

Statement of Intent

This document provides a Statement of Intent (SOI) associated with the Scope of Work (SOW) (see Attachment A) contained in two contracts awarded by the Metropolitan Washington Council of Governments (COG) to the consulting firms Cadmus (19-038) and ICF International (COG Contract 19-039). Both firms were awarded a contract with the identical SOW and Terms and Conditions, and each include the COG Rider Clause. This SOI was prepared to help government agencies wishing to use the Rider Clause to secure the services of one or both of these firms under the terms of the contract.

Note that the Contract requires that the firms receive a Task Order award after a competitive process conducted in responses to a Request for Task Order Proposal.

Task 1 Intent – Greenhouse Gas Inventories

Task 1 is intended to involve consulting work to support development of any form of emission inventory for greenhouse gases. Such inventories typically involve a focus on emissions from government operations and the community at-large; and can also focus on very specific source sectors or end uses. They may also include different inventory methods such as consumption-based and ICLEI General Protocol-compliant, and may also involve analysis of sequestration. Support work could include:

- advising on inventory methods,
- identifying and obtaining data,
- developing reasonable estimates should certain data be lacking,
- developing, entering data into, or utilizing spreadsheet tools and models,
- analyzing results of model outputs,
- analyzing trends in results over time and associated drivers affecting trends,
- conducting quality assurance/quality control of data and analysis,
- preparing graphical presentations, reports, presentations, fact sheets on the data, models, or results, and
- uploading results to the internet to populate reporting tools.

The Task also envisions support work for community and stakeholder engagement on the data, modeling, and results, in various forms such as meetings, workshops, webinars, etc.

Task 2 Intent - Climate Mitigation and Sustainability Program Planning and Support

Task 2 is intended to involve consulting work to support various planning and implementation processes and tools used to identify, develop, plan, and implement climate mitigation activities (i.e., actions that can be undertaken to reduce emissions of greenhouse gases). Such mitigation activities could include:

- actions related to alternative fueled vehicles (AFV) and public transportation (e.g., electric buses and cars) and supporting infrastructure,
- energy generation systems (including grid-based or distributed),
- energy efficiency measures,
- high performance buildings (e.g. net zero, LEED, etc.),
- green infrastructure,

- tree canopy,
- food systems,
- high global warming potential gas systems (e.g, HFCs),
- beneficial electrification (including for buildings), and
- other economic or social systems related to emissions of greenhouse gases (e.g., pricing, procurement, partnerships, housing, land use, zoning codes, permits, building codes, ordinances, master plans, etc.).

The task is intended to support development of community wide or government operations climate action and sustainability plans, as well as the various components that would typically be included in such plans. The task is also intended to support more focused mitigation plans, strategies, and actions, comprehensively across all such mitigation strategies, such as planning, implementation support, and measurement and evaluation for sector-based plans such as solar deployment plans (including solar mapping, solar with storage, community solar), electric vehicle or other AFV-focused infrastructure or procurement plans or initiatives, or studies to support planning and implementation of advanced energy systems such as microgrids.

Tasks could include:

- use and substitute analysis,
- technical and economic feasibility analysis,
- scenario sensitivity analysis,
- economic cost benefit analysis,
- implementation guidance,
- business case development,
- analysis of life cycle costs,
- analysis of financing options,
- case studies, best practice reports, etc.

The Task also envisions support work for community and stakeholder engagement in various forms such as meetings, tabletop exercises, workshops, webinars, etc.

Task 3 Intent - Adaptation and Resiliency Services

Task 3 is intended to involve consulting work to support activities conducted by governments and stakeholders related to preparing for and responding to the potential local and regional impacts of climate change. Impacts of climate change could involve but are not limited to higher temperatures/heat waves, colder temperatures/blizzards, superstorms, changes to precipitation patterns or events, drought, flooding (coastal, tidal, riverine, inland), food shortages, sea level rise, social disruption, tourism economy impacts, etc.

The intent is to support efforts to identify possible impacts, vulnerabilities, and risks of various types, identify and develop strategies and options to adapt or respond, and to support implementation of actions that would increase community or government resiliency to the risks of climate change.

Areas of focus could include:

- water treatment, pumping, and wastewater systems,
- stormwater systems,
- electrical and natural gas systems,

- riverine and riparian systems,
- transportation systems,
- hospital and care systems,
- public safety systems, and
- all government facilities and operations.

The Task also envisions support work for community and stakeholder engagement in various forms such as meetings, tabletop exercises, workshops, webinars, etc.

If activities can support both mitigation of greenhouse gas emissions and enhanced resiliency, work would be allowable under either Task 1 or 2.

In general, for all the Tasks, support activities would involve all of the items listed in the SOW, with individual details worked out as part of the Task Order development process.

Also note the SOW contains a provision enabling the consulting work to involve partnering to secure resources. This is intended to enable the selected consultant team to participate with COG or others on responses to Requests for Proposals (RFPs), etc.

If you have questions, or wish to discuss, please contact the COG Project Manager, information is provided below.

COG Project Manager

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Attachment A. Scope of Work for COG Contracts 19-038 and 19-039

All services under this Contract will be accomplished on a task order basis. Actual task orders with a specifically defined scope of work will be developed by COG when particular work or services are needed, and proposals may be submitted by CONTRACTOR for said task order work. There is no guarantee that CONTRACTOR will be awarded any task order or any particular work or services.

COG will develop a description of services that are to be the subject of a particular task order, and will then notify the CONTRACTOR of the need for such services (“TASK ORDER REQUEST”). COG will invite CONTRACTOR to develop a proposed work plan and cost estimate, including approach and timeline to perform the services. CONTRACTOR must develop and submit to COG a proposed work plan and cost estimate that meets the requirements outlined in the TASK ORDER REQUEST. COG will issue a purchase order to proceed with the task order upon acceptance of the submitted response. CONTRACTOR shall not commence the service under any task order until a purchase order has been executed by the COG Contracting Officer and received by CONTRACTOR.

Eligible activities under task orders may include each of the elements outlined in the task descriptions below:

Task 1. Greenhouse Gas Inventories

CONTRACTOR will provide the following services:

- a) Collection, review, and analysis of input data to be used in development of local and regional greenhouse gas inventories (e.g., government operations and community-wide).
- b) Collection, review, analysis and use of emission factors and protocols
- c) Use of modeling and other tools to estimate emissions.
- d) Analysis of trends in emissions over time, including drivers of change, including analysis of reductions from local programs.
- e) Development of reports, presentations, education, and outreach materials that provide draft and final results of greenhouse gas inventories.
- f) Participation and leading of workshops, training, or other events with COG, COG members, and other stakeholders.

Task 2. Climate Mitigation and Sustainability Program Planning and Support

CONTRACTOR will provide the following services:

- a) Identification of local and regional strategies, measures, programs or projects (“actions”) to reduce emissions of greenhouse gases.
- b) Development of technical information on actions, including but not limited to approach, needs, deployment issues, feasibility, timing, legal considerations, market assessments, costs, ownership, procurement, deal structure, and finance options.
- c) Development of local and regional climate and sustainability action plans.
- d) Identification and development of partnerships to support regional and local program planning and implementation, including securing new resources and participating on proposal teams with COG.

- e) Development of reports, presentations, education, and outreach materials that provide draft and final results of strategies, measures, and climate/sustainability action plans.
- f) Participation and leading of workshops, training, or other events with COG, COG members, and other stakeholders.

Task 3. Adaptation and Resiliency Services

CONTRACTOR will provide the following services:

- a) Identification, collection, compilation and use of information and tools to understand, predict, and characterize possible or probable climate risks, impacts, and vulnerabilities.
- b) Identification of options and strategies to respond to anticipated climate impacts and vulnerabilities.
- c) Development of technical information on options and strategies to support local planning and implementation.
- d) Development of reports, presentations, education, and outreach materials that provide information on impacts, vulnerabilities, and response options.
- e) Participation and leading of workshops, training, or other events with COG, COG members, and other stakeholders.