

## **REQUEST FOR PROPOSALS**

### **Resilient Philadelphia: Citywide Climate Resilience Plan Update**

#### **Issued by:**

The Philadelphia City Fund

On behalf of The City of Philadelphia, Office of Sustainability

Questions about this RFP should be submitted to [abby.sullivan@phila.gov](mailto:abby.sullivan@phila.gov) and [emily.gowen@phila.gov](mailto:emily.gowen@phila.gov) by April 9<sup>th</sup>, 2025 with the subject line "Questions: Citywide Climate Resilience Plan Update"

Proposals must be received no later than 9:00pm Philadelphia, PA, local time, April 27, 2025. A pdf version of the proposal must be emailed to: [abby.sullivan@phila.gov](mailto:abby.sullivan@phila.gov) and [emily.gowen@phila.gov](mailto:emily.gowen@phila.gov) with the subject line "Proposal: Citywide Climate Resilience Plan Update".

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#### **General Disclaimer of the Philadelphia City Fund**

This RFP does not commit the Philadelphia City Fund ("Fund" or "PCF") to award a contract. This RFP and the process it describes are proprietary to the Fund and the City of Philadelphia ("City") and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the Fund/City's discretion.

#### **Revisions to RFP Specifications**

The Fund and the City reserve the right to change, modify or revise the RFP at any time. Any revisions prior to selection will be posted on the Philadelphia City Fund website [LINK](https://philacityfund.org/rfp-climate-resilience-plan/) (<https://philacityfund.org/rfp-climate-resilience-plan/>) with the original opportunity details and changes noted. It is the Applicant's responsibility to check the [LINK](#) to determine whether additional information has been released.

## **SECTION I – INTRODUCTION**

### **Statement of Purpose**

The Philadelphia City Fund (“Fund” or “PCF”) and Philadelphia Office of Sustainability (“OOS”) seek qualified professional firms (individual firms or consultant teams) to provide climate resilience planning and engagement services for this project *Resilient Philadelphia: Citywide Resilience Plan Update*. The selected firm will work with OOS to conduct a Climate Resilience Needs and Values Assessment (“NVA”) and update the City’s Climate Resilience Plan. The NVA is a citywide equitable engagement process for two-way learning that gathers feedback from stakeholders and community members to identify vulnerabilities to climate impacts and develop solutions to enhance resilience. This process is to ensure procedural and distributional equity are key tenets in Philadelphia’s updated Resilience Plan and will guide resilience efforts for years to come. The NVA and development of the Resilience Plan for Philadelphia is anticipated to take up to two years.

The selected applicant or applicant team (“Consultant”) will have a range of expertise, including climate resilience, urban planning and design, stakeholder engagement and communication expertise. They are expected to exhibit an understanding of the current climate change science and impacts in Philadelphia, understand how socio-economic factors relate to vulnerability, and expertise in resilience planning and adaptation solutions for hazard mitigation. Deliverables produced by the Consultant will be expected to incorporate principles of environmental justice and equity and respondents must have experience in community engagement and the ability to explain complex science and technical information in plain language.

### **Department Overview**

The Philadelphia City Fund works in close partnership with the City of Philadelphia (“City”) to facilitate public-private partnerships that make it possible for City programs to thrive. The Fund will serve as the fiscal and contract administrator for this opportunity and will hold the agreement awarded to the Consultant, on behalf of the Office of Sustainability (“the Department”). The Office of Sustainability (OOS) will serve as the project manager for this effort on behalf of the Fund.

OOS works with partners around the city to improve quality of life in Philadelphia neighborhoods by addressing environmental justice, reducing the city’s greenhouse gas emissions and improving energy efficiency, and preparing Philadelphia for a hotter and wetter future. The Consultant will work with the OOS Climate Resilience Division which communicates climate risk and develops programs, policies, and place-based strategies that reduce risk, protect residents, and address historic injustice.

## **Project Background**

Philadelphia's vulnerability to climate impacts is shaped by its geographic location, history of urban development, and high rates of poverty. As a city situated largely between the Delaware and Schuylkill Rivers, it has faced repeated challenges from flooding, particularly during hurricanes and heavy rainstorms. Rising temperatures and the urban heat island effect also exacerbate heat-related health risks, especially in densely populated and underserved neighborhoods. These challenges underscore the importance of climate resilience in Philadelphia and the need for coordinated action and a strategic plan that unites stakeholders across the city.

Municipal efforts to strengthen resilience include providing climate services and actionable information to plan for a changing climate; engaging and educating stakeholders through risk communication and mapping; developing programs, plans, and policies that help residents stay cool and mitigate flooding; planning, designing, and installing resilient infrastructure projects; ensuring that risk from climate change is included in capital planning; and aligning local, state, and federal resources to better communicate and meet the needs of residents.

Philadelphia's initial climate resilience efforts included two key reports: a 2014 [climate science document](#) and the 2015 [Growing Stronger Towards a Climate-Ready Philadelphia](#) report. These reports focused on municipal vulnerabilities without addressing community-level impacts and were completed without public engagement. An updated Resilience Plan is overdue and will include input from stakeholders across the city, with a focus on the frontline communities often most impacted by climate change.

To update these resources, OOS has made progress on several project components, including updated climate science and projections for the city and updated vulnerability assessments for flooding and heat. Internal engagement with City departments has been ongoing for several years through listening sessions and interagency coordination through groups like the Environmental Justice and Climate Resilience Committee. Support is needed to conduct an inclusive citywide engagement process, and to draft and finalize a Resilience Plan for Philadelphia.

A large portion of this RFP is focused on external engagement with residents and other stakeholders in Philadelphia. The Consultant will review and summarize notes from previous interagency engagements and review previous city plans that align with the resilience plan to identify successful past strategies initiated by the city and potential improvements. External engagement will include supporting and managing a community steering committee and Climate Ambassador Program as well as launching a citywide engagement process with community members and various other stakeholders.

This RFP seeks a planning and engagement firm that will work with OOS staff, key stakeholders, and other project partners (e.g., other consultants providing support) to lead a citywide engagement process and develop a resilience plan for Philadelphia. To complete this scope of work, it is anticipated that it will take up to two years, with a goal of having the Resilience Plan and other project components published by Spring 2027.

### **Related Consultant Engagement**

An RFP will be issued by the City of Philadelphia for a scope of work related to this project ("RFP 2"). The consultant selected through RFP 2 ("Consultant 2") will coordinate with the Consultant selected through this RFP opportunity to develop the Climate Resilience Plan. Consultant 2's scope will be clearly defined and will differ from the Services solicited through this RFP. More information about the Consultant 2 scope is provided under Task 6 of the Tasks and Services section.

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## **SECTION II – PROPOSED SERVICES**

PCF and OOS anticipate that a single contract will be awarded resulting from this RFP. Applicants who intend to bid as a team should identify a "prime" consultant for the purposes of contracting and managing all subcontractors. Subcontractors must be known at the time of the submission and must be listed in the Applicant's submission materials. Applicant team submissions must identify which consultant is completing each component of the proposed scope of work and the budget breakdown must indicate costs per consultant. OOS and PCF reserve the right to modify the subcontracts proposed at their discretion with the final consultant team determined during the contract negotiation phase.

### **Scope of Work**

The Scope of Work section states requirements for the project, including the Services and the final work products to be delivered, and the tasks PCF and OOS have identified as necessary to meet those requirements. PCF and OOS reserve the right, however, to modify specific requirements, based on changed circumstances, the proposal selection process, and contract negotiations with the Consultant(s) selected, and to do so with or without issuing a revised RFP. PCF and OOS will work with the Consultant to be flexible in approach, as long as the deliverables and requirements are met within the stated budget.

The objectives of this project include:

- Develop a high-level landscape assessment of existing resilience plans and actions across the city. (see Task 2)
- Support the management and facilitation of a Community Steering Committee. (see Task 3)
- Work with OOS to stand up and manage a Climate Resilience Ambassadors program to assist with citywide engagement. (see Task 4)
- Conduct a Climate Resilience Needs and Values Assessment (NVA) with the OOS Climate Resilience Division (see Task 5):
  - o Conduct external engagement across the city (in all 18 Philadelphia Planning Commission Districts) with residents. (see Task 5.1)
  - o Organize and support community deeper engagement (e.g. workshops or community build or volunteer days) in five frontline communities. (see Task 5.2)
  - o Develop an art and poetry competition for youth with a virtual gallery. (see Task 5.3)
- Lead the development (writing and editing) of a comprehensive Climate Resilience Plan. (see Task 6)

These efforts are intended to prepare Philadelphia for the impacts of climate change, ensure that residents are informed and engaged, and co-produce actionable strategies with stakeholders to guide the City's resilience efforts in the years to come. The Consultant will work with staff from the OOS's Climate Resilience Division and will collaborate with community leaders and organizations to complete project objectives.

### **Tasks and Services**

The PCF and OOS require at least the tasks and Services listed below; however, some components are negotiable as outlined in the Tasks and Budget Table in Appendix A. Negotiable components are things with extra service or material costs (beyond consultant fees) and may be excluded from the final scope or may be negotiated and altered to fit the parameters of the available budget and goals of this project. The Applicant's proposed scope of work should state in detail how each task will be carried out, including the personnel/job titles responsible for completing the task. Applicants may propose additional or revised Services and work products but should explain why each is necessary and how it will still achieve the project objectives. Preference will be given to teams that can work creatively to include the negotiable components within the budget provided.

#### **Task 1: Project kickoff and Meetings**

The first phase of the project will focus on initiating the planning process through a kickoff meeting with OOS and other internal stakeholders. During this phase, a detailed work plan and timeline will be developed, ensuring clarity in roles, responsibilities, and work products. Background data and research previously collected by OOS will be shared to inform

subsequent phases of the project. The Consultant will also schedule weekly calls and/or meetings as needed with OOS Climate Resilience Division staff regarding project status, challenges, findings, deliverables, and schedule (may be made bi-weekly or to another cadence upon mutual agreement of Consultant and OOS).

**Task 2: Conduct a landscape assessment of existing resilience planning efforts and actions (internal and external) across the city and summarize findings in a report**

The Consultant will conduct a review and analysis of existing plans, actions, background information, prior engagement summaries, and vulnerability assessments. Using these materials, the Consultant will work collaboratively with OOS to:

- Summarize the existing landscape of resilience planning and actions to leverage work already done in this space, avoid replication and identify best practices.
- Identify gaps in past studies and practices.
- Produce a report on ways to refine methodologies that will serve as a guideline for subsequent project phases.

**Task 3: Support management and facilitation of the Community Steering Committee**

To help guide plan development, OOS is establishing a Community Steering Committee made up of 11 community members from various geographic regions of Philadelphia. Members will include a mix of neighborhood residents and advocates. Participants will receive training, help shape dialogues around crucial climate issues, advise on community engagement activities, and support the resilience plan development. The consultant will support OOS in managing the group and meetings by:

- Assisting with the development of agendas, facilitation, and note taking, and
- Supporting trainings on civic education, climate change 101, and environmental justice.

**Task 4: Work with OOS and PCF to stand up a Climate Resilience Ambassador Program**

The Ambassador Program will invite community-based organizations (CBOs) to respond to an RFP issued by the Philadelphia City Fund. Eighteen CBOs will be chosen to receive \$10,000 to build their capacity and support existing local community resilience projects. They will also commit to supporting community engagement (community meetings), playing a crucial role as a trusted community voice, helping with promotion and ensuring activities are accessible and welcoming. The Consultant will work with OOS and PCF to develop and launch the Climate Ambassador Program. The Consultant will also work with OOS to design and deliver training materials on environmental justice, civic education, and climate change and assist with developing a toolkit of resources that Climate Ambassadors can use to guide community-level resilience planning. Once the Ambassador Program is launched, a separate

consultant, hired through a different RFP, will be utilized to facilitate Climate Ambassador meetings and activities.

### **Task 5: Conduct Needs and Values Assessment (NVA)**

The Consultant will work with OOS and other key partners to conduct the public engagement components of the Climate Resilience Needs and Values Assessment (NVA). The NVA is designed to gather detailed information about climate vulnerabilities and needs across Philadelphia’s communities and to identify solutions and strategies that increase resilience. This assessment will be conducted using equitable engagement strategies with targeted approaches for engaging residents and communities across the city, with deeper engagement in frontline communities—those most at risk from climate impacts. The NVA will result in the identification of key areas of vulnerability, assessment of existing community capacities, identification resilience actions and priorities, identification of knowledge gaps to guide a research agenda, and prioritization of neighborhoods for future programming and place-based climate resilience initiatives.

**5.1 Citywide Community Engagement** - The Consultant will work closely with OOS and other key partners, such as the Philadelphia City Planning Commission (PCPC) District Planners and the Climate Ambassadors, to organize and host events across the city in all 18 PCPC Districts. The Consultant will be responsible for leading and covering expenses for at least one in-person engagement and one virtual engagement in each district. Climate Resilience Ambassadors will help develop content for engagements, help advertise and promote activities, advise on language translation and review translated materials when applicable, and secure an accessible venue for community meetings and workshops. The Consultant will:

- Assist in promoting engagements by developing, printing, and distributing promotional materials (Negotiable: see Appendix A)
- Develop presentation materials such as PowerPoint slides, and cover expenses for printed handouts/maps, and breakout group activities (Negotiable: see Appendix A).
- Provide incentives and services to ensure engagements are as accessible to the public as possible by providing and covering expenses for:
  - gift cards for participation (Gift cards are required but amounts and a potential cap are negotiable: see Appendix A).
  - food for in-person meetings
  - translators/interpreters (Details are negotiable depending on event needs: see Appendix A).
  - childcare services and/or activities for children
  - buttons and other small giveaways for participants (Negotiable: see Appendix A)

**5.2 Frontline Community Engagement** – After the initial citywide engagement in all 18 PCPC districts, up to six frontline communities will be identified for deeper engagement. Working with OOS and the Community Steering Committee, the Consultant will help develop workshops, community build or volunteer days, or other creative activities to gather additional input and ideas from Philadelphia’s underserved communities. Current ideas include working alongside community-based organizations (CBOs) to organize a volunteer day supporting their efforts; facilitating a climate art project such as a mural; mapping a resilient neighborhood walk to identify climate risk prone areas and potential solutions; and creating shade structures, such as benches shade umbrellas, or installation of shade sails near transportation stops. The Consultant will provide a budget (~\$500) for materials and supplies for each frontline engagement event/activity (up to six total). Budgets for the frontline community engagement events are negotiable (see Appendix A).

**5.3 Youth Engagement** – OOS and the Applicant will work to develop a youth art and poetry competition, potentially in partnership with the Philadelphia School District and other local non-profits focused on the arts and youth empowerment. The youth competition will center around visual arts and poetry, highlighting local students’ views, perspectives, and relationships with climate resilience in their communities. The consultant will work with OOS to:

- Create a framework and guidelines for the competition and a registration process for contestants.
- Provide youth contestants with both climate resilience and creative online resources including links to articles, multimedia, and example pieces (Negotiable: see Appendix A)
- Host and cover costs associated with an event to showcase final submissions and provide cash prizes for the top three winners in art and top three winners in poetry (Amounts of cash prizes are negotiable)
- Create a virtual gallery for student work for online access and to be linked to the OOS Climate Resilience website (Negotiable: see Appendix A)

Depending on pending grant funding, the Consultant may also coordinate with the Philadelphia Higher Education Network for Neighborhood Development (“PHENND”) to train and manage a Youth Climate Council that will also provide feedback and ideas for the Resilience Plan. PHENND will lead the development and facilitation of the Youth Climate Council but support and coordination from the Consultant could be necessary. For example, the Youth Climate Council could participate as judges for the art and poetry competition.

## **Task 6: Develop the Climate Resilience Plan**



Towards the beginning of this project, the Consultant will work with OOS and partners to create an outline to guide development of the plan. Once engagement is concluded, the Consultant will then collaborate with OOS and other partners to draft and the plan, ensuring it reflects the input of all stakeholders and aligns with Philadelphia’s broader planning efforts, such as updating the City’s [Comprehensive Plan](#) and [All-Hazard Mitigation Plan](#).

The Consultant will also coordinate with Consultant 2<sup>1</sup> to support the development of the Climate Resilience Plan. Consultant 2’s scope will be clearly defined and will differ from the services solicited through this RFP. Consultant 2’s anticipated scope will include:

- Internal (municipal) stakeholder engagement
- External stakeholder engagement with the private sector, sector leaders and Non-Governmental Organizations
- Facilitation and management support for the Climate Resilience Ambassador program
- Distribution and analysis of a citywide survey
- Drafting summaries of stakeholder engagement conducted (e.g. internal and private sector stakeholders) for inclusion in the Climate Resilience Plan
- Cover translation costs for the final published plan
- Cover graphic design and printing costs for the final published plan
- Technical assessments and tool development

The Consultant, through this RFP, will be the primary drafter of the text of Climate Resilience Plan and will work closely with Consultant 2 to incorporate findings from Consultant 2’s stakeholder engagement. The Consultant, through this RFP, will work with OOS on up to three rounds of draft revisions, with the final revisions completed after a public comment period.

### **Task 7: Launch Public Event to Debut the Final Climate Resilience Plan**

The project will culminate in the publication and public launch of the Climate Resilience Plan. In partnership with OOS, the Consultant will organize the launch event celebrating the collaborative efforts of the City, community members, and other stakeholders.

The event will include a mix of open-ended celebratory and structured activities. The event will include a brief presentation providing an overview of the Resilience Plan; a panel discussion with selected Climate Ambassadors that will highlight successful engagement activities in their communities; and a Q&A session with hosts to learn more about the plan and gain insights into impactful engagement strategies specific to Philadelphia. Artwork from the youth engagement process will be showcased around the venue for attendees and a networking reception with live music and other games/activities will conclude the event.

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<sup>1</sup> See “Related Consultant Engagement” on page 4 of this RFP.

To ensure a successful public event the Consultant will:

- Development of a press release in concert with the City's press team and promotion of the event
- Work with OOS to identify a venue
- Secure the venue and pay rental fees (Negotiable- OOS may be able to secure a city venue: see Appendix A)
- Provide staff to work at the event (welcome guests, help with wayfinding, share copies of the Climate Resilience Plan, setting up sound) (Negotiable- OOS will work to find city staff and volunteers to work event: see Appendix A)
- Purchase food and catering for event
- Purchase necessary materials (e.g., table rentals, signage) and live music, and other required equipment (Negotiable depending on venue: see Appendix A)
- Develop presentation materials and a youth artwork display (Details negotiable: see Appendix A)

### **Final Work Products and Deliverables**

The PCF and OOS require completion and delivery of the work products and deliverables listed below (unless noted as negotiable in the Tasks and Budget Table (see Appendix A). The proposed scope of work shall state in detail how the Applicant will produce each work product, including the personnel/job titles that will be responsible for delivering the work product and a rate schedule/budget broken down by task. For each work product, the Applicant should propose criteria for satisfactory completion and delivery. Applicants may propose additional or revised tangible work products but should explain why each is necessary to achieve the project objectives. Details on what work products entail are outlined in the Timeline Section and in Appendix A (comprehensive timeline).

- Final work product 1: Detailed workplan developed at the start of the project
- Final work product 2: Citywide engagement kickoff meeting and established check-in meeting schedule
- Final work product 3: Landscape assessment report
- Final work product 4: Community Steering committee meeting facilitation, agenda development, and note-taking.
- Final work product 5: Development of climate 101 and civic engagement training materials
- Final work product 6: Climate Ambassador Program development and kickoff
- Final work product 7: Development of a community resilience planning toolkit

- Final work product 8: Completion of 18 in-person and 18-virtual engagement sessions
- Final work product 9: Completion of engagement activities in up to 6 frontline communities
- Final work product 10: Completion of youth art and poetry competition and virtual gallery
- Final work product 11: Completion of the Climate Resilience Plan with up to three rounds of revisions
- 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.
- Final work product 13: Completion of the Climate Resilience Plan launch event

By the end of the project, Philadelphia will have a comprehensive and actionable Climate Resilience Plan, supported by updated science and guided by an inclusive and equitable citywide engagement process.

**RFP and Contracting Timeline**

*Table 1. RFP and Contracting Timeline*

<b>Action</b>	<b>Date</b>
RFP Release Date	March 25, 2025
Q&A and Information Session	April 2, 2025: Information Session
	March 24 – April 9, 2025: Questions accepted
	April 14, 2025: Written answers posted to RFP webpage.
Proposals Due	April 27, 2025 at 9:00pm
Internal Proposal Review	April 28 – May 9, 2025
Interviews & negotiation conducted	May 5 – May 23, 2025
Final Selection	May 27, 2025
<i>A detailed project timeline will be developed after Consultant selection.</i>	
Contract start date (approximate)	June 27, 2025
Contract end date	June 2027

**Budget**

The budget for this scope of work will not exceed \$250,000. Applicant's proposed budget must include fees for Services as well as estimates for additional material and external service expense components outlined in the Task and Budget Table in Appendix A.

Within Section 2 (Proposed Services) of this RFP, certain components (e.g., additional services and material costs) are noted as "Negotiable". PCF and OOS acknowledge that certain components of the Services proposed may require further conversation to determine true cost. As such, the Task and Budget Table in Appendix A outlines the required Services which must be completed by the Consultant and may not exceed the budget for this RFP. Negotiable components are things with extra service or material costs (beyond consultant fees) and may be excluded from the final scope or may be negotiated and altered to fit the parameters of the available budget and goals of this project.

The Consultant may propose changes to the scope for negotiable components, but preference will be given to Applicants that can work creatively to include negotiable components within the budget cap provided.

Guidelines for the cost proposal portion of submissions can be found in "Section IV: Submission Requirements" on page 16.

### **Hours of Work**

- Community engagement activities will largely take place on evenings and weekends.
- Project meetings will occur during regular business hours (Monday-Friday, 9:00 AM - 5:00 PM EST).

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## **SECTION III – GENERAL TERMS**

The Philadelphia City Fund serves as a Fiscal Sponsor for projects and programs administered by The City of Philadelphia (the City) and City-Related Agencies in order to advance City initiatives and improve the quality of life for all Philadelphians.

By submitting a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Philadelphia City Fund.

For this contract opportunity, the Philadelphia City Fund has agreed to act as the "Fiscal Sponsor" for the City of Philadelphia Office of Sustainability in order to facilitate **Resilient Philadelphia: Citywide Climate Resilience Plan Update** on the City's behalf. The contract(s) resulting from this RFP will be held between the Fund and the selected Consultant(s)

What follows are contractual terms the Consultant will be expected to agree to. By submitting a proposal in response to this RFP, the Applicant acknowledges and agrees to be bound by these terms unless otherwise noted in the Applicant's proposal. The Applicant may suggest alternative language to the following terms, and at the Fund's sole discretion, negotiation may be possible to accommodate an Applicant's requested changes during the contracting phase.

#### **A. Insurance Requirements**

The standard minimum insurance policy requirements to be maintained by Consultants of the Philadelphia City Fund are listed below. Consultants must maintain:

1. Workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000 in aggregate, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and \$2,000,000 in the aggregate and containing a waiver of subrogation against The Fund
4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Consultant's name unless agreed upon in writing by the Fund, (b) include the Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to the Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Consultant's right to obtain additional coverage and higher liability limits at Consultant's discretion. Consultant may be required to provide proof of insurance at the Fund's discretion.

#### **B. Confidentiality**

Through performance of the Agreement resulting from this RFP, the selected Consultant may receive or have access to Confidential Information of the Fund and the City, which may include certain information concerning the Services and other information not generally known to the public. Consultant shall not disclose any Confidential Information it receives from the Fund or the City to any person or entity except (a) employees or contractors of Consultant, and (b) Consultant's professional advisors who have a need-to-know such information, provided such professional advisors have agreed in writing to maintain the

confidentiality of such information pursuant to confidentiality agreements containing confidentiality obligations that are not materially less restrictive than those contained in the Agreement, or such professional advisors are bound by law or codes of professional conduct to keep such matters confidential. Consultant shall inform such employees having access or exposure to Confidential Information of Consultant's obligations under the Agreement. Consultant shall use not less than the same degree of care (but no less than a reasonable degree of care) to avoid disclosure of such Confidential Information as Consultant uses for its own confidential information of like importance. Consultant shall use reasonable efforts to ensure that Confidential Information and all materials relating to the Fund and the City at the premises of Consultant or in the control of Consultant shall be stored at locations and under such conditions as to prevent the unauthorized disclosure of such information and materials. Consultant may not use the Confidential Information for any purpose other than for the performance of the Services under the Agreement. This obligation shall survive the termination of the Agreement. Consultant shall return the Fund and the City's materials, if applicable, to the Fund promptly upon termination of the Agreement or earlier if requested by the Fund.

"Confidential Information" means all non-public information in whatever form transmitted, whether written, electronic, oral or otherwise, including without limitation business plans, specifications, design plans, drawings, software, data, prototypes and other business and technical information that is disclosed by the Fund and the City pursuant to the Agreement and that is marked as "confidential" or "proprietary" (or, if disclosed orally, designated as confidential upon disclosure) or which, under the circumstances surrounding disclosure, a reasonable person would deem as confidential. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by Consultant or lawfully received by Consultant free of restriction from another source having the right to so furnish such information; (b) is or becomes generally available to the public without breach of the Confidentiality Agreement by Consultant; (c) at the time of disclosure, was known to Consultant free of restriction; or (d) is required to be disclosed pursuant to any statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction; provided however, that: (e) the Consultant shall use commercially reasonable efforts to notify the Fund and the City before disclosure, (f) Consultant shall disclose only such portion of the information as is legally required; and (g) the disclosed information is not "Confidential Information" only for the purpose of and to the extent of the required disclosure, and otherwise remains "Confidential Information" subject to the terms and conditions of this Agreement.

### **C. Representations, Warranties, and Covenants**

The selected Consultant represents, warrants and covenants that so long as the Agreement resulting from this RFP has not been terminated: (a) Consultant has full power and authority to enter into and perform its obligations under the Agreement; (b) entering into

and performing its obligations under the Agreement (i) will not violate or breach any agreement binding on Consultant; and (ii) does not result in a conflict of interest between the Services or Works to be provided under the Agreement and Consultant's other activities. Consultant shall advise the Fund of any conflict of interest that arises during the performance of the Agreement. (c) The Services and Works will: (i) be created and originated by Consultant and may be conveyed to the Fund under the Agreement free and clear of claim of ownership by others; (ii) not violate or infringe any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual right; (iii) not violate any applicable law, rule or regulation; (iv) conform with the Agreement, be performed in a workmanlike and professional manner, be of high quality, and in no event, be of a quality less than the quality of Services performed and work product created by a skilled consultant with expertise in the area for which the Consultant is providing the Services; and (v) be free of errors and that all failures of the Services or Works furnished hereunder will be corrected to conform with the Agreement.

#### **D. Indemnification**

The selected Consultant shall indemnify, defend and hold the Fund and the City harmless from and against any damage, loss, liability, obligation, claim, litigation, demand, suit, judgment, cost or expense including, without limitation, reasonable attorneys' fees ("Claims") that may be made: (a) for bodily injury, death, or damage to real or tangible personal property, including theft, resulting from the acts or omissions of Consultant, its employees or agents; (b) in connection with Consultant's breach of its obligations under the Agreement; (c) by any third party alleging that the Services or Works violate any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual rights; and (d) in connection with Consultant's recklessness, gross negligence, willful misconduct, or violation of applicable law. The Fund and the Department may participate at its expense in any Claim, and the Fund and the Department's prior written consent is required for settlement of any Claim.

Except for the indemnification covenants contained in the first paragraph of this Section, for which no cap shall be applicable, if Consultant has any other liability to the Fund and the Department for any Claims, such liability shall in all cases whatsoever be limited to the greater of (e) any amount of insurance Consultant is required to carry as set forth in the Agreement, and (f) the total amount received by the Consultant for the Services under the Agreement.

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## **SECTION IV – SUBMISSION REQUIREMENTS**

### **Proposal Format**

Proposals must include:

## **1. Introduction/Executive Summary**

- Overview of the Services being sought and proposed scope of work.

## **2. Applicant Profile**

- Business information, including qualifications, team composition, and relevant experience.
- Applicant teams must identify a “prime” consultant and list all proposed subcontractors.
- PCF Diversity Disclosure Form: an editable version can be found [here](#) and on the webpage for this opportunity.

## **3. Proposed Scope of Work**

- Detailed methodology, project schedule, and deliverables.
  - Applicant teams must identify which consultant is proposed to complete each component of the proposed scope of work

## **4. Cost Proposal**

- The Applicant’s proposed scope of work should state in detail how each task will be carried out, including the personnel/job titles responsible for completing the task
  - Applicant teams must indicate costs per consultant.
- A line-item breakdown of costs for Services and deliverables outlined within tasks and final work products should be submitted.
- Required components: For components listed as “Required” in Appendix A, a proposed budget must include, at minimum, all fees for Services as well as estimates for expenses for all line items.
- Negotiable components: For “negotiable” components listed in Appendix A the Applicant must clearly indicate which components can and cannot be provided within the budget. For negotiable components that can be included, the Applicant should provide all fees for Services as well as estimates for expenses for all lines, but cost ranges can be submitted and final costs may be determined through negotiation during the interview and/or contracting phase.

## **5. References**

- Contact information for at least two references familiar with Consultant experience with similar projects.

## **Deadline for Submission**



Responses to this RFP must be emailed as a single pdf by 9:00pm on April 27, 2025 to [abby.sullivan@phila.gov](mailto:abby.sullivan@phila.gov) and [emily.gowen@phila.gov](mailto:emily.gowen@phila.gov) with the subject line "Proposal: Citywide Climate Resilience Plan Update"

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**Proposal Review and Selection Process**

Proposals will be reviewed, and a shortlist of applicants will be invited for interviews during the week of May 5, 2025 through May 23, 2025. The selected Consultant will be notified by May 27, 2025.

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**Appendix A – Tasks and Budget Table**

Task		Final Work Product	Materials and external service expenses included in consultant scope	Required or Negotiable
<b>Task 1</b> - 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
<b>Task 2</b> - Conduct a Landscape Assessment		Final work product 3: Landscape assessment report	NA	NA
<b>Task 3</b> - 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
<b>Task 4</b> - 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
<b>Task 5</b> - 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	
<b>Task 6 - Develop the Climate Resilience Plan</b>		Final work product 11: Completion of the Climate Resilience Plan with up to three rounds of revisions	NA	NA
<b>Task 7 - Launch Public Event to Debut the Final Climate Resilience Plan</b>		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 from the art and poetry competition	Required but details are negotiable