

Meeting of November 20, 2018

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #93-18/19 – Award of City of Portland RFP #19006 to Linnean Solutions, of Cambridge, MA, for the development of a Climate Action and Adaptation Plan for Portland and South Portland. Passage requires majority vote.

Position:

In October of 2014, the City formally accepted the Climate Action Plan. The plan, eight years in the making, was created to identify attainable goals for using energy more efficiently to keep municipal operating costs low; harnessing renewable energy to power City buildings; enhancing access to sustainable transportation modes; and recycling local waste, in order to keep dollars in the local economy; support local green jobs; and improve community quality of life.

In April of this year, Sustainability Director Julie Rosenbach asked the Council to adopt Resolve #24-17/18 to reduce greenhouse gas emissions in South Portland by 80% by 2050 and to transition to 100% clean energy for municipal operations by 2040. As a means of helping to achieve significant emissions reductions, Director Rosenbach proposed the City join forces with the City of Portland to hire a consultant and form a joint steering committee to prepare a report outlining steps each community should undertake to reach the 2040 and 2050 goals. At that meeting, the City committed to contributing up to \$110,000 for this collaborative effort.

As part of this collaboration, a selection committee was formed with members representing both cities. This committee issued an RFP for the development of a Climate Action and Adaptation Plan for each city. Eight proposals were received and the committee is recommending Linnean Solutions be selected for this project.

Attached is a memo from Director Rosenbach further outlining the RFP process and recommended consultant. She will be at Tuesday's meeting to answer questions.

Requested Action:

Council passage of ORDER #93-18/19.



City Manager



**SUSTAINABILITY
OFFICE**

JULIE A. ROSENBACH
Sustainability Director

To: Scott Morelli, City Manager; Linda Cohen, Mayor; City Council Members
From: Julie Rosenbach, Sustainability Director
CC: Bill Mann, Economic Development Director and Selection Committee
Date: November 15, 2018
Subject: Recommendation of Consultant for Climate Action Planning

The Selection Committee recommends the Cities of Portland and South Portland enter into a contract with Linnean Solutions and partners for the development of a Climate Action and Adaptation Plan for each city.

The Cities of Portland and South Portland have both established aggressive climate action goals: to transition to 100% clean renewable energy by 2040 and to reduce community wide greenhouse gas (GHG) emissions 80% by 2050. Given the alignment of our visions and our close proximity, the cities have chosen to collaborate on the development of Climate Action and Adaption Plans to help us reach these goals. On July 31, 2018 we issued a Request for Proposals (RFP #19006) through Portland's Purchasing office. On September 5, 2018, Portland's Purchasing Office received eight (8) proposals. There were no late or disqualified proposals.

A Selection Committee comprised of Troy Moon, Sustainability Coordinator (Portland), Jeff Levine, Director of Planning and Urban Development (Portland), Julie Rosenbach, Sustainability Director (South Portland), and William Mann, Economic Development Director (South Portland) rated the proposals based on three criteria: Project Approach (45%), Previous Experience (25%), and Fees (30%). Each member of the committee independently reviewed the submitted proposals. On October 2, we gathered to discuss each proposal. At the conclusion of the meeting committee members scored each proposal using the established criteria. The following table shows the results of the scoring.



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Sustainability Director

RFP #19006
Development of Climate Action & Adaptation Plans
for the Cities of Portland and South Portland, Maine

CRITERIA	Arup	GEI	ICF	Linnean Solutions	Milone & MacBroom	Ramboll	VHB	Wood
Project Approach (Assigned weight: 45)	41.75	34.0	25.0	44.0	26.75	40.5	31.0	30.5
Previous Experience (Assigned weight: 25)	24.0	19.5	20.0	23.0	16.0	23.25	19.75	23.75
Fees (Assigned weight: 30)	28.3 (\$219,250.00)	28.2 (\$219,985.00)	28.2 (\$219,994.00)	28.2 (\$219,940.00)	28.2 (\$220,000.00)	28.5 (\$218,000.00)	28.5 (\$218,000.00)	30.0 (\$206,800.00)
TOTAL	94.0	81.7	73.2	95.2	71.0	92.75	79.25	84.25

The selection committee invited the three highest scoring firms to participate in separate ninety-minute interviews that occurred on November 15 and November 16, 2018. All three firms had impressive national and international expertise and experience in climate action planning. Through the interview process, each firm had the opportunity to more fully elaborate on their proposals, introduce team members, and respond to questions from the Selection Committee.

Ramboll made their presentation in the early afternoon of November 5. Their team consisted of key project staff from Ramboll as well as partner, Naomi Mermin Consulting. The selection committee was impressed with Ramboll’s extensive international experience; particularly its ability to bring ideas from leading cities in Europe. The selection committee appreciated the inclusion of local consultants to assist with the public engagement process. Ramboll’s plan to engage the broad community using existing social and professional networks was also sound.

Arup made its’ presentation later in the afternoon on November 5. The team included key Arup staff members along with its’ public engagement partner, CivicMoxie. The technical expertise and experience was impressive. Arup’s staff brought an intriguing approach to public engagement. A key part of its’ proposal was to complete the public engagement and plan development in nine months as opposed to the eighteen months described in the RFP. While the representatives made a compelling case for this, the selection committee felt for true meaningful public engagement in both cities would require the full time envisioned in the RFP.



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Linnean Solutions and its'partners presentation was presented in the early afternoon of November 6. This group consisted of staff from Linnean Solutions, Kim Lundgren Associates, the Integral Group, Woodard and Curran, and independent consultant, Carl Eppich. This proposal incorporated the largest group of collaborating firms. While the selection committee was initially concerned a group with this many collaborators would be unwieldy, we noted that each partner brought specific strengths to the project, and would effectively work together to duplicate the depth that larger firms have internally. The written proposal submitted by Linnean Solutions was the clearest and best presented of all the proposals received for this project. The in-person interview followed suit with each team member describing their role in the project and effectively working together to present a clear vision of the development and engagement process. The selection committee was particularly impressed with the approach to public engagement outlined by project partner, Kim Lundgren. Her plan to collaborate with existing organizations was more developed than that presented by the other finalists. The committee also noted she backed up her stated commitment to equity by allocating funds to pay community partners recruited to assist with the project rather than expecting them to be volunteers. The presence of Woodard and Curran on the team was also a strength given their extensive knowledge of the infrastructure in Portland and South Portland. They will be able to draw on their many years of previous work in each city as they develop suggestions around climate adaptation.

As anticipated, the selection committee found that all three of the short listed proposers were well qualified to assist Portland and South Portland develop the climate action plans. All, of them, have strong relevant experience and the technical ability to make sound recommendations for achieving our goals. There was, however, strong consensus on the selection committee that the success of the public engagement process would determine the success of the project and the viability of the final plans. The process offered by Linnean Solutions in collaboration with Kim Lundgren Associates was the most compelling. Integral Group brings extensive experience with energy modeling while Woodard and Curran and, Carl Eppich lend considerable knowledge of local infrastructure to the team.

At the conclusion of the interviews, each selection committee member scored the finalists based on the selection criteria stated in the RFP document. As indicated by the high scores in the table below, all of the proposals were extremely solid. Ultimately, however, the selection committee felt the combination of strong public engagement, technical ability, and intimate familiarity with the local infrastructure offered by Linnean Solutions was the best fit for this project.



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JULIE A. ROSENBACH
Sustainability Director

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**RFP #19006
Development of Climate Action & Adaptation Plans
for the Cities of Portland and South Portland, Maine**

CRITERIA	Arup	<u>Linnean Solutions</u>	<u>Ramboll</u>
Project Approach (Assigned weight: 45)	36.5	44.25	40.0
Previous Experience (Assigned weight: 25)	23.25	23.6	23.8
Fees (Assigned weight: 30)	28.3 (\$219,250.00)	28.2 (\$219,940.00)	28.5 (\$218,000.00)
TOTAL	88.0	96.0	92.0



CITY OF SOUTH PORTLAND

LINDA C. COHEN
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

District One
CLAUDE V. Z. MORGAN

District Two
KATHERINE W. LEWIS

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
VACANT

At Large
MAXINE R. BEECHER

At Large
SUSAN J. HENDERSON

**IN CITY COUNCIL
ORDER #93-18/19**

ORDERED, that award of RFP #19006 be and hereby is made to Linnean Solutions, of Cambridge, MA, in the amount of one hundred nine thousand nine hundred and seventy dollars (\$109,970) for the development of a Climate Action and Adaptation Plan for Portland and South Portland.

Said amounts shall be charged to the Sustainability FY19 CIP Climate Action & Adaptation Account # 415765-658600-19573

Fiscal Note: \$109,970

Date: November 20, 2018