



REQUEST FOR PROPOSALS (RFP)
CITY OF PEEKSKILL, NEW YORK

SUSTAINABILITY PROGRAM COORDINATOR

DUE: March 9, 2022, by 11 am

Responses must be submitted via email to:

Office of the City Clerk
Re: Sustainability Program Coordinator
City of Peekskill
840 Main Street
Peekskill, NY 10566
dpetrosky@cityofpeekskill.com

For questions about this RFP, please contact Andy Stewart, City Manager
astewart@cityofpeekskill.com

This RFP and answers to submitted questions can be found on-line at
www.cityofpeekskill.com/bids-rfps

I. PROJECT DESCRIPTION

The City of Peekskill is requesting proposals from qualified consultants (individuals or firms) to coordinate city sustainability programs. The position will be as an independent consultant contract and report to the Planning Department. The responsibilities of this position can be found below. The Coordinator position is part time, with total funding of \$25,000 for 2022. The expectation is for approximately 15 hours of work per week. Exact hours per week may fluctuate depending on the workload and the efficiency of the consultant. If you have any questions, please contact City Manager Andy Stewart, at 914-734-4246 or astewart@cityofpeekskill.com. To apply, please send a resume, cover letter and 3 references to City Clerk Debra Petrosky dpetrosky@cityofpeekskill.com with Sustainability Program Coordinator as the subject line no later than the above due date.

II. REQUIRED QUALIFICATIONS

Leadership experience
Ability to network with nearby communities
Excellent public speaker

Background in Environmental Studies or a related field
Experience with climate change solutions
Organized, with strong attention to detail
Experience facilitating meetings

III. PREFERRED QUALIFICATIONS

Experience with grant funding applications and management
Experience working with the Peekskill community
Experience with municipal operations

IV. SCOPE OF WORK OF THE SUSTAINABILITY COORDINATOR

Report to Planning Department
Approximately 15 hours per week
Coordinate a Climate Smart Community Taskforce
Move Peekskill toward Bronze then Silver Certification status in NYS Climate Smart Communities Program. Move Peekskill toward completion of additional Clean Energy Community Program high impact actions. Submit existing and new city project details for review and scoring in both Programs.
Help Peekskill achieve Tree City USA certification from US Arbor Day Foundation.
Maintain Sustainable Peekskill project webpage and otherwise communicate to the public about the city's sustainability initiatives.
Coordinate wide range of sustainability projects as prioritized by Planning Department and Taskforce. These will include: food waste composting, tree planting, recycling promotion, sustainability data analysis and presentation, grant application preparation, and policy research.
Advise on ways to integrate sustainability options into city operations, capital projects and procurement.
Gather information on available funding sources, technical assistance and other resources to assist with GHG-reduction projects.
Educate residents and businesses on climate change and local climate programs and encourage citizen action and engagement.

It will be necessary for the Program Coordinator to be in Peekskill regularly for site visits and to attend in-person meetings. The City can provide a desk, telephone and printer in City Hall for the Coordinator's use. If the responder is a consulting firm, we ask that the same Program Coordinator be assigned for the duration of the project, if possible. The time and expense to train a replacement Coordinator will be borne by the consulting firm.

V. RFP SCHEDULE

The anticipated schedule for the RFP is:

- Availability of RFP: Friday, February 18, 2022
- All questions due by email: Monday, February 28, 2022
- Proposals due by mail or hand-delivered: Wednesday, March 9, 2022, by 11 am.
- Interviews anticipated: Week of March 7, 2022
- Recommendation to Common Council: Monday, March 21, 2022
- Contract Award: Monday, March 28, 2022
- Project Start: Monday, April 4, 2022

VI. RFP SUBMISSION PROCEDURE

A. Procedure

Applicants will submit three (3) full copies of their proposal **by Monday, March 7** at 11:00am via email. Any submission sent by fax or other form of transmission will not be accepted. Submissions will be sent or delivered to the following:

Office of the City Clerk
 Re: Program Coordinator
 City of Peekskill
 840 Main Street
 Peekskill, NY 10566
dpetrosky@cityofpeekskill.com

For questions about this RFP or requests for additional information, please contact Andy Stewart, City Manager, in writing at astewart@cityofpeekskill.com by Monday, February 28, 2022 at 4pm. Please include your name, company affiliation, address, phone number, and email address. The City of Peekskill is not responsible for any failure in the delivery of an inquiry. Responses will be provided on-line in a timely manner and prior to the proposal due date.

B. Required Materials

The following requirements must be included in the proposal submission:

- **Project Approach:** Describe intended approach to meet the objectives of this RFP.
- **Personnel:** The name and qualifications of each team member who will be involved in this project, particularly the assigned Coordinator, and a description of their role in this project. Please submit a resume for the assigned Coordinator.
- **Project Experience Profile:** Provide a description of similar projects that have been managed by your firm, and particularly managed by the assigned Coordinator.
- **References:** A minimum of three (3) professional references for similar project work that was managed by the assigned Program Coordinator. Provide the name, phone number and email address of each professional contact.
- **M/WBE Participation:** M/WBE firms are encouraged to apply.
- **Disclosure Requirement:** Provide disclosure statement of existing contracts complementary to the scope of work outlined in this RFP, if any.

VI. RFP REVIEW AND SELECTION PROCEDURE

A. Rating and Selection Criteria:

The City will review proposals, conduct interviews with the project team and with the assigned Coordinator, and hire a consultant to perform the required work. The contract will be awarded to the responsible Consultant who is the most qualified and whose proposal represents the best value. Past experience, professional expertise, and scope, schedule, and comprehensiveness will be used to evaluate the proposals and select the preferred consultant.

The City reserves the right to authorize all or part of the work requested in this RFP. The City will use the following criteria to evaluate submissions:

- Quality and completeness of the proposal, including the commitment to completing the scope for the specified funding amount.
- Approach to completing the Scope of Work.
- Qualifications, relevant experience and references, particularly for the Coordinator.

C. Award The City of Peekskill will award a contract to the consultant that best meets the RFP's needs and requirements. The City reserves its right to reject any or all proposals in the best interest of the City. The successful candidate must be ready, willing, and able to proceed and sign an agreement satisfactory in form by the City's Corporation Counsel.

D. Insurance

The selected consultant will provide worker's compensation and liability insurance as required, listing the City of Peekskill as an "additional insured."

E. The City of Peekskill is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.