



October 15, 2025

RE: Request for Proposal  
Climate Action and Resiliency Plan

Dear Consultant:

The City of Plymouth is requesting proposals from qualified firms to assist the city with the development of a Climate Action and Resiliency Plan, details of which are outlined below. The city anticipates a budget of \$50,000 for this effort, which will be partially funded by a Local Climate Action Planning Grant from the Minnesota Pollution Control Agency (MPCA).

Proposals are requested to be received by 3:00 pm on October 31, 2025. Proposals will be evaluated based on the scoring criteria in Appendix B, and it is anticipated that the selected consultant will be given notice to proceed by November 12, 2025. The consultant's schedule should assume that work will need to be completed by mid-June 2026 to meet the requirements of the city's grant funding. The City's standard engineering services agreement will be used to enter into this contract. If you wish to submit a proposal please send via email, in PDF format, to [mkanderson@plymouthmn.gov](mailto:mkanderson@plymouthmn.gov).

### Project Goals

Execution of a Climate Action and Resilience Plan has been identified as a strategy of the City Council's strategic theme of Environmental Stewardship.

The city has identified the following project goals:

1. Develop a Climate Action and Resiliency Plan that is unique to Plymouth, while still considering and aligning with regional plans and goals.
2. Incorporate robust community and stakeholder engagement to drive the development process.

### Work Completed To-Date

The city has contracted with paleBLUEdot to perform baseline assessment research and documentation. The scope of services for this effort has been included in the appendices of this document for use by the selected firm.

The city anticipates holding a community kick-off event in early November, as well as holding three rounds of community listening sessions and conducting three community wide surveys between November 2025 and April 2026. The first round of community listening sessions as well as the first survey will be



facilitated/released by the city and held or published prior to the onboarding of the consultant. The last two rounds of community listening sessions will be facilitated by both the city and the consultant. The city will share feedback received with the kick-off event, community listening sessions and community surveys with the selected firm.

### RFP Components

The City is requesting your firm prepare a brief proposal (12 page maximum not including cover and detailed cost breakdowns) that addresses at a minimum:

1. Project understanding.
2. Project team including associated duties/responsibilities/expertise on similar type projects and percentage of time able to be dedicated to this project.
  - a. Include at least three projects completed for similar agencies that demonstrate the team's ability to complete a project of this scope. For each project include a brief description and background information, detail of the approach utilized, and agency contact.
3. Project approach to coordination with stakeholders and engaging the community. Anticipated engagement opportunities and strategies are included below. Include additional opportunities as appropriate.
  - a. Coordination with city project team (five meetings assumed)
  - b. Environmental Quality Committee
    - i. 3 meetings assumed with potential topics to include: baseline data and strategy, review of draft plan, and presentation of final plan
  - c. City Council
    - i. 3 meetings assumed with potential topics to include: baseline data and community feedback, review of draft plan, and presentation of final plan
  - d. Community
    - i. 2 meetings in each of the 4 city council wards for a total of 8 meetings assumed
4. Climate Action and Resiliency Plan
  - a. Review of existing city plans, policies, as well as baseline assessment data.
  - b. Climate related goals and metrics for 2035 and 2050. Goals should be specific to Plymouth and align with regional plans and goals.
  - c. Strategies, actions, and policy proposals, including a framework for action prioritization.
  - d. 10-year implementation plan for each strategy with progress towards goals.
  - e. The plan is anticipated to be organized by topic and have several quantifiable goals for each of the suggested sections below. Goals should be aligned with regional efforts, follow the guiding principles below, and should be centered on advancing equity and strengthening city/community resilience.
    - i. Sections
      1. Transportation and Land Use, Built Environment and Energy, Waste Management, Water/Stormwater/Wastewater, Greenspace and Ecosystems, Local Food and Agriculture, Health and Safety, and Economy
    - ii. Guiding Principles



1. Reducing Greenhouse Gas Emissions, Advancing Equity and Reducing Disparities, Improving Community Resilience, Improving Community Health, Improving the Health of our Natural Resources, and Education
- f. The plan should be easy to read and visually appealing. The plan should include call out boxes such as “Get involved/what you can do to help” outlining how residents and businesses can engage with and help implement the plan.
5. Project approach to incorporating equity into development of the Climate Action and Resilience Plan.
6. Costs and detailed project schedule
  - a. Show all assumptions, hours, rates, for each line-item task.
  - b. Please refer to Appendix A

Please contact me directly at (763) 509-5542 or [mkanderson@plymouthmn.gov](mailto:mkanderson@plymouthmn.gov) if you have any questions.

Sincerely,

MK Anderson  
Environmental Stewardship Coordinator

Appendix A: Detailed Schedule\*

Activity	Timeframe	Responsible Party
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Targeted Outreach	September-March	City of Plymouth
Community Kick-Off Event	November 2nd, 2025	City of Plymouth
Community Listening Session Round 1	November 3rd-24th	City of Plymouth
1st Survey	November 2nd-December 31st	City of Plymouth
2nd Survey	January 1st-February 27th	City of Plymouth
Present Baseline Assessments to City Council	January-February	City of Plymouth & Pale Blue Dot
Present Baseline Assessments to Environmental Quality Committee	January-February	City of Plymouth
Present Baseline Assessments to Planning Commission	January-February	City of Plymouth
Present Baseline Assessments to Parks and Recreation Advisory Committee	January-February	City of Plymouth
Present Baseline Assessments to Staff Climate Committee	January-February	City of Plymouth
Present Baseline Assessments to Community Steering Committee	January-February	City of Plymouth
Community Listening Session Round 2	February 1st-27th	City of Plymouth & Consultant
First Draft of Climate Action and Resiliency Plan Due	March 13th	Consultant
Community Listening Session Round 3	March 16th-27th	City of Plymouth & Consultant
3rd Survey	March 16th-April 30th	City of Plymouth
Present Draft to City Council	April	City of Plymouth & Consultant
Present Draft to Environmental Quality Committee	April	City of Plymouth & Consultant
Present Draft to Planning Commission	April	City of Plymouth
Present Draft to Parks and Recreation Advisory Committee	April	City of Plymouth
Present Draft to Staff Climate Committee	April	City of Plymouth
Present Draft to Community Steering Committee	April	City of Plymouth
Final Draft of Climate Action and Resiliency Plan Due	May 25th	Consultant
Present Final Draft to City Council	June	City of Plymouth & Consultant
Present Final Draft to Environmental Quality Committee	June	City of Plymouth & Consultant



Present Final Draft to Planning Commission	June	City of Plymouth
Present Final Draft to Parks and Recreation Advisory Committee	June	City of Plymouth
Present Final Draft to Staff Climate Committee	June	City of Plymouth
Present Final Draft to Community Steering Committee	June	City of Plymouth

\*= Subject to change

Shaded activities are activities that the city or paleBLUEDot will be responsible for completing and are outside the scope of this RFP. Shaded activities are included to let you know what work has been completed or will be completed and what data and information you will have access to.

#### Appendix B: Scoring Criteria

Response Section	Total Points
Cover Letter	5



Staffing and Qualifications	10
Budget	15
Schedule	15
Approach	15
Equity	20
Previous Work	10
References	10
<b>Total:</b>	<b>100</b>

