



**REQUEST FOR EXPRESSIONS OF INTEREST  
NO. 26-2012  
GREENHOUSE GAS EMISSIONS INVENTORY AND QUANTIFICATION SUPPORT**

**1.0 Objective**

- 1.1 The City of Winnipeg, Planning, Property, and Development Department is inviting interested parties to submit an expression of interest for one or a combination of three potential projects:
- (a) Technical analysis of the City of Winnipeg's community-wide and corporate greenhouse gas emissions inventories, and forecast;
  - (b) Technical analysis of a supplemental, consumption-based community-wide greenhouse gas inventory; and
  - (c) Support related to the quantification of greenhouse gas reduction actions that emerge from a community dialogue/action-planning process, including the creation of a monitoring plan.

**2.0 Description**

2.1 Scope

- (a) Organizational (Corporate) Boundary:
  - (i) Approximately 9000 employees.
- (b) Geopolitical (Community-Wide) Boundary:
  - (i) The City of Winnipeg, consisting of approximately 700,000 residents.

2.2 Greenhouse Gas Reporting Experience:

- (a) Corporate reporting years: 1998, 2003, 2006, 2007;
- (b) Community-wide reporting years: 1998.

2.3 Greenhouse Gas Reporting Standards:

- (a) The City of Winnipeg is a member of the Partners for Climate Protection Program;
- (b) The City of Winnipeg employs the International Local Government GHG Emissions Analysis Protocol (IEAP) and its anticipated amendments.

**3.0 Deliverables**

3.1 The City is inviting interested parties to respond to any combination of deliverables A, B, and/or C:

**3.2 Deliverable A: Emissions Inventories, Data Management and Forecast:**

- (a) Community & Corporate GHG Emissions Inventory:
  - (i) Deliver a geographic-based 2011 GHG inventory of Winnipeg and separately, an organizational 2011 GHG inventory of the City of Winnipeg Corporation. The inventories should include detailed methodology, emissions factors, framework, and any assumptions.
  - (ii) The 2011 inventories should include and/or recommend calculations for Scope 1, Scope 2, and Scope 3 emissions defined within the Protocol (2.3(b)). Respondents are also encouraged to suggest any additional sources that can be measured in the 2010 inventories, and explain the data and methodologies that would be used to measure these.

- (iii) The inventories shall be compatible with, yet not bound by, the FCM GHG Inventory Quantification Support Spreadsheet.
  - (iv) The Respondent will identify and work with the Climate Change Coordinator to decide, in more detail, what should and what should not be included in the inventories. The City of Winnipeg will be preparing, in consultation with a climate change mitigation team, a series of emissions-related indicators to be employed in future climate change action plans. The Respondent will be expected to discuss with the Climate Change Coordinator on how best to align the emissions inventories' approach, metrics and data sources with proposed indicators.
  - (v) Finally, Respondents are also encouraged to identify uncertainties and limitations they foresee, and to suggest process or methodological improvements that they believe could better achieve the objectives of the project.
- (b) Inventory Data Management Manual:
- (i) Document data assumptions, sources, methodologies and any related scoping decisions in a manual for both the community and corporate inventories to help facilitate third party inventory verification and ongoing inventory replication in future years (e.g. including metadata, collection processes, contacts, templates, and formulae etc.).
- (c) Offsetting Effects
- (i) The inventories should account for the impact of weather on energy consumption, and impact of the economy as well (in particular that of the recent economic downturn). Respondents are also encouraged to describe any other offsetting effects that it has identified and proposes to be measured.
- (d) Trends and Benchmarks
- (i) Emissions inventories data from 2011 should then be compared with those obtained in 1998 through 2007 inclusive and any relevant trends analyzed and reported.
  - (ii) Note, however, that deviations in data and/or methodology may exist between the 2011 inventories and prior inventories. In order to accurately compare 2011 inventories against prior years' inventories, deviations in prior years' inventories (e.g., due to revised emission factors, improved emissions inventory methodology, improved data availability, or other reasons) and their impacts should be noted in detail.
  - (iii) The 2011 inventories should be compared with the Canadian average, regional average, and Canadian city average, as well as any other appropriate locations such as specific US cities or regions.
- (e) Emissions Forecast:
- (i) Identify influential variables that will affect both GHG emission inventories to 2035 (e.g. population & sector growth, vehicle kilometers and emission trends) and quantify a 2020 & 2035 business-as-usual forecast for each emission source identified in the inventory illustrating a projected trend line from the base year.

### 3.3 **Deliverable B:** Consumption-Based GHG Emissions Inventory

- (a) Deliver a consumption-based emissions inventory to enhance the traditional geographic/sector based inventory described in 3.2. The consumption-based inventory shall not be limited to a geographic area, but rather, shall report on all upstream GHG emissions attributable to the consumption of goods and services by City of Winnipeg residents and over its entire lifecycle and up to the point of purchase by the end user.
- (b) The Consumption-based inventory shall be numerically and visually compared to the traditional community GHG inventory in 3.2 on a total and a per-capita basis to convey an understanding of the full impact of economic activity throughout the supply chain.

### 3.4 **Deliverable C:** Community Action Plan Quantification and Monitoring Support

- (a) Technical Support for Action Plan:
  - (i) Provide technical expertise in quantifying the potential GHG reductions derived from a facilitated action plan (plan development includes stakeholder/public consultation

developed/facilitated by the City of Winnipeg). This includes, but is not limited to: assistance with developing evaluative criteria; data collection and calculations (e.g. estimated costs and GHG reductions); energy modeling and/or mapping; developing an analysis template to consider emission reduction initiatives as well as contributing relevant best management practices that could assist Winnipeg in reducing its carbon footprint.

- (ii) Assist in developing implementation options packaged into minimal, moderate and aggressive options as well as categorization by feasibility timelines (i.e. short-term, long-term) and according to estimated cost to implement and cost efficiency (i.e. \$/Tonne reduced).

(b) Ongoing monitoring and reporting plan:

- (i) Assist in developing an ongoing means to monitor and report on the action plan as it is implemented over a ten-year period. This includes, but is not limited to providing a recommended template to enable consistent and consolidated tracking of progress by participating agencies.

#### 4.0 **Types of GHG to be measured**

4.1 Emissions are to be calculated, at a minimum, for each of the six major categories of greenhouse gases required by the Protocol stipulated in 2.3(b) and then be converted into CO<sub>2</sub>-equivalent (CO<sub>2</sub>e) using the most accurate and most relevant emission factors possible, with justifications given on why these particular factors are chosen over others. Types of emission sources to be measured:

- (a) Emission sources include, but are not limited to: stationary energy, transportation, fugitive emissions, industrial processes, agriculture, land use, and waste. In consultation with the Climate Change Coordinator, selected emission sources may be excluded if qualified using the *de minimis* principle as defined in the Protocol.
- (b) The emissions inventories comprise both *community* and *corporate* inventories and should be organized into unique emission sectors as indicated within the Protocol.
- (c) The inventories should also include supplemental sources attributable to activities within each of the above areas, including, at a minimum, emissions associated with energy consumed and waste disposal related emissions, even when the actual emissions occur outside of the given areas.
- (d) The most accurate data and methodologies possible should be used to measure the various emission sources, with justifications given on why these particular data and methods are chosen over others.

#### 5.0 **Additional Considerations:**

5.1 In addition to the factors listed above, please describe any additional value-add that will be provided to the final deliverable.

#### 6.0 **Data Availability:**

6.1 The Respondent should gather quality data used in the emissions inventories from public and other sources of information, emphasizing integrity and transparency in collection, and collecting the data from multiple stakeholders to minimize individual stakeholder reporting responsibilities.

#### 7.0 **Submission Requirements**

7.1 Interested parties are encouraged to respond to any of deliverables A, B, and/or C, though it is recommended that a response to deliverable A is provided at minimum. The response to this expression of interest should include the following:

- (a) Cover letter;
- (b) Table of contents;
- (c) Description of proposed project team and management approach;

- (d) Description of related experience;
- (e) Proposed scope of work;
- (f) Estimate of cost for each deliverable included in the response.
  - (i) Note: Cost estimates for Deliverable A shall be broken into two separate estimates for community-wide and corporate emissions.

## 8.0 **Evaluation of EOI Submissions**

8.1 EOI Submissions will be evaluated according to the following criteria:

- (a) Completeness of the EOI Submission, that is, provision of all of the components identified in Section 7;
- (b) Proposed project team and management approach;
- (c) Related experience;
- (d) Proposed scope of work;
- (e) Overall benefit to the local community (citizens and/or corporate);
- (f) Costs and benefits to The City of Winnipeg.

8.2 The EOI Submissions will be reviewed and analyzed by an Evaluation Committee comprised of members of the civic administration.

## 9.0 **Delivery**

9.1 Interested parties should submit three copies of their EOI Submission in a sealed envelope clearly marked "EOI No. 26-2012 Greenhouse Gas Emissions Inventory and Quantification Support" to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg, MB R3B 1J1

9.2 The deadline for EOI Submissions is 4:00 p.m., Winnipeg time, March 14, 2012.

## 10.0 **General Conditions**

10.1 No Contract

This is an inquiry only. By submitting an EOI Submission and participating in the process as outlined in this EOI, Respondents expressly agree that no contract of any kind is formed under, or arises from this EOI and that no legal obligations will arise.

10.2 Respondent's Costs and Expenses

Respondents are solely responsible for their own costs and expenses in preparing and submitting an EOI Submission and participating in the request for EOI including the provision of any additional information or attendance at meetings.

10.3 Ownership of Submissions

The City will be entitled to retain all submissions in response to this request for EOI without pay or compensation. Respondents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

10.4 Right to Alter

The City of Winnipeg reserves the right to alter any of the conditions and criteria outlined in this EOI, including the deadline for submissions, by posting addenda on The City of Winnipeg website at <http://www.winnipeg.ca/matmgt/bidopp.asp>. It is the responsibility of the Respondent to ensure that any possible addenda have been reviewed.

10.5 **Good Faith Declaration**

The Respondent declares that, in submitting its EOI Submission, it does so in good faith and that to the best of its knowledge no member of Council or any officer or employee of the City would have any pecuniary interest, direct or indirect, should the Respondent be awarded a contract for Greenhouse Gas Emissions Inventory and Quantification Support.

10.6 All enquiries should be directed to:

Sean Madden  
Community Climate Change Coordinator  
Planning, Property & Development Department  
T: (204) 986-8356  
F: (204) 986-7524  
E-mail: smadden@winnipeg.ca

11.0 **EOI Procurement Process and Schedule**

11.1 Responses to this EOI shall serve to:

- (a) Allow the City to gauge the level of interest among well qualified respondents;
- (b) Provide the City with a basis for deciding whether to proceed to an RFP stage to further advance this procurement process.

11.2 The City expects to issue any RFP resulting from the EOI responses in early summer 2012.

11.3 Evaluation, any negotiation and award of a Strategic Partner contract for the Project is expected to be completed by December 2012.

12.0 **Submission Clarifications**

12.1 The City may request that a proponent clarify any portion of its EOI Submission. Responses to such requests shall be in writing and shall become part of the EOI Submission.

13.0 **Privilege Clause**

13.1 Notwithstanding any other provision in this EOI, The City may, in its sole discretion, at any time by written notice, terminate the EOI, elect not to proceed with an RFP and by written notice terminate the Project procurement process as presently contemplated.

13.2 Upon termination as described above, the City will be under no obligation to any proponent. In any such event, the City may at its sole discretion, decide not to proceed with the Project or proceed with it by any other procurement means or delivery model it may deem fit.

14.0 **Confidentiality**

14.1 The interested Respondent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or any member of the public without the prior written authorization of the City representative. Failure to comply with this provision may result in disqualification.