



Agenda Item Summary

File #: RES 21-250, **Version:** 1

Submitted By

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Reviewed By

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Agenda Item Title

A Resolution to Approve a Professional Services Agreement with Graef-USA Inc. for Sustainability, Climate and Resiliency Planning Services in an Amount Not to Exceed \$125,000 and Authorizing Its Execution

Overview

On March 22, 2021, the Village Board approved the use of \$125,000 in sustainability funds to develop a comprehensive sustainability and climate action plan for the community of Oak Park. On September 20, 2021, the Village Board approved the selection of GRAEF for short-term consultant services to assist with the development of the plan. The Board directed staff to develop a scope of work and other necessary documents for Board approval.

Recommendation

Adopt the resolution.

Fiscal Impact

On April 19, 2021, the Board approved a budget amendment for this project.

External Support - Account No - 2310.41020.101.530667 - \$125,000

Background

On March 22, 2021, the Village Board approved the use of \$125,000 in sustainability funds to develop a comprehensive sustainability and climate action plan for the community of Oak Park. The Board directed staff to prepare a Request for Proposals for short-term consultant services to assist with the development of the plan.

On June 22, 2021, the Village of Oak Park issued an amended Request for Proposals (RFP) for a Comprehensive Sustainability and Climate Action and Resiliency Plan (S/CARP). Staff solicited and received thirteen (13) proposals in response to the RFP. Staff reviewed proposals for responsiveness to the RFP requirements, including proposed approach and deliverables, and demonstrated knowledge of community climate plan development, climate vulnerability assessment, greenhouse gas inventory (GHGI) preparation, and equitable community engagement practices. The staff proposal review team was comprised of staff from the Village Manager's Office including the Sustainability staff, the Planning Division, the Public Works Department, and consultants from ICLEI and ICCAN. The two (2) top-scoring firms were invited for interviews and received

reference checks. The proposal review team recommended GRAEF as the selected consultant, on the basis of considerations related to social equity, community engagement, and greenhouse gas modeling expertise.

On September 20, 2021, the Village Board approved the selection of GRAEF and directed staff to develop a scope of work and bring the contract back for Board approval. Staff also stated that feedback on the draft scope would be solicited from the Environment and Energy Commission (EEC) prior to bringing the contract to the Board for approval. On October 5, 2021, staff and GRAEF presented the draft scope to the EEC and solicited feedback.

The final scope of work has been prepared in response to the Board comments provided on September 20, 2021; EEC feedback provided on October 5, 2021; and additional feedback from staff from the Village Manager's Office, the Planning Division, the Public Works Department, and consultants from ICLEI and ICCAN.

Alternatives

- Not adopt the resolution.
- Defer action and seek additional information from staff.

Previous Board Action

- On October 19, 2020, the Village Board received a report on the Greenhouse Gas Inventory update (ID 20-284).
- On February 8, 2021, the Village Board discussed staff recommendations for a community engagement process to develop a Climate Action Plan (CAP) and Resiliency Plan aligned with the ICLEI ClearPath platform (ID 21-74).
- On March 22, 2021, the Village Board approved a motion for the use of sustainability funds and directed staff to issue a Request for Proposals (RFP) for consultant services for the preparation of a sustainability and climate action plan (MOT 21-45).
- On April 19, 2021, the Village Board approved a budget amendment for this project. (ORD 21-36)
- On June 28, 2021, the Village Board received a staff report of the 2021 Sustainability Initiatives, including the RFP for Comprehensive Sustainability, Climate Action, and Resiliency Plan (S/CARP) consultant services (ID 21-171).
- On September 20, 2021, the Village Board approved a motion to select GRAEF to perform the Village's S/CARP consulting services (MOT 21-89).

Citizen Advisory Commission Action

- On August 24, 2021, the Environment and Energy Commission received a report from staff concerning the bid selection process for the Comprehensive Sustainability and Climate Action and Resiliency Plan (S/CARP) consultant.
- On October 5, 2021, the Environment and Energy Commission received a presentation from GRAEF concerning the draft scope of work and provided feedback during a facilitated discussion.

Anticipated Future Actions/Commitments

Following the approval of the consultant's contract by the Village Board, direct staff to initiate the community climate planning process.

Intergovernmental Cooperation Opportunities

The climate planning process will include stakeholder engagement with the Village's intergovernmental partners.