

Request for Proposal
Preparation of Community Energy Plan for Lawrence Township

Lawrence Township received a grant from the New Jersey Board of Public Utilities (NJBPU) for preparation of a Community Energy Plan (CEP). The Township is seeking a qualified consultant to compile energy and greenhouse emissions data and to coordinate public involvement/outreach in the preparation and presentation of a draft CEP to the Township and community. Based on the Township's and public stakeholder input, prepare and present the final CEP to Township Council. The consultant shall utilize the 2019 New Jersey's Energy Master Plan and the Sustainable Jersey Workplan Template to prepare the draft and final CEP and shall include elements that address local climate change impacts, energy efficiency and renewable energy mitigation measures as well as preparedness and resiliency consistent with N.J.A.C. 40:55D-28 Section 19b (2) (h). The Lawrence Township 2021 update of the Multi-Jurisdictional Multi-Hazard Plan is available as a resource. The consultant will be responsible for all coordination with the stakeholder committee and project partners.

The CEP will build on prior Township efforts to reduce energy consumption and greenhouse gas emissions at its facilities. As a baseline, the Township completed a carbon footprint analysis of its facilities in 2017. Since that time period, the Township has installed solar carports for the Municipal Complex, solar roof mounted panels at the Department of Public Works and Senior Citizen Center, purchased several electric cars, installed electric vehicle charging stations for public and fleet use and completed several energy efficiency improvements through the Direct Install program. The draft and final CEP will include completing a current carbon footprint analysis and calculation of the reduction in greenhouse gas emissions for Township facilities and operations.

The CEP will also include calculation of the current community energy usage and carbon footprint to develop the community goals and mitigation measures. It is expected that resources provided by Sustainable Jersey may be utilized for community energy data with additional resources available from the New Jersey Department of Environmental Protection greenhouse gas emissions inventory. In finalizing the CEP, the consultant shall develop a tracking system to measure annual progress in achieving the goals of the plan.

Township staff will assist in the logistics of advancing this project; however, it will be the consultant's responsibility to coordinate all community involvement and presentations. While it is anticipated that four community meetings will be held in addition to two Council presentations, the Township is amenable to alternate methods of including community input such as web surveys and virtual meetings. The proposal shall include the consultant's detailed vision for completing this project, with a six-month timeline.

It is anticipated that the following tasks will be necessary:

- Project Kick-off meeting with Township staff
- Compilation and sources of background energy and greenhouse gas emissions data
- Executive Summary of project goals and outline for advancing project
- Facilitate and Coordinate Community Outreach and Meetings
- Draft Plan preparation
- Tracking and reporting system for measuring annual progress
- Community and Township meetings for review
- Preparation of Final Plan and presentations

The consultant shall prepare all meeting notes and agendas. The consultant shall be prepared to guide the process of establishing short- and long-term goals with recommendations for actions to achieve the goals and target reductions.

The proposal shall include the methodology for completing the plan and involving the community, a proposed time frame based on task, qualifications, and fee. Note that a separate budget has been allotted for printing expenses related to report production.

Proposals shall be submitted via email by 4 pm May 27, 2022 to:

James Parvesse, Municipal Engineer

jparvesse@lawrencetwp.com