events
- **Transportation**, fleet particularly EVs and EV Charging Stations – inventory and efficiency policies
- **Air Quality and Public Health**, particularly strategies related to air quality monitoring
- **Climate Equity**, including environmental justice policies

Activities under this task may include:

- Developing recommendations for changes to or creation of new policies
- Developing strategic recommendations in the identified core areas that align with current best practices
- Facilitating meetings with the advisory committee and City leadership to tailor recommendations to the community

*Deliverable(s):*

- Memorandum on Climate Action and Resiliency Core Area Strategies

## **Task 7: Preparation of Climate Action and Resiliency Plan**

For this task, the consultant team shall draft and design the plan components: a municipal climate action plan and a more general, community-wide resiliency plan

### Subtask 7A: Preparation of Draft Plan

- The consultant team will prepare a Draft Climate Action and Resiliency Plan and transmit it to City staff
- City staff will review the Draft Plan and provide comments
- The consultant team will revise based upon staff comments
- The consultant team will present the Draft Plan at a public forum
- The Draft Plan will be posted on the City’s website and made available for a time-limited public comment
- City staff will compile the comments on the Draft Plan and share with the consultant team

*Deliverable(s):*

- Draft Climate Action and Resiliency Plan

### Subtask 7B: Final Plan

- The consultant team will revise the Plan, as necessary, to reflect those comments received by the public, key stakeholders, and staff
- The consultant team will finalize the Plan, make it publish-ready, and transmit to the City
- The consultant team will present the Final Plan at a public meeting or at a City Council meeting
- The City may choose to adopt the Plan

*Deliverable(s):*

- Final Climate Action and Resiliency Plan

## **Task 8: Implementation and Tracking Measures**

The consultant team will work with the City administration and any City staff to craft “climate-focused” annual and long-term capital planning and budgeting.

Activities under this task may include:

- Providing recommendations to facilitate the implementation of priority projects
- Identifying funding opportunities and partnerships to aid in implementation
- Identifying key metrics and tools to track progress (including to track progress on emissions reductions)

*Deliverable(s):*

- Implementation roadmap

### **PROJECT DELIVERABLES**

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Based on the scope of work described above, the consultant team will deliver the following deliverables as part of the preparation of the Climate Action and Resiliency Plan.

- Kick-Off Meeting minutes; final list of existing documents/data to review; project schedule; summary of parameters of stakeholder & community engagement
- Resiliency goal matrix
- Summary memorandum of all plans
- Memorandum containing summary review of GHG emissions inventory and GHG emission strategic recommendations based on the reduction potential
- Memorandum containing summary review of Fleet Analysis and strategic recommendations
- Memorandum on Cleveland Heights-specific Climate Vulnerability Assessment
- Memorandum on Environmental Justice, Disadvantaged, and Underrepresented Communities in Cleveland Heights
- Problem Statement
- Plan Goals and Objectives
- Commitments
- Stakeholder and Community Engagement Plan
- Online survey and results analysis
- Stakeholder/staff interviews and analysis
- Memorandum on overall stakeholder and community engagement analysis
- Memorandum on Climate Action and Resiliency Core Area Strategies
- Draft Climate Action and Resiliency Plan
- Final Climate Action and Resiliency Plan
- Implementation roadmap

### **REQUIRED FORMS AND COPIES**

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The selected consultant team will deliver one (1) storage device containing all images, drawings, plans, and documentation developed in the preparation of the Climate Action and Resiliency Plan.

### III. PROPOSAL SUBMITTAL FORMAT AND REQUIREMENTS

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All proposals submitted for consideration shall include, but not be limited to, the following components.

1. **Cover Page:** Submit RFP cover page on letterhead, signed by a duly authorized officer, employee, or agent of the responding party submitting the proposal. The cover page should include a statement that the proposal is submitted in response to the “*City of Cleveland Heights Climate Action and Resiliency Plan RFP*”. The cover page should contain the name, address and contact information, including email, of the main contact for the proposal.
2. **Statement of Qualifications and References:** Responding parties should include in their proposal with a Statement of Qualifications that includes the information below:
  - a) General description of the responding party or team, including size and length of time in business;
  - b) A summary of the responding party’s or team’s background and specific experience on similar projects;
  - c) List of completed pertinent climate action/resiliency/sustainability projects, particularly within the context of a similarly sized city; and
  - d) Any qualifications not previously described that make the responding party or team unique.
3. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
4. **Proposed Project Approach:** Provide a written a narrative describing the respondent’s general approach towards climate action and resiliency planning and their specific approach for the preparation of the City of Cleveland Heights Climate Action and Resiliency Plan. This narrative should include a statement of objectives and goals and a description of the respondent will address the City’s stated vision and goals for the Project.
5. **Proposed Scope of Services with Deliverables:** The proposal should include a description of the scope of services and a list of the specific deliverables to be provided; this should include a work plan that identifies the major tasks to be completed, as well as any optional work tasks that the respondent thinks would be valuable in conducting.
6. **Proposed Timeline:** The proposal should include a timeline for the tasks noted above. The City anticipates a maximum timeline to not exceed twelve (12) months, but is open to alternative timelines so long as the proposal provides a rationale for why a shorter/longer timeline is desired. The timeline should also include provisions for City staff and other reviews, revision of draft deliverables, and preparation of the final documents.
7. **References:** Provide three (3) references from other clients, especially public agencies, with whom the responding party or team now or has worked and has established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number/email, project name, and dates the services were provided.
8. **Example Climate Action Plan:** Provide a copy of or a link to at least one (1) other climate action plan that the responding party has completed.

- 9. Cost Proposal:** Provide a cost proposal, including fees and/or number of billable hours and hourly rate of all named team members, and total cost. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (e.g., office supplies, travel/lodging/meals, etc.).
- 10. Statement on Minority, Women-Owned, and Veteran-Friendly Business Enterprises (MBE/WBE/VBE) Inclusion; Prevailing Wage and Local Hiring:** The proposal should include a statement regarding the participation of Minority, Women-Owned, and Veteran-Friendly Business Enterprises, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.
- 11. Statement of Non-Discrimination:** The proposal should include a statement that the respondent will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex, familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the Project.

## IV. EVALUATION CRITERIA

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For all proposals deemed acceptable by the City, the evaluation criteria may include but not be limited to the following considerations:

- Completeness and Responsiveness to RFP
- Project Approach / Understanding of Scope of Work / Understanding of Cleveland Heights and Cuyahoga County
- Ability to Perform Current and Projected Required Services on Time and within Budget
- Qualifications, Experience, and Relevant Knowledge
- References
- Cost Proposal
- (If required) Interviews

## V. PROPOSAL SCHEDULE AND SUBMITTAL

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### PROPOSAL SCHEDULE

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The following are key steps in the proposal schedule:

- 1. Issue Date:** The issue date of this RFQ is **March 15, 2023**.
- 2. Questions and Responses:** Questions and inquiries will be accepted by the Village, but must be submitted **via email** to the Department of Planning & Development at [planning@clevelandheights.gov](mailto:planning@clevelandheights.gov). The closing date for submitting written questions is **March 29, 2023**. A summary of all substantive questions and answers will be distributed via email to all responding parties and posted on the City's website by **March 31, 2023**.
- 3. Proposals Due:** To be eligible for consideration, all responding parties must submit:

**ONE (1) ELECTRONIC VERSION OF THE PROPOSAL RECEIVED BY THE CITY NO LATER THAN APRIL 26, 2023 AT 4:00 PM.**

Responding parties who choose to submit hard copies of their proposals by mail or delivery service in addition to the required electronic copy should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

- 4. Where to Submit Proposals:** The required electronic version of the proposal must be emailed to [planning@clevelandheights.gov](mailto:planning@clevelandheights.gov).

If an applicant chooses to submit hard copies in addition to the electronic copy, it should be mailed or hand delivered (to the dropbox outside of City Hall) to:

City of Cleveland Heights  
Department of Planning & Development  
40 Severance Circle  
Cleveland Heights, OH 44118

Both the hard and electronic copies should indicate that the proposal is in response to the "*City of Cleveland Heights Climate Action and Resiliency Plan RFP*".

- 5. Interviews:** Certain responding parties may be invited to present their proposal at a follow-up interview.
- 6. Selection Decision by the Administration and Recommendation to Council**
- 7. Council Resolution to Authorize the Mayor to Enter into Agreement with Selected Consultant Team**
- 8. Contract Preparation and Finalization by Law Department**
- 9. Project Kick-Off**

## VI. ADMINISTRATIVE INFORMATION

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1. **Insurance:** The consultant team shall provide any insurance protection required by the contract. This shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City, its officers, officials, employees, volunteers and agents related to the Project.
2. **Addenda and Supplements to Proposal:** In the event that the City requires additional information, responding parties will have the opportunity to further respond to any questions asked and to clarify any points by submitting a written addenda and supplement to their proposal.
3. **Expenses Incurred by Responding Consultant Team:** The City will NOT be responsible for any cost or losses incurred by any responding parties at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.
4. **Rights Reserved by the City:** The City of Cleveland Heights reserves the right to determine appropriateness and merit of all submissions. Issuance of this RFP does not obligate the City to enter into negotiations with any responding party. All information provided by responding parties and written correspondence will be considered public records.
5. **Minority, Women-Owned, and Veteran-Friendly Business Enterprises (MBE/WBE/VBE) Inclusion; Prevailing Wage and Local Hiring:** The City strongly encourages the participation of Minority, Women-Owned, and Veteran-Friendly Business Enterprises, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.