



# City of Richmond 5475 EOI

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## **REQUEST FOR EXPRESSIONS OF INTEREST – 5475 EOI**

### **RICHMOND CARBON MARKETPLACE – PILOT PROGRAM**

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until **July 24, 2015 at 15:00** (the “Closing Date/Time”).

All queries related to this Request for EOI shall be submitted in writing to the attention of:  
Julia Turick, Buyer II  
Email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

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## **1.0 Introduction**

- 1.1. The City of Richmond (the City) invites Expressions of Interest (EOI) for prospective businesses, non-profit groups or individuals to provide project plans to the City for projects that result in greenhouse gas (GHG) emissions reductions as compared to baseline emissions.
- 1.2. Projects that meet City and Provincial requirements may be able to access support funding for the associated carbon reduction credits. Potential GHG reduction projects that would qualify will need to be conducted in the City by a business, registered non-profit organization, or an individual and will need to be outside the scope of what typically would be considered a traditional BC municipality service.
- 1.3. If selected, qualified prospective projects and organizations would be eligible for funding from the City to purchase the quantified carbon credits associated with the completed GHG reduction project.

## **2.0 Background**

- 2.1. In September 2008, Council signed the BC Climate Action Charter, voluntarily committing the City to carbon neutral corporate operations.
- 2.2. This commitment to carbon neutrality means that the City needs to reduce GHG emissions generated from its own operations and invest in additional action, outside of the City's operations, to compensate for emissions that cannot be avoided.
- 2.3. As part of this commitment through the City's Carbon Neutral Implementation Strategy, adopted by Council in October 2013, the Richmond Carbon Marketplace pilot program was envisioned as a means to reduce greenhouse gas (GHG) emissions and build community resilience, by investing in City organizations and purchasing carbon reduction credits to offset corporate emissions. By supporting community-based initiatives, the City expects to help stimulate green jobs growth, and the ongoing development of the local low-carbon economy.

## **3.0 Objectives**

- 3.1. The objectives of this EOI include the following:
  - a) Invest in Richmond-based organizations or Richmond-based energy reduction projects to help increase energy efficiency, reduce GHG emissions, and reduce energy operating costs.
  - b) Purchase qualified carbon credits that can be applied to offset corporate GHG emissions from City operations, reducing the City's carbon footprint.

- c) Support community-based initiatives, that environmentally, economically and socially benefit the City, and promote the ongoing development of the local low-carbon economy

#### 4.0 Definitions

4.1. Throughout this EOI the following definitions apply:

- a) “Baseline emissions” means business as usual emissions if the project was or had not been carried out.
- b) “City” means the City of Richmond;
- c) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Consultant on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
- d) “Closing Time” means the closing date, time, and place as set out on the title page of this RFEOI;
- e) “CO<sub>2</sub>e” means the carbon dioxide equivalent, which is the standard by which greenhouse gas emissions are measured by.
- f) “Contract” or “Agreement” means the written agreement resulting from this Request for Expressions of Interest (if applicable) and executed by the City and the Selected Respondent for the Work;
- g) “Contractor” means the same as “Selected Respondent” or Successful Respondent”;
- h) “EOI” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
- i) “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
- j) “GHG” means greenhouse gas.
- k) “GHG Emissions” means emissions from six different compounds, carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), sulphur hexafluoride (SF<sub>6</sub>), perfluorocarbons (PFCs), and hydrofluorocarbons (HFCs), which are measured for their global warming potential (GWP) in comparison to CO<sub>2</sub>.

- l) “Request for Expressions of Interest” or “RFEOI” means this document and related process;
- m) “Respondent” means businesses, non-profit groups or individual/s that submits, or intends to submit, a Response;
- n) “Response” or “Submission” means an EOI;
- o) “Traditional BC Municipality Service” means one of six defined municipal service areas; Administration and Governance (e.g. operation of City Hall), Drinking, Storm, and Waste Water (e.g. operation of drainage pumps), Solid Waste Collection, Transportation, and Diversion (e.g. refuse and recyclables collection), Roads and Traffic Operation (e.g. maintenance work on roadways), Arts, Recreation, Parks, and Cultural Services (e.g. recreational pool operation), and Fire Protection (e.g. fleet fuel use of the fire department)

## **5.0 Scope**

- 5.1. To prospective businesses, non-profit groups or individuals, this pilot program is an offering of either an annual or lump sum incentive to complete projects that result in GHG emissions reductions as compared to baseline emissions.
- 5.2. The City will fund qualified projects up to approximately \$25 a tonne of carbon dioxide equivalent (CO<sub>2</sub>e) reduction depending on the quality of the reduction, the associated community benefits, and the level of documentation rigour:
- 5.3. In addition to incentives, the City will promote within the community the businesses that have successfully completed GHG emission reducing projects and transferred carbon reduction credits to the City to reduce its carbon footprint. If the pilot program is successful, the City may produce branding that businesses can use to demonstrate their commitment to climate change mitigation (i.e. plaques, awards for the largest/best value projects, etc).
- 5.4. Depending on the scope and complexity of the GHG emissions reduction projects, annual verification of the maintained emissions reduction may be required.

## **6.0 Information Meeting**

- 6.1. There will be an Information Meeting conducted on Thursday July 9<sup>th</sup>, 2015 at **4:30pm** with sign-in attendance forms.
- 6.2. Potential Respondents are asked in Meeting Room 2.004 at Richmond City Hall located at 6911 No. 3 Road, Richmond.

## **7.0 Pre-qualification Process**

- 7.1. Interested parties are required to respond to this Request for EOI in accordance with the terms of this EOI.
- 7.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City the opportunity to evaluate Respondent's capability to complete feasible GHG emissions reduction projects in the community that maximize community environmental, economical, and social benefits. Based on the EOI submissions' ability to meet the stated objectives the City will select a shortlist of projects and proponents that may be invited to submit a proposal in response to a Request for Proposals.

## **8.0 Requests for Proposals**

- 8.1. Respondents, who have projects that are selected as a result of this EOI process, may be invited to submit further proposals, if required, to a Request for Proposals ("RFP") from the City. The City anticipates that, if required, the RFP will be distributed three to four weeks following the completion of the EOI process.

## **9.0 Qualification Criteria**

- 9.1. The successful Respondent(s) need to demonstrate that the submitted project plans meet the following criteria:
  - a) The project(s) is conducted in the City
  - b) The Respondent is duly authorized to complete the project at the identified location or for the identified organization and has not disposed of or sold the associated GHG emissions reduction credits to any other party, nor entered into any other agency or other agreement by which the Seller is obligated to sell or transfer the GHG emissions reduction credits.
  - c) The project(s) will result in GHG emissions reductions as compared to the organizations/location baseline emissions
  - d) The project(s) is outside the scope of what typically would be considered a traditional BC municipality service
  - e) The project(s) is economically and technically feasible
  - f) The project(s) supports a City non-profit organization, business, and/or resident through increased energy efficiency and reduce energy related operating costs
  - g) The project(s) demonstrate other positive community benefits, including but not limited to; increased or maintained Richmond based employment opportunities, reduced resource use, reduced operating and/or maintenance

costs for Richmond based affordable housing associations or societies, and enhanced and/or conserved Richmond “greenspace.”

- h) The project(s) need to be beyond “business as usual” replacements and need to pass at a minimum the first Legal and Regulatory additionality test below, followed by one of the three remaining additionality tests (2-4). The evaluation of whether or not a project passes the additionality tests will be done on a case by case basis.
1. Legal and Regulatory Test - A project can only be considered additional if it is not required to fulfil official policies, regulations, or industry standards
  2. Financial Test - A project can only be considered additional if it is not profitable without revenue from carbon offsets
  3. Barriers Test - A project can only be considered additional if there are barriers, such as local resistance, lack of know-how, institutional barriers, etc, that prevent its being implemented regardless of its profitability
  4. Common Practice Test - A project can only be considered additional if it employs technologies or practices that are not already in common use
- i) At a minimum the project(s) will need to be able to achieve approximately 100 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) reduction annually, as compared to baseline operating conditions.
- j) If the emission reduction project has been completed, the project will need to have been completed after September 26, 2007.

## 10.0 Submission Details

- 10.1. Respondents are requested to submit their information for this EOI through an online form located at [www.energy.richmond.ca/richmond-carbon-marketplace-pilot-program/marketplace/](http://www.energy.richmond.ca/richmond-carbon-marketplace-pilot-program/marketplace/). The completion and submission of this form will help determine which project plans are eligible for further assessment and potential inclusion in this pilot program.
- 10.2. If preferred, respondents can submit 2 (two) hard copies of their EOI response in an envelope marked “EOI5475 – Richmond Carbon Marketplace – Pilot Program” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions should be received on or before:

**July 24<sup>th</sup>, 2015 at 15:00**

- 10.3. Submissions (online or hard copies) will be evaluated at the discretion of the City based upon the information contained in the submissions. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

## **11.0 Enquiries and Addenda**

- 11.1. Clarification of terms and conditions of the RFEOI document and RFEOI process and all other inquiries shall be directed to:

Julia Turick, Buyer II  
[purchasing@richmond.ca](mailto:purchasing@richmond.ca)  
City of Richmond, Purchasing Section

- 11.2. The City, its agents, consultants, elected officials and employees shall not be responsible for any information given by way of oral or verbal communication.
- 11.3. The, City will only respond to questions that are submitted in writing. Any questions that are received and answered that affect the RFEOI process, any interpretation of, additions to, deletions from, or any other corrections to this RFEOI document, may be issued as written addenda by the City. It is the sole responsibility of potential Respondents to check the following website to ensure that all available information has been received prior to submitting a Response.
- 11.4. Inquiries and responses relating to the RFEOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and on the City's Energy Save website (<https://energy.richmond.ca/richmond-carbon-marketplace-pilot-program/>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this RFEOI.
- 11.5. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 11.6. Each addendum will be incorporated into and become part of the RFEOI document. No amendment of any kind to the RFEOI is effective unless it is contained in a written addendum issued by the City's Purchasing Section.
- 11.7. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City.
- 11.8. Notwithstanding the foregoing or any other provision of these Documents, the City may at its sole discretion elect to retain for consideration Responses which



deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFEOI.

## **12.0 Format Requirements**

12.1. Responses submitted should consist of the following:

### **I. Completed Pre-Assessment Form:**

- a. Respondents are requested to complete the Richmond Carbon Marketplace pre-assessment/registration form online at the following website, <https://energy.richmond.ca/richmond-carbon-marketplace-pilot-program/marketplace/>.
  - b. If preferred the attached pre-assessment form (Appendix A) can be completed in hard copy and submitted as an alternative to completing the online form.
  - c. In the appropriate areas please provide as much detail as possible about your organization, experience in completing these types of projects, and the specific GHG emissions reduction project you would like to complete or have quantified.
  - d. Please complete one form for each organization/proponent, with additional sheets attached if applying for more than one project or if you would like to provide more information.
- 12.2. The greater detail of the submission the better able the City will be to determine the suitability of a potential project and proponent to qualify for this pilot program. Please attach additional information sheets further describing the project areas or organization, as needed.

## **13.0 Review of Submissions**

- 13.1. The City will review the EOI submitted to determine whether, in the City's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.
- 13.2. The City reserves the right to accept Submissions for this EOI after the closing with the understanding that any future projects under consideration would be evaluated using the same criteria used to evaluate the Respondents to this EOI.
- 13.3. Respondents may be scheduled for interviews at the discretion of the City.
- 13.4. Reference checks may also be conducted by the City.
- 13.5. The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of

the Respondents without having any duty or obligation to advise any other Respondents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Requirements, or any conditions, and the City shall have no liability to any other Respondent as a result of such negotiations or modifications.

#### **14.0 Inquiries**

14.1. The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.

#### **15.0 Non-Conforming Submissions**

15.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may not be accepted by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOI's except the requirement of delivery of the Proposal prior to Closing Time.

#### **16.0 Notifications and RFP Process**

16.1. Following the Closing Time, the City will only notify those Respondents who are selected as being pre-qualified and may be invited to submit further developed proposals under an RFP process, if required.

16.2. The City will not approve any change in the structure of formation of a short listed Respondent.

16.3. The City may unilaterally take the following actions, and shall not be liable for any such actions:

- a) amend the scope and description of the pilot program under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
- b) reject or accept any or all Submissions;
- c) cancel the EOI process at any time and reject all Proposals; or
- d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

- 16.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 16.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City has no contractual obligations whatsoever arising out of the EOI process.
- 16.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

#### **17.0 Information Disclaimer**

- 17.1. The City and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 17.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 17.3. The City makes no representation, warranty, or undertaking of with respect to this EOI and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

#### **18.0 Intent to Enter Into An Agreement**

- 18.1. By submission of an EOI, the Respondent agrees that, should it be identified as a successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for EOI.

#### **19.0 Modification of Terms**

- 19.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

## **20.0 Ownership of Submissions**

20.1. All documents submitted to the City, including EOI, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 23.0.

## **21.0 Right to Not Accept Any EOI**

21.1. The City reserves the right to not accept any EOI and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no EOI is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

## **22.0 No Commissions**

22.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

## **23.0 Use of this Request for Expressions of Interest**

23.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of EOI.

## **24.0 Confidentiality, Freedom of Information and Protection of Privacy**

24.1. All submitted EOIs shall become the property of the City. The City reserves the right to release information to the public about the EOIs received and any agreement(s) entered into. As the property of the City, EOIs will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.

24.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

## **25.0 No Claim for Compensation of Expenses**

25.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.

25.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their

submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

**26.0 Conflict of Interest**

26.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the EOI.

**27.0 No Solicitation**

27.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's EOI, the City reserves the right to reject the Respondent's Response to this Request for EOI.

**28.0 No Lobbying**

28.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 10.

**29.0 Publicity**

29.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for EOI, or the Respondent's Response to this EOI, without the prior written consent of the City.

**Appendix A – Pre-Assessment Form**



The City of Richmond (the City) is inviting Expressions of Interest (EOI - #5475) for prospective businesses, non-profit groups or individuals to provide project plans to City of Richmond for potential projects that result in greenhouse gas (GHG) emissions reductions as compared to baseline emissions. Projects that meet City and Provincial requirements may be able to access support funding for the associated carbon reduction credits. Potential GHG reduction projects that would qualify will need to be conducted in the City of Richmond by a business, registered non-profit organization, or an individual and will need to be outside the scope of what typically would be considered a traditional BC municipality service. If selected, qualified prospective projects and organizations would be eligible for funding from the City to purchase the quantified carbon credits associated with the completed GHG reduction project.

Not sure if a project would qualify to undergo an assessment as part of this Richmond Carbon Marketplace pilot program? If a project will be or has been conducted in the City of Richmond and is estimated to reduce emissions by at least 100 tonnes CO<sub>2</sub>e then your project may generate enough revenues to finance the required assessment and provide a return on your investment. Please complete the pre-assessment form below to take part in this pilot program and potentially partner with the City of Richmond to reduce community GHG emissions.

The greater detail of the pre-assessment submission the better able the City will be to determine the suitability of a potential project and proponent to qualify for this pilot program. Please attach additional information sheets further describing the project areas or organization, as needed.

As a guide, according the BC GHG emissions quantification methodology, 100 tonnes of CO<sub>2</sub>e reductions can be achieved by reducing energy consumption by:



**39,114** Liters (L), Aviation Fuel  
**37,260** Liters (L), Diesel  
**44,500** Liters (L), Gasoline



**64,768** Liters (L), Propane  
**2,006** Gigajoules (GJ), Natural Gas



**4,000,000** kiloWatt hour (kWh), BC Electricity

To find out if your GHG emission reduction project may qualify for funding consideration as part of the Richmond Carbon Marketplace pilot program, please fill out this form as completely as possible as part of this EOI process, and submit it along with a title page. Provide additional information sheets as needed, to ensure that adequate project detail is provided.

Business/Proponent Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Type of Organization/Business (e.g. manufacturing, courier, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business sector (if applicable): \_\_\_\_\_

Location of the project: \_\_\_\_\_

Type of project (e.g. Fuel switching, Energy efficiency retrofits, etc): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your organization done a carbon footprint assessment (i.e. quantified the amount of annual GHG emissions that are associated with your organization)? (circle one): Yes or No

If yes please attach carbon footprint assessment documentation.

What is your organization's yearly Emissions/Carbon Footprint of your business (Tonnes of CO<sub>2</sub>e): \_\_\_\_\_

Has the GHG emission reduction project been initiated? (circle one):

Yes or No

If the GHG emission reduction project has been initiated, was the project completed after September 26, 2007? (circle one): Yes or No



Does the project use unconventional business practices (i.e. beyond “business as usual”) in order to reduce greenhouse gas emissions? (circle one): Yes or No

Briefly describe your GHG emissions reduction project and how this project goes beyond business as usual practices for your organization:

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Has a GHG emissions reduction assessment been completed for the project? (circle one):  
Yes or No

Does your organization have clear ownership of any carbon credits generated from this project (i.e. no other organization is able to stake a claim on the credits generated from this project)? (circle one): Yes or No

Do you have complete, consistent records available to quantify the baseline emissions associated with this project? (circle one): Yes or No

Approximately how many GHG emissions do you estimate can be diverted as a result of this project (in tonnes of carbon dioxide equivalent - CO<sub>2</sub>e)? (e.g. more than 100 tCO<sub>2</sub>e, more than 1,000 tCO<sub>2</sub>e):

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If applicable, does your organization have the capacity to implement and complete this planned/potential project within 12 to 24 months? (circle one): Yes, Likely, or No

Has your organization completed and/or quantified other GHG emissions reducing projects, for the purposes of selling the associated carbon credits? (circle one): Yes or No

If yes, please describe the past completed project or provide other organization: \_\_\_\_\_

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Does this potential project provide other community benefits, besides GHG emissions reduction?  
(circle all that apply, and provide details if possible, e.g. habitat restoration, local jobs, etc):

Social            Environmental            Economical

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Describe your organizations capability (financial, experience and workload capacity) to undertake the potential GHG emissions reduction project or projects.

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Indicate the proposed key personnel that would be involved in completing the projects.

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If applicable, list relevant projects, name of client, value of the projects, estimated GHG emissions reduced, estimated energy and cost savings achieved, company personnel involved and client/owner references with contact names and telephone numbers.

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Provide a description of your methodology and approach to proposed GHG emissions reduction project.

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Provide a Project Timeline, including the expected initiation and completion dates, if the project did receive support from the City.

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