RFP- Resilient Philadelphia: Citywide Climate Resilience Plan Update

Information Session

April 2, 2025

THE CITY OF PHILADELPHIA
OFFICE OF
SUSTAINABILITY

Agenda

I. **RFP overview**
   a. Purpose and overview of the climate resilience plan update
   b. PCF and OOS Roles
   c. Consultant roles
      a. Scope of work and project objectives
      b. Final work products

II. **Budget**
   a. Budget details
   b. Negotiable items

III. **Proposal requirements**
   a. Submission guidelines

IV. **Q&A session**

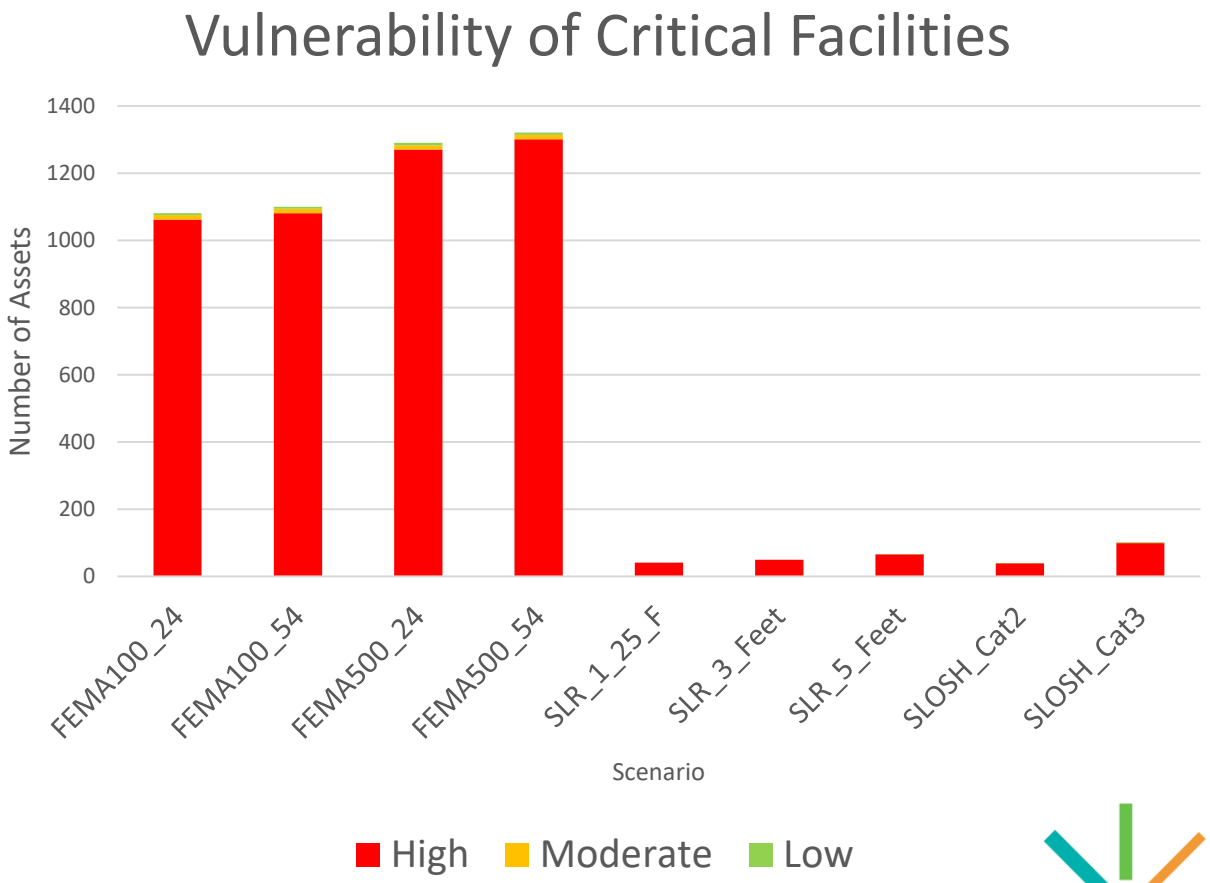
Overview: Climate Resilience Plan Update

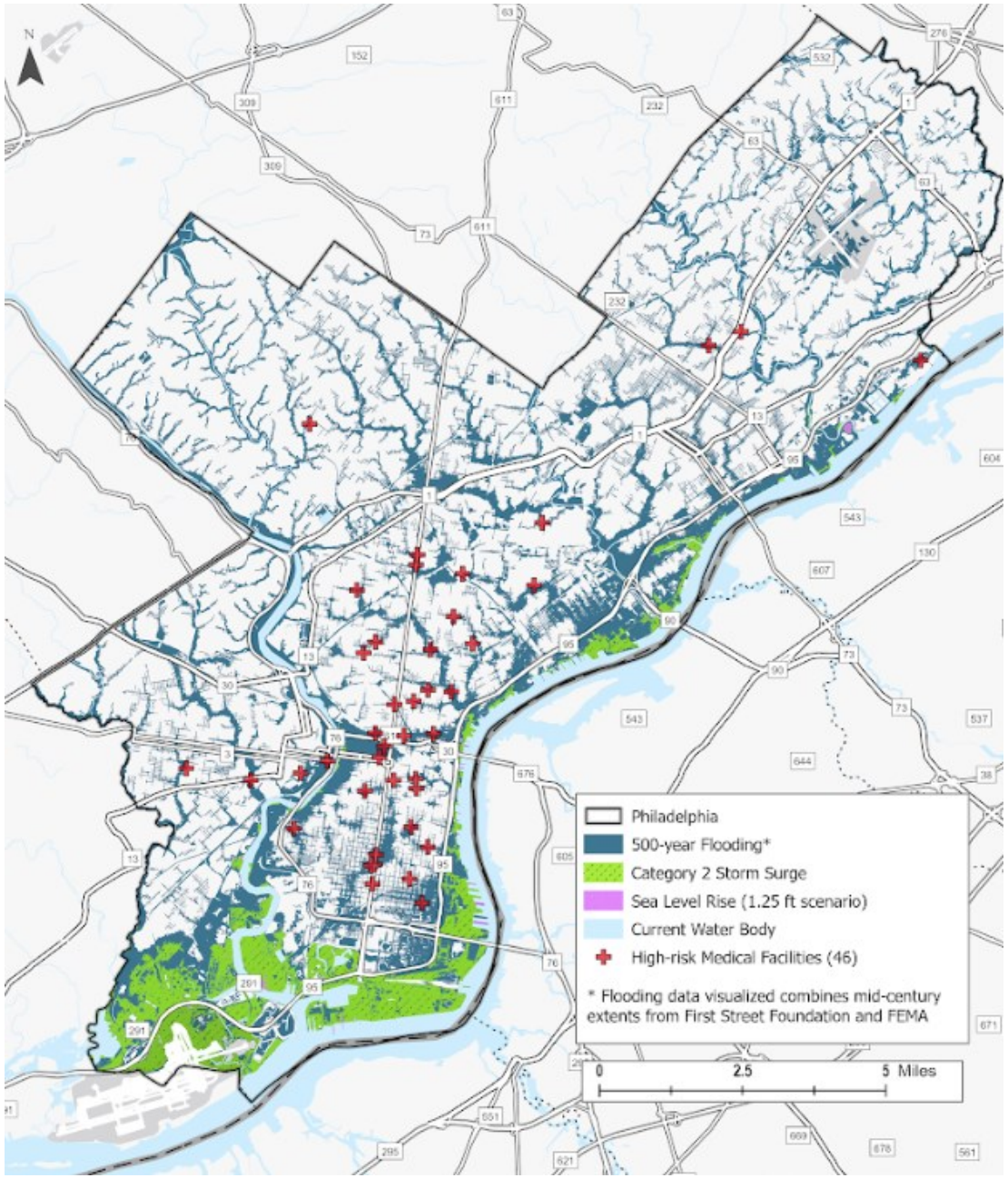
- Purpose
  - Climate Resilience in Philadelphia
  - 2015: Growing Stronger Report

- Updates and revisions moving forward
  - Climate Science update
  - Vulnerability Assessments
  - New elements
    - Needs and Values Assessment (Community engagement)
    - Development of the Resilience Plan (expanded scope)



Flood Vulnerability Assessment





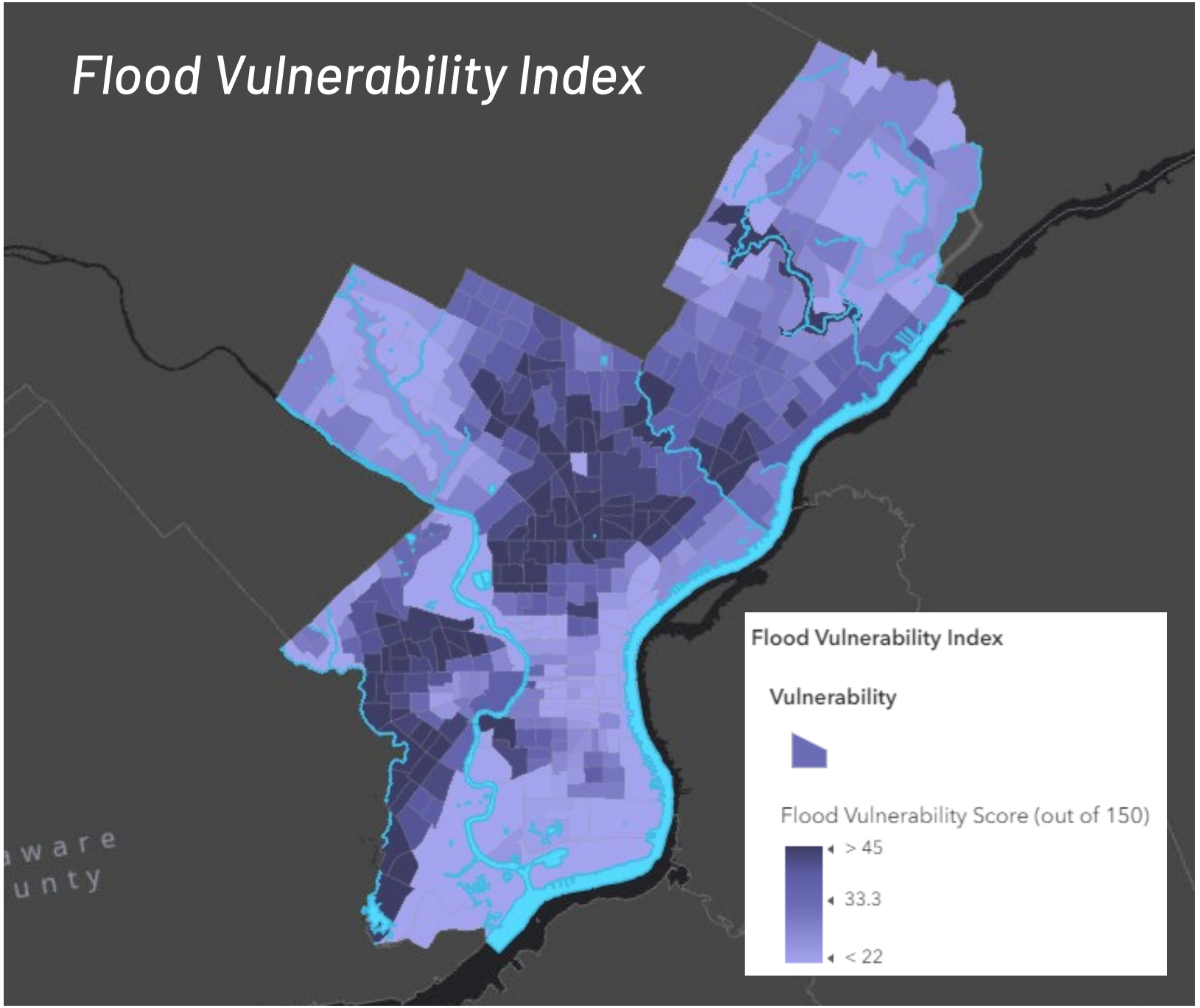
Frontline Communities: Flooding

where is there high social sensitivity and flood exposure?

Sensitivity Indicators:

- *Sociodemographic*
- *Health & Disability*
- *Housing*
- *Environmental Burden*

Developed by the Philadelphia City Geo team with the Office of Sustainability



About Phila City Fund

The Philadelphia City Fund an independent 501(c)(3) that serves as the dedicated fiscal sponsor for the City of Philadelphia.

We leverage public-private partnerships in collaboration with the City, the philanthropic community, and professional service providers and/or community-based organizations.

- Enable City to vie for philanthropic and private support through the use of our 501(c)(3) status.
- Manage grant funding independently of City; use PCF's administrative infrastructure to procure, contract, and compensate partners and providers.
- Help to increase the City's capacity and ability to pilot new ideas without straining taxpayer dollars or burdening City's administrative systems.

Manage over $25M annually for 300+ City projects

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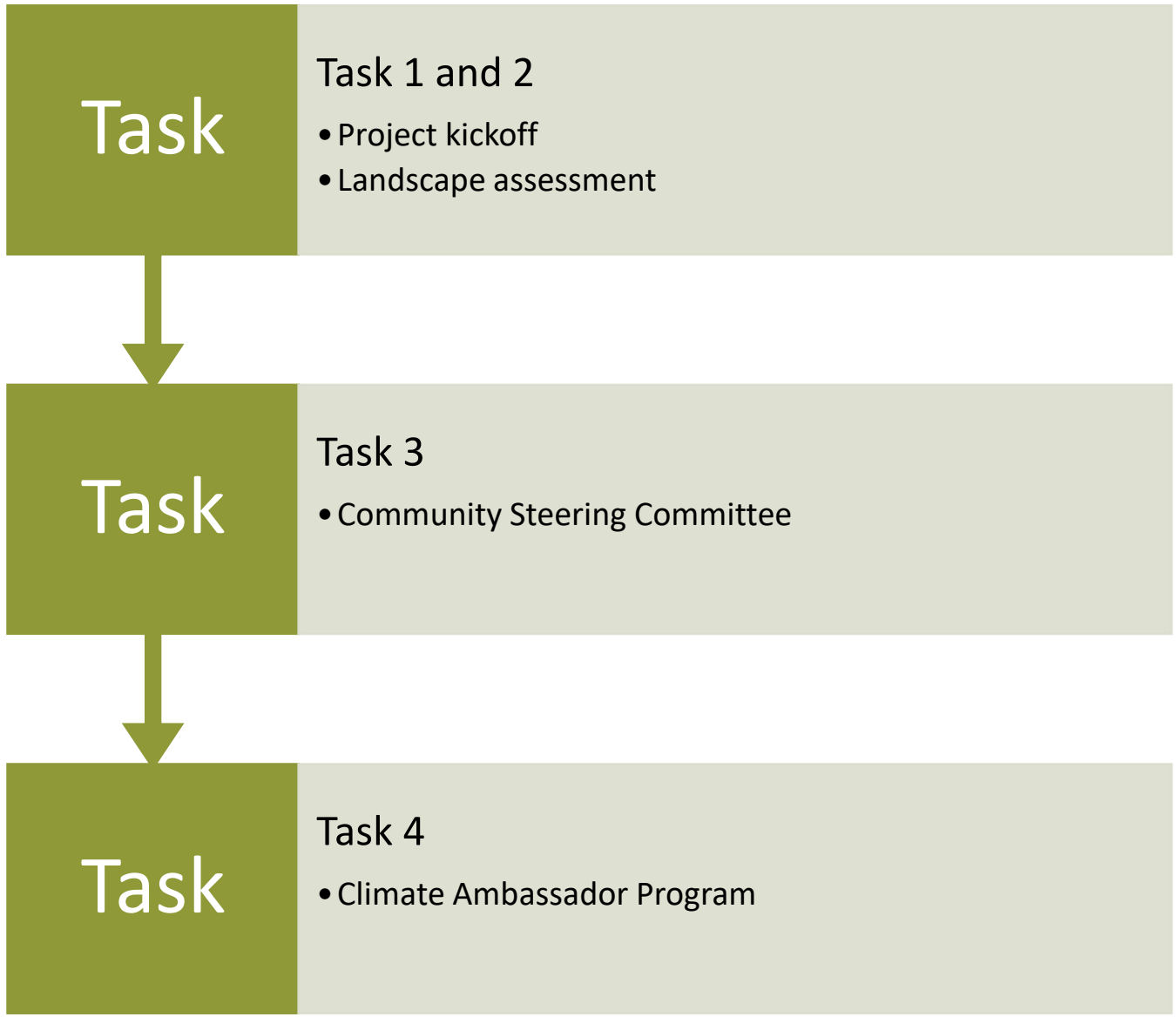
PCF Role in Resilient Philadelphia RFP

- RFP is issued by PCF on behalf of the City of Philadelphia and its Office of Sustainability.
- RFP Funding Source: William Penn Foundation grant.
- PCF holds legal and financial responsibility of projects it administers

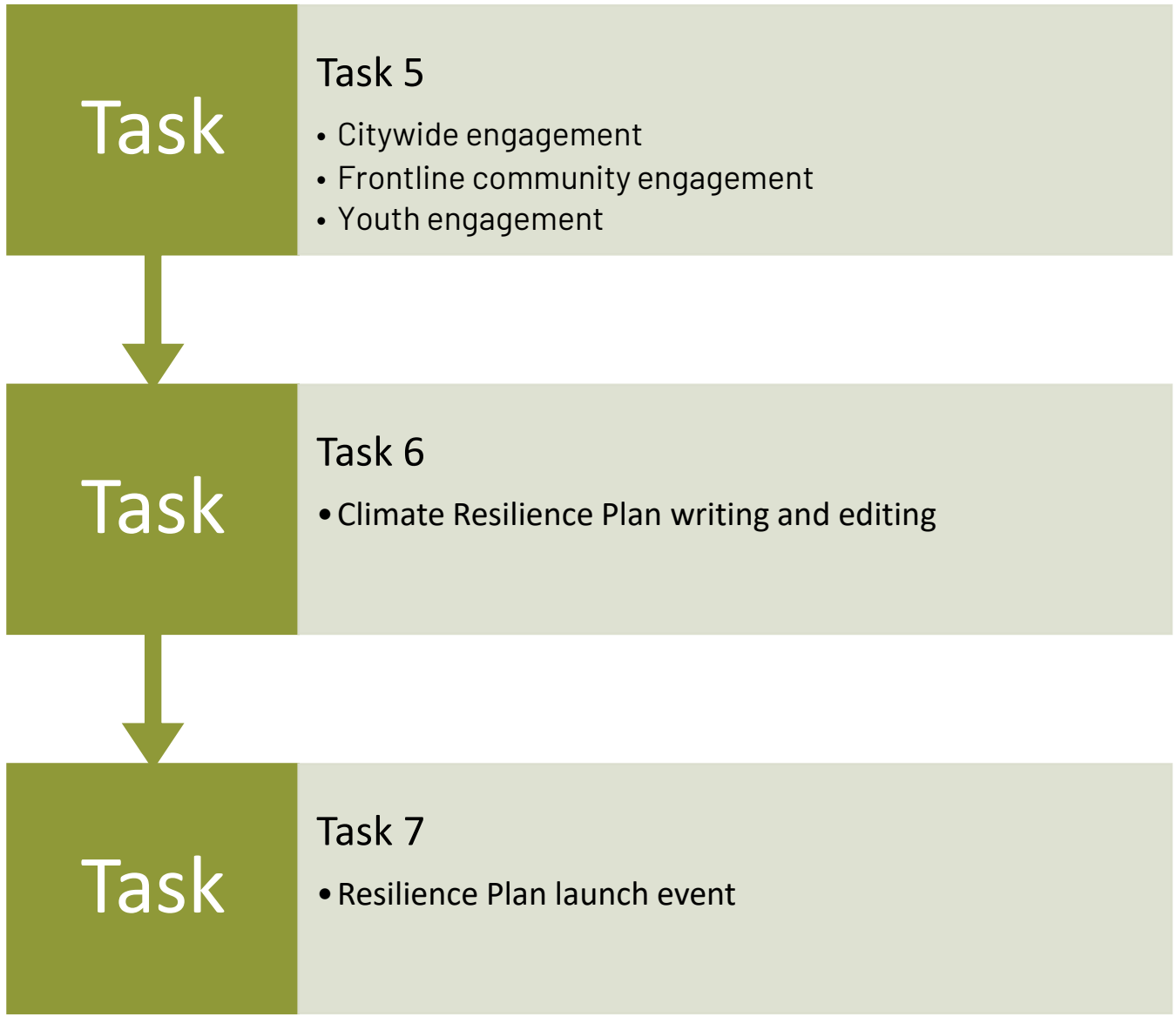
PCF Responsibilities	OOS Responsibilities
RFP host; oversee selection process (compliance)	Manage all applicant communications, content-specific questions, leads selection committee.
Drafts and negotiates contract. City is not a party to the agreement.	Develops contract scope in collaboration with selected applicant.
Issues all payments to contractors; maintains financial accounting for project.	Approves invoices from contractors for payment
Prepares and submits all necessary tax filings (e.g. 1099s)	Project Manager for implementation of scope
Collaborates on contract monitoring and compliance.	
Collaborates on grant compliance, incl. funder communications and reporting	

Consultant Roles

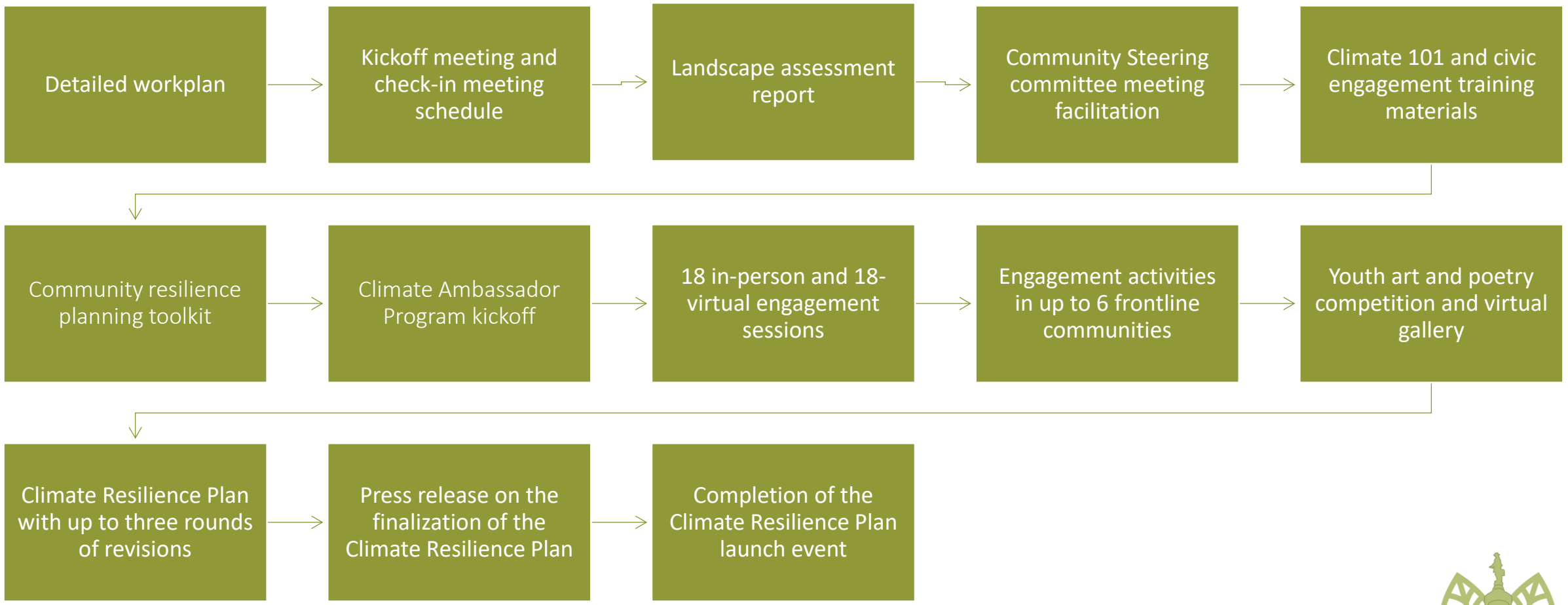
Overview: Scope of Work



Overview: Scope of Work



Final Work Deliverables



Budget Details



Project budget $250,000



Applicant’s proposed budget must include fees for Services as well as estimates for additional material and external service expenses



Certain additional services and material costs are noted as “Negotiable”

Appendix A – Tasks and Budget Table

Task		Final Work Product	Materials and external service expenses included in consultant scope	Required or Negotiable
Task 1 - Project Kickoff		Final work product 1: Detailed workplan developed at the start of the project	NA	NA
		Final work product 2: Citywide engagement kickoff meeting and established check-in meeting schedule	NA	NA
Task 2 - Conduct a Landscape Assessment		Final work product 3: Landscape assessment report	NA	NA
Task 3 - Support Management and Facilitation of the Community Steering Committee		Final work product 4: Community Steering Committee meeting facilitation, agenda development, and note-taking.	NA	NA
		Final work product 5: Development of climate 101 and civic engagement training materials	NA	NA
Task 4 - Work with OOS and PCF to Stand-up a Climate Resilience Ambassador Program		Final work product 6: Climate Ambassador Program development and kickoff	NA	NA
		Final work product 7: Development of a community resilience planning toolkit	Printing of toolkits	Negotiable
Task 5 - Conduct Needs and Values Assessment	Task 5.1- Citywide Community Engagement	Final work product 8: Completion of 18 in-person and 18-virtual engagement sessions	Printing and distribution of promotional materials	Negotiable
			Printed handouts and maps	Negotiable
			Gift cards for engagement participation	Required but details are negotiable (e.g., including a cap)
			Food/catering for in-person meetings	Required
			Translator/interpreter fees as needed	Required but details are negotiable (e.g., including a cap)

			Childcare services and activities	Required
			Buttons and other small giveaway incentives for engagement participants	Negotiable
	Task 5.2- Frontline Community Engagement	Final work product 9: Completion of engagement activities in up to 6 frontline communities	Expenses (to not exceed $500) for each frontline community engagement event	Negotiable depending on event
	Task 5.3- Youth Engagement	Final work product 10: Completion of youth art and poetry competition and virtual art gallery	Cash prizes for top three winners of contest	Required but details are negotiable (e.g., including a cap)
			Graphic and website design and creation for virtual gallery	Negotiable
Task 6 - Develop the Climate Resilience Plan		Final work product 11: Completion of the Climate Resilience Plan with up to three rounds of revisions	NA	NA
Task 7 - Launch Public Event to Debut the Final Climate Resilience Plan		Final work product 12: Work with OOS to publish a press release on the finalization of the Climate Resilience Plan and for promotion of the launch event.	NA	NA
		Final work product 13: Completion of the Climate Resilience Plan launch event	Venue rental	Negotiable - OOS may be able to secure a city venue
			Provide event staff	Negotiable- OOS may be able to hire city staff
			Food/catering	Required
			Materials and rentals for activities and necessary party equipment (such as tables and sound equipment)	Required but materials and equipment needed will depend on venue
			Materials/equipment needed to display youth art form the art and poetry competition	Required but details are negotiable

Proposal Requirements

- Proposal format can be found at the end of the RFP document

- Note for Cost Proposals
  - For components listed as “Required”, a proposed budget must include all fees for Services as well as estimates for expenses for all line items.
  - For “negotiable” components listed, the Applicant must clearly indicate which components can and cannot be provided within the budget.

Questions?