



POSITIVE IMPACT ON
CLIMATE & COMMUNITY

REQUEST FOR APPLICATIONS (RFA)

CARBON OFFSETS

CITY OF AUSTIN
OFFICE OF SUSTAINABILITY

May 30, 2013

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

REQUEST FOR APPLICATIONS (RFA) PROCESS

1. **May 30, 2013 – RFA RELEASE**

The Office of Sustainability will post the Request for Application (RFA) for local sustainability projects on the City's website. The RFA is a downloadable PDF document available to the public.

2. **June 18, 2013 – QUESTIONS DUE**

All requests for explanations or clarifications must be submitted in writing to the Office of Sustainability no later than 3:00PM. Questions shall be submitted via email to sustainability@austintexas.gov. Please put *PICC Questions* in the subject header.

3. **June 25, 2013 – RESPONSE / ADDENDUM**

Any explanations or clarifications will be posted on the City of Austin website no later than 3:00PM. Any amendments to the RFA will be posted to the website at this time.

4. **July 1, 2013 – APPLICATION DEADLINE**

All applicants will provide a pdf copy of their submission by email to sustainability@austintexas.gov with the subject heading: *PICC-RFA Submission*. All applications must be received by 5:00PM. The application will be no larger than 10MB in size. Applications received after this time will not be honored.

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

SOLICITATION NO: 130524-1

DATE ISSUED: May 30, 2013
**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT:**

QUESTIONS DUE: TIME AND DATE: June 18, 2013 at
3:00PM

MARC COUDERT

PROPOSAL DUE PRIOR TO: July 1, 2013 at 5:00PM



Environmental Program Coordinator
Email: sustainability@austintexas.gov

SUBMIT 1 SIGNED PDF COPY BY EMAIL

SOLICITATION TO:

Insert Vendor Name & Address

Signature of Person Authorized to Sign Offer

Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO. _____(if appropriate)

Date: _____

Company Name: _____

Address: _____

City, State, Zip Code__

Phone No. ()

Fax No. ()

**BELOW INFO MUST MATCH THE NAME AND ADDRESS ON INVOICE AND IN COMPANY PROFILE
WITH CITY**

Company "Remit To" Name: _____

Remit to Address: _____

City, State, Zip Code__

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

Table of Contents

SECTION NO.	TITLE	PAGES
0400	SCOPE OF WORK	2
0500	SUPPLEMENTAL PURCHASE PROVISIONS	2
0800	NON-DISCRIMINATION CERTIFICATION	1
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING AND NON-SUSPENSION OR DEBARMENT CERTIFICATION	1

RETURN FOLLOWING DOCUMENTS WITH BID/PROPOSAL/QUOTE/RESPONSE/SUBMITTAL**

- Cover Page Offer Sheet
- Sections 0800 Non-discrimination Certification
- Sections 0810 Non-collusion, non-conflict of interest, anti-lobbying and non-suspension or debarment certification

**** See also Section 0400, Supplemental Purchase Provisions, and Section 0500, Scope of Work/Specification, for additional documents that must be submitted with the Offer.**

NOTES:

The Proposer agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

0400 SCOPE OF WORK

1. PURPOSE

The City of Austin, hereinafter referred to as “the City”, seeks proposals in response to this Request for Applications from organizations qualified and experienced in the creation of projects to reduce the amount of greenhouse gases released into the atmosphere.

2. BACKGROUND

In 2007, the Austin City Council created the Austin Climate Protection Plan, seeking to make Austin the “leading city in the nation in the effort to reduce and reverse the negative impacts of global warming.” A component of the plan is the development of a program to assist citizens, businesses, organizations, and visitors in achieving carbon neutrality. This includes the development of greenhouse gas reduction strategies that citizens and organizations can fund through the purchase of carbon offsets, as well as the promotion of carbon neutrality among visitors by providing mechanisms and incentives for the purchase of offset credits by travelers, conventions, tradeshow and festivals.

As the City worked to develop a carbon neutrality strategy for events and visitors, it became clear that few, if any, opportunities for cost-effective local carbon offsets exist. Therefore, the program seeks to use a combination of statewide carbon offsets and local Austin sustainability and community projects.

With the Austin Climate Protection Plan’s goals in mind, the City is partnering with local event organizers who, through ticket sales, add-on charges, or other funding mechanisms, will voluntarily contribute funds for one or more carbon offset projects in the State of Texas. This program, called **Positive Impact on Climate and Community (PICC)**, will provide voluntary financial assistance for a project that reduces the amount of greenhouse gases released into the atmosphere.

The following organizations have expressed their intention to work with the City to voluntarily provide financial support for the community projects through the PICC program:

- **Austin City Limits Music Festival**
- **Circuit of The Americas LLC**
- **ACL Live at the Moody Theater**

The amount of funding available for projects is currently undetermined and is dependent on success of the program and participation by event organizers and attendees. Participating event organizers will select which qualifying project(s) they wish to fund in conjunction with their events.

3. OBJECTIVES

- A. **Title of Program:** Positive Impact on Climate and Community (PICC) Carbon Offsets
- B. **Objective:** The purpose of this solicitation is to identify projects that follow defined protocols, meet specified standards, and result in a measurable reduction in carbon emissions that is third-party-verified. In addition to meeting verification criteria, projects will be evaluated on price, proximity to Austin, the amount of emission reductions achieved, and additional benefits beyond emissions reduction that the projects provide
- C. The City of Austin, hereinafter referred to as the City, seeks proposals in response to this Solicitation from organizations qualified and experienced in the creation of projects that create third party verified “Carbon Offsets”. Carbon offsets are defined as a reduction in emissions of carbon or [greenhouse gases](#) made in order to compensate for or to offset an emission made elsewhere that follow a consensus based protocol, are third party verified, and registered with a carbon registry.

The selected projects must address the following criteria:

- i. Project activity must occur in and carbon benefits must arise in the state of Texas.
- ii. The project must avoid the release of greenhouse gases into the atmosphere or permanently

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

reduce a specific amount of greenhouse gases already present in the atmosphere.

- iii. The greenhouse gas emission reductions achieved must be additional and greater than what would occur under business as usual circumstances.
- iv. The amount of greenhouse gases reduced by the project must be quantifiable and measurable over the life of the project. The unit of measurement shall be Metric Tons of Greenhouse Gas (GHG) emissions.
- v. The emission reductions must be third party verified
- vi. The emission reductions must meet criteria of consensus based protocol accepted by the American Carbon Registry, Climate Action Reserve or Verified Carbon Standard.
- vii. The emissions reduction project must be registered on a carbon registry such as the American Carbon Registry, Climate Action Reserve, or Verified Carbon Standard.
- viii. The project must abide by all Federal, State and local laws and regulations.

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

0500 PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS

1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary of one (1) page, which gives in brief, concise terms, and a summation of the proposal. The proposal itself shall be ten (10) pages or less and organized in the following format and informational sequence:

- A. **Part I - Business Organization**: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, nonprofit or individual. Include the State in which incorporated or licensed to operate.
- B. **Part II - System Concept and Solution**: Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution.
- C. **Part III - Program**: Describe your technical plan for supplying carbon offsets. Specifically indicate:
 - i. Location of where the offsets are created.
 - ii. Protocol used to create the third party verified offsets and the name and contact of the third party who verified the offsets
 - iii. Copy of the verification certificate
 - iv. Amount of offsets available as of the date of submission
 - v. Statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities.
- D. **Part IV - Project Management Structure**: Provide an explanation of project leadership and reporting responsibilities; and interface the team with City and event organizer project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
- E. **Part V - Prior Experience**: Describe only relevant experience and individual experience for personnel who will be actively engaged in the project. Do not include experience unless personnel assigned to this project actively participated. Do not include experience prior to 1998. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.
- J. **Part X - Proprietary Information**: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- K. **Part XI - Authorized Negotiator**: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- L. **Part XII - Cost Proposal**: Provide an estimated price for Carbon Offsets in dollars per metric ton of CO₂e. Price must include all additional fees and taxes Information described in the following sub-sections is required from each Proposer. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate.

2. EXCEPTIONS

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

Proposal.

3. PROPOSAL PREPARATION COSTS:

All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

4. EVALUATION FACTORS AND AWARD

A. **Criteria for Evaluation:** A selection panel comprised of City of Austin employees versed in carbon offsets will review submittals and determine which projects best meet the defined criteria for inclusion in the program. Environmental Defense Fund will provide additional oversight of the PICC Program, helping to establish sustainability criteria for local projects and evaluating the performance of those projects over time. The City of Austin and partners will approve projects based on the criteria identified in the Proposal Preparation Instructions & Evaluation Factors

Participating event organizers will, at their sole discretion, select a carbon offset project to contribute funds on an annual basis. Funding will come from local event organizers, not from the City of Austin. The City's role is to facilitate the process of finding participating events, gather applications, and assist in selecting projects for inclusion into the PICC program. Amount of funding is unknown at this time.

B. Evaluation Factors:

- (1) **System Concept and Solutions Proposed** Grasp of the requirement and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation. **25 Points**
- (2) **Cost:** The price for Carbon Offsets in dollars per metric ton of CO₂e in comparison with other proposals. **25 Points**
- (3) **Availability:** The available carbon offsets for purchase as of the date of submission and thereafter. **10 Points**
- (4) **Multitude of Co-Benefits Created:** Projects that benefit communities that are vulnerable to economic, environmental and social equity issues. **30 Points**
- (5) **Stability of Organization and Project Feasibility:** Displayed expertise in the area proposed and successful completion of three or more comparable projects in the State of Texas. **10 Points**

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

0800 NON-DISCRIMINATION CERTIFICATION

I hereby certify and agree that our firm ("Offeror"), despite the fact that it is not a Contractor of the City of Austin, conforms to the requirements of Austin City Code, Section 5-4-2, prohibiting discriminatory employment practices. Offeror agrees to conduct its personnel activities in accordance with established federal, state and local equal employment opportunity laws and regulations. Offeror agrees not to engage in any discriminatory employment practice defined in the Austin City Code.

For the purposes of this Offer and any resulting Contract, Offeror adopts the provisions of the Minimum Standard Nondiscrimination Policy set forth below.

Minimum Standard Non-Discrimination in Employment Policy:

As an Equal Employment Opportunity (EEO) employer, the Offeror will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Offeror will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Offeror agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Offeror's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Offeror's policy, but will also supersede the Offeror's policy to the extent of any conflict.

Term:

Offeror agrees that this Section 0800 Non-Discrimination Certificate or the Offeror's separate conforming policy, will remain in force and effect for one year from the date of filing and will automatically renew from year-to-year for the term of the underlying Contract.

Signature of Officer
or Authorized
Representative: _____

Printed Name: _____

Title: _____

Date: _____

**REQUEST FOR APPLICATIONS (RFA)
CARBON OFFSETS
CITY OF AUSTIN, OFFICE OF SUSTAINABILITY**

0810 NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING AND NON-SUSPENSION OR DEBARMENT CERTIFICATION

The undersigned Officer or Authorized Representative is a duly authorized representative of the Offeror for the purpose of making this Certification, and hereby states, to the best of his or her personal knowledge and belief as follows:

The term “**Offeror**”, as used herein, includes the individual or business entity submitting the Offer and for the purpose of this certification includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

- 1. Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
- 2. Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Request for Applications (“RFA”). In addition, the Offeror has not otherwise participated in the preparation or development of the underlying RFA, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors.
- 3. Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this RFA.
- 4. Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this RFA, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City or the PICC Program partners in the course of the performance of the Contract.
- 5. Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;
 - b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror.
 - c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:
<http://www.austintexas.gov/department/conflict-interest-questionnaire>
- 6. Anti-Lobbying Ordinance.** Offeror has not made and will not make a representation to a City official or to a City employee, other than the Authorized Contact Person for the RFA, except as permitted by the Ordinance.
- 7. Non-suspension or debarment.** Offeror hereby certifies that it is not currently suspended or debarred from bidding on any Federal, State, or City government contracts.

Signature of Officer
or Authorized
Representative: _____

Printed Name: _____

Title: _____

Date: _____