



When local governments update their Comprehensive Plans, they often seek outside consulting services to provide assistance for the Plan. Before hiring consultants, communities develop an RFP, which can be an important tool for cities to clearly state their goals for the Comprehensive Plan. Because energy and resilience are new subjects for local governments, it is especially important for cities that wish to include these topics in the comprehensive plan to make it clear just what they are asking for. This document demonstrates how to incorporate energy and/or climate resilience into the RFP process, using a basic RFP outline that includes these sections: Overview, Goals, Scope, and Qualifications.

Overview

The overview, or introduction section of an RFP provides a space for communities to make general statements about what they are asking for. This is where cities can first state that they wish to include energy and climate resilience in their Comprehensive Plan. Language may include:

As a Step 3, GreenStep City, the City seeks to incorporate energy and climate resilience goals into the Comprehensive Plan, consistent with the Resilience Element encouraged by the Metropolitan Council. The City is committed to including goals, policies, and strategies that will increase resilience to a changing climate and identify opportunities to consume less energy and maximize clean, local energy resources. The City is seeking professional services to inventory existing conditions related to climate resilience and energy, and provide language that addresses related goals, policies, and strategies in the Comprehensive Plan.

It is also useful to provide background information on the energy or climate related goals, policies, or programs that are already in place for the city, such as: [U.S. Mayor's Climate Protection Agreement](#), [Climate Smart Program participant](#), [Better Building Challenge](#), [GreenStep Cities](#), [SolSmart](#), or other.

Goals

Before issuing the RFP, coordinate with staff from various departments within the city to identify energy and climate resilience priorities. These conversations will help the City clearly state its goals for what it wants to achieve through the Comprehensive Plan process. Examples of goals to include are:

The city is seeking professional services to provide Comprehensive Plan assistance regarding "heat island effect" reduction, energy infrastructure, and the integration of energy efficient and renewable energy resources. In addition, the City would like to update, or include, Comprehensive Plan policies and goals that address climate resilience for built infrastructure, natural infrastructure, population and economic vulnerabilities, as well as climate mitigation, as encouraged by the Metropolitan Council.

Scope

The project scope should describe the city's desired process and include inventorying existing conditions related energy and climate resilience. The existing conditions inventory should include energy-related factors that are included in the [LoGoPEP Workbook](#), and capture resilience elements included in the [Metropolitan Council's Local Planning Handbook](#). Consider including the following:

For each of the following topics, the selected consultant will assess existing conditions and facilitate the development of desired conditions in Comprehensive Plan goals, policies, and strategies:

- Energy Consumption
- Inventory of Existing Programs
- Clean Energy Resource Opportunities
- Climate Vulnerabilities

The inventory of existing energy and climate information will be used throughout the community engagement and the decision-making processes. Knowing how energy is used and where it comes from, the clean energy resources that are available, and what programs exist to support goals can help cities better shape the local energy future.

Qualifications

Be clear about the qualifications you are looking for in professional service providers. Ensure that qualifications are in alignment with the desired goals and scope. When defining qualifications, request experience incorporating resilience, energy, or related topics (e.g. sustainability) into city planning. Seek firms that have experience working with related programs and projects, such as [GreenStep Cities](#), [STAR Communities](#), [Regional Indicators](#), [RELi](#), [Envision](#), conducting greenhouse gas inventories, developing energy plans, etc.