

**City of Decatur Sustainability Plan
[Request For Proposal]**

10/30/2009

Due: 12/18/2009

CONTENTS

Introduction 3

Section I: Project Background 3

Section II: Scope of the project 6

 Goals 6

 Baseline analysis 6

 Create vision of a sustainable Decatur, based on best practices 6

 Recommend a Sustainability Plan to achieve vision 6

 Establish measurement system to document results 7

 Methodology 7

 Deliverables 7

Section III: Submittal Requirements 8

 Contact Information 8

 Qualifications 8

 Proposed scope of work and timeline 8

 Budget and Fee Structure 9

 Submission Procedures 9

Section IV: Proposal format AND Evaluation Criteria 10

 Proposal Format 10

 Evaluation Criteria 10

INTRODUCTION

Decatur is among the first Illinois cities to encourage green businesses, green jobs and other sustainable activities within the community. The City has partnered with several nonprofit organizations to encourage sustainable practices within the community. However, current City efforts have not been coordinated. The City of Decatur strongly believes that creating a cohesive sustainability plan would allow the city to coordinate between various sustainable efforts and channel its resources in the right direction. The City envisions a sustainability plan addressing measures to increase sustainability efforts within the municipal facilities as well as in the community and identify areas for improvement. In essence, the City of Decatur is looking for a "Comprehensive Sustainability Plan".

Recycling is an established green practice utilized by many residents and business in Macon County. Almost 31% of the total waste generated in Macon County is recycled, ranking third in Region Four of the Illinois EPA. With 70% of the County's population, Decatur is the leading contributor to both waste and recycled materials. The City has an existing recycling program available to all residents; however the City is interested in ways to increase the community recycling rate.

The local private sector is also making strides towards sustainable practices. Secure Energy Inc., recently broke ground on an \$809 million coal-gasification plant, which converts 1.5 million tons of coal per year into synthetic natural gas with zero net emissions. Moreover, Archer Daniels Midland, headquartered in Decatur, embarked on an \$84.3 million carbon sequestration project which will involve capturing and storing CO₂ in porous underground rock.

SECTION I: PROJECT BACKGROUND

The City of Decatur was recently allotted over \$700K in Energy Efficiency Community Block Grants (EECBG). The City would like use a portion of these funds to fulfill the long-term vision of creating a sustainability plan for the community. Any remaining funds will be used to implement this plan throughout Decatur. The City has conducted a preliminary baseline survey for energy usage in the community as well as for the City buildings. Tables 1 through 5 provide information about community wide energy, recycling, water usage, mass transit ridership statistics and miles of pedestrian friendly streets. Table 6 provides information on electric, gas and water usage within various municipal buildings. Table 7 provides fuel usage by the municipal fleet. This preliminary baseline survey is meant to accurately portray existing conditions in the City.

Sustainability Plan, Request for Proposals | 2009

| Class | # Gas Customers | | YTD Therms | | Amount Paid in \$\$\$ | | # Electrical Customers | | YTD Kilowatt Hrs | | Amount Paid in \$\$\$ | |
|--------------------|-----------------|--------|------------|------------|-----------------------|--------------|------------------------|--------|------------------|-------------|-----------------------|--------------|
| | 2008 | 2009 | 2008 | 2009 | 2008 | 2009 | 2008 | 2009 | 2008 | 2009 | 2008 | 2009 |
| Residential | 29,620 | 29,643 | 26,257,985 | 17,150,658 | \$33,096,078 | \$18,653,200 | 35,303 | 35,251 | 313,583,460 | 121,116,763 | \$32,255,043 | \$13,477,352 |
| Commercial | 2,609 | 2,594 | 10,920,314 | 6,925,892 | \$13,246,843 | \$7,268,561 | 4,335 | 4,362 | 413,842,604 | 159,206,250 | \$22,407,927 | \$8,494,508 |
| Industrial | | | | | | | 15 | 14 | 1,760,534,720 | 691,443,250 | \$8,865,859 | \$1,611,207 |

TABLE 1: ELECTRICAL AND GAS USAGE BY SECTOR IN THE COMMUNITY

| | News | Plastic | Glass | Al. cans | Tin cans | Mag. | Revamping the existing recycling program Currently the City has a curbside separated residential recycling system and wants to make it a single stream by April 2010. The City anticipates gathering the proponent's feedback during this process. |
|---------|-----------|---------|--------|----------|----------|---------|--|
| 2003-04 | 2,151,158 | 225,549 | 96,065 | 37,418 | 79,505 | 224,784 | |
| 2004-05 | 2,154,557 | 225,095 | 97,197 | 37,295 | 7,7980 | 223,660 | |
| 2005-06 | 2,143,010 | 224,152 | 96,154 | 38,662 | 77,735 | 219,789 | |
| 2006-07 | 2,131,722 | 222,036 | 93,430 | 38,993 | 77,766 | 222,012 | |
| 2007-08 | 2,067,872 | 210,346 | 84,792 | 38,059 | 73,583 | 216,068 | |
| 2008-09 | 2,187,687 | 243,393 | 85,136 | 41,480 | 77,157 | 227,066 | |

TABLE 2: RESIDENTIAL RECYCLING IN POUNDS

| Water Sales | 06-07 | 07-08 | % Increase/Decrease |
|------------------------|---------------|---------------|---------------------|
| Residential | 1,520,475,616 | 1,624,596,959 | 6.85↑ |
| Commercial /Industrial | 4,713,680,732 | 4,662,868,907 | 1.08↓ |
| Government | 193,192,584 | 209,706,482 | 8.55↑ |

TABLE 3: COMMUNITY WIDE WATER USAGE IN GALLONS

| Vehicle | 1998-99 | 2008-09 | % Increase/Decrease |
|---------------------|---------|-----------|---------------------|
| Buses | 874,330 | 1,257,409 | 43.81↑ |
| Taxis (par transit) | 35,165 | 12,666 | 63.98↓ |
| Vans (par transit) | 6,533 | 21,264 | 225.49↑ |

TABLE 4: MASS TRANSIT RIDERSHIP IN NUMBER OF RIDES

| Total miles of streets in the City of Decatur | Total miles of streets with sidewalks | % of streets with sidewalks | Total miles of streets in residentially zoned areas | Miles of streets with sidewalks in residential areas | % of streets with sidewalks in residential areas |
|---|---------------------------------------|-----------------------------|---|--|--|
| 501.8 | 189.4 | 37.8 | 404.17 | 158.8 | 39.29% |

TABLE 5: MILES OF PEDESTRIAN FRIENDLY STREETS

| Facility | 2008-09 | | | | 2007-08 | | 2008-09 | |
|---|-------------|------------|------------|-----------|----------------------|------------|--------------|-----------|
| | Therms used | % of total | KWH used | %of total | Gallons Used | % of total | Gallons Used | %of total |
| Civic Center (Houses City offices) | 37,700 | 15.28 | 2,271,789 | 13.76 | 337,833 | 34.84 | 282,805 | 33.03 |
| South Water Treatment Plant | 87,094 | 35.29 | 10,406,390 | 63.01 | Usage is not tracked | | | |
| MSC | 29,800 | 12.07 | 618,720 | 3.75 | 30,597 | 3.16 | 37,136 | 4.34 |
| Fire Houses | 22,310 | 9.04 | 387,869 | 2.35 | 154,029 | 15.88 | 125,710 | 14.68 |
| Library | 42,580 | 17.25 | 2,176,323 | 13.18 | 188,207 | 19.41 | 149,414 | 17.45 |
| Transit Building | 12,490 | 5.06 | 204,000 | 1.24 | 64,281 | 6.63 | 65,766 | 7.68 |
| Police (City is responsible for 14% of the total costs) | 14,818 | 6 | 450,462 | 2.73 | 194,769 | 20.09 | 195,494 | 22.83 |

TABLE 6: GAS, ELECTRICAL AND WATER USAGE BY VARIOUS MUNICIPAL BUILDINGS

| | Unleaded | | Diesel | | Ethanol | |
|-------------------|------------|--------------|------------|--------------|----------|------------|
| | Gallons | Price | Gallons | Price | Gallons | Price |
| 05/01/05-04/30/06 | 186,187.30 | \$359,865.32 | 89,910.10 | \$186,069.55 | 149.80 | \$139.31 |
| 05/01/06-04/30/07 | 183,781.00 | \$373,867.95 | 106,960.70 | \$259,704.24 | 439.00 | \$408.27 |
| 05/01/07-04/30/08 | 172,547.20 | \$352,298.85 | 91,835.42 | \$251,039.06 | 755.30 | \$1,755.26 |
| 05/01/08-04/30/09 | 185,209.06 | \$451,535.45 | 91,341.30 | \$259,597.00 | 1,002.34 | \$3,113.69 |

TABLE 7: CITY FLEET FUEL USAGE

SECTION II: SCOPE OF THE PROJECT

GOALS

The City aims to achieve the following goals:

- Market and position Decatur as a green community and a hub for green economy
- Encourage innovative low impact development practices
- Encourage sustainability through historic preservation measures
- Improve residential quality of life through exceptional sustainable programs
- Reduce costs and increase efficiency within public facilities
- Become a zero waste community
- Review and improve existing sustainable programs, such as the residential recycling program, to increase efficiency

Based on the above goals, the scope of work for this project includes but is not limited to:

BASELINE ANALYSIS

- Identify local stakeholders and assist in forming a local sustainability team
- Fill gaps in the City's preliminary baseline analysis
- Conduct energy audits on municipal buildings
- Inventory existing sustainable ordinances and practices within the City and the community
- Establish outcome measurements

CREATE VISION OF A SUSTAINABLE DECATUR, BASED ON BEST PRACTICES

- Compare the goals identified in the Decatur-Macon County Comprehensive Plan to those of the Sustainability Plan and identify revisions, if any
- Establish achievable performance targets and timeframes for each goal
- Recommend changes to current practices and ordinances to reach goals

RECOMMEND A SUSTAINABILITY PLAN TO ACHIEVE VISION

- Compare targets to projected outcomes, based on existing practices, to identify areas of improvement for sustainability
- Identify and prioritize strategies to address efforts to increase sustainability

- Recommend appropriate management structure to most effectively implement vision
- Create a sustainable funding plan to implement strategies and include the identification of potential outside funding sources for each
- Provide an estimate of cost savings for each strategy

ESTABLISH MEASUREMENT SYSTEM TO DOCUMENT RESULTS

- Identify appropriate measurement techniques for each identified target
- Provide instruction for ongoing data collection

METHODOLOGY

Citizen participation is considered vital to the success of any plans in the region. A community visioning process that actively involves the community is critical in creating a sustainability plan. Topics in this process should include but are not limited to: social well being, resilient economy, affordable housing, livable neighborhoods, a successful downtown, local ecosystems, and transportation.

DELIVERABLES

All the supporting data gathered to create the plan should be made available in electronic format, preferably in a GIS compatible format whenever possible. The following are the minimum deliverables expected from this project:

- A comprehensive baseline survey that assists in sustainability planning
- A vision statement for a sustainable Decatur
- A comprehensive sustainable plan for the community
- Documentation of measurement methodology

The final deliverables are due **six months** from the date of the award. The Preliminary Draft will be reviewed by the Sustainability Team and the Final Draft will be presented to the Plan Commission and the Decatur City Council.

SECTION III: SUBMITTAL REQUIREMENTS

CONTACT INFORMATION

- Include the name of the firm, office address, telephone number, fax number and website address.
- Include key contact person(s) name, telephone number(s) and E-Mail address (es).

QUALIFICATIONS

The consultant hired must demonstrate expertise in visioning, social services, economic development, community engagement, and other planning components.

- Provide a brief narrative describing your organization, the names of the principal partners and/or owners, the number of years in business, the services provided, staff composition, and the scale and scope of sustainability planning or similar services you have undertaken in the past five years.
- Provide a brief profile of all team members, including subconsultants that would be assigned to this project. Include résumés and all related experience.
- Provide examples of recent comparable sustainability planning projects and services rendered – with particular emphasis on public sector projects.
- Include at least three client references over the last three years from similar projects.

PROPOSED SCOPE OF WORK AND TIMELINE

The final deliverables are due **six months** from the date of the award.

- Define the project work scope, philosophy, and tasks.
- Provide a detailed list of project deliverables and their timing.
- Identify a schedule of all public and team meetings and anticipate what will be required of City Staff.

Timeline, milestones, public participation, project meetings, interim reports and similar activities should be in the form of Gantt chart.

BUDGET AND FEE STRUCTURE

- Provide a detailed fee structure for each project deliverable including but not limited to, a breakdown of work hours per task, work hours per team member and team member hourly rates.

SUBMISSION PROCEDURES

The City is not under any obligation to select a team and may cancel this Request for Proposal at any time for whatever reason(s) and without any liability. The teams are solely responsible and without recourse to the City for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process.

Please limit the document size to 30 pages. Proponents who wish to be considered for selection should submit five (5) paper copies and one (1) electronic copy by December 12, 2009 to:

City of Decatur
Bids and Proposals
Purchasing Division
#1 Gary K. Anderson Plaza
Decatur, IL62523-1196
Attention: Greg C. Crowe

Clarifications regarding this proposal shall be directed to:

Greg C. Crowe
Assistant City Manager
Economic and Urban Development Department
Phone: (217) 424-2727
E-Mail: gcrowe@decaturil.gov

SECTION IV: PROPOSAL FORMAT AND EVALUATION CRITERIA

PROPOSAL FORMAT

- Title Page, showing proponent's contact information
- Table of Contents including page numbers
- A short summary of the key features of the proposal
- The body of the proposal should include all the elements listed in the evaluation criteria

EVALUATION CRITERIA

- Understanding the project and demonstrating comprehensiveness in the proposal
- Identification of key stakeholders
- Public engagement, participation and community visioning process
- Milestones of key task completion
- Interim deliverables
- Final deliverables
- Experience of the personnel assigned to the project
- Similar work experience
- References provided from
- Project budget and extent of details
- Reliance on staff for information