



Request for Proposals (RFP) to conduct stakeholder interviews exploring carbon capture and utilization in concrete

Issued: February 21, 2023

Due: March 14, 2023

Submit Proposals to:

Project Development and Research team, CAGBC

Please respond to projects@cagbc.org with any questions or concerns. Where no notice is given, all information contained herein is copyrighted by the Canada Green Building Council (CAGBC).

Submission Details

All submissions responding to this request for proposal (RFP) must be submitted by email to projects@cagbc.org no later than March 14, 2023, at 5 pm Eastern Time.

Submission Questions

Any questions or clarifications required by applicants can be submitted by March 06, 2023, at 5:00 p.m. Eastern. All questions and answers will be shared, by email, with all participants who have submitted questions or requested receipt of questions and answers.

Questions can be addressed to:

Laurina Strikwerda

Acting Director, Project Development and Research

Email: projects@cagbc.org

Project Overview

The Canada Green Building Council (CAGBC) in partnership with various industry and research partners is executing a project titled 'Burying Carbon in Buildings: Advancing Carbon Capture & Utilization in Cementitious Building Materials'. The project aims to deliver promising solutions to lower Canada's greenhouse gas emissions (GHG). It will identify the potential and implications of low-carbon approaches and technologies and how they might capture large amounts of carbon dioxide (CO₂) and trap it in concrete.

Presently, carbon capture often requires expensive storage or unprofitable ways to use CO₂. However, concrete and its main components (cement, water, aggregates, and admixtures) can utilize CO₂ as an input ingredient, potentially making it a cost-effective path to negative emissions. Since concrete is the most widely used material on earth after water, using it to capture carbon could have significant environmental and economic benefits.

In the building sector, carbon capture has the potential to shift from an incremental cost of business for emitters to an economic opportunity that leverages CO₂ in market-viable products. The project will critically review and identify the potential role and effectiveness of carbon capture and use in concrete, potentially aiding Canada's efforts to lower GHG emissions. The research findings will complement efforts by designers, producers, policymakers, and governments to advance solutions and a roadmap for low-carbon cement and concrete construction, and aid in the life cycle analysis of buildings and infrastructure.

Purpose

The Canada Green Building Council (CAGBC) seeks proposals from experienced individuals or qualified firms to conduct stakeholder interviews as part of the larger project. The purpose of the stakeholder interviews is to gather valuable insights and feedback from key stakeholders in the building sector on existing pain points, opportunities and hindrances that affect the uptake of Carbon Capture & Utilization.

Scope & Deliverables

The following section details the anticipated stages of the work. Please align your budget submission to these stages and activities to streamline evaluation. Should you feel critical activities are missing in these phases, please detail them in your approach and budget analysis.

Scope of Work:

- Conduct in-depth stakeholder interviews (English) with up to 35 stakeholders from representatives of the public sector, cement industry, design and construction sectors, researchers, CCU-CBM technologies, and real estate owners
- Develop a comprehensive and standardized (sector-specific) interview questionnaire that is aligned with the objectives of conducting stakeholder interviews (CAGBC will review and provide inputs on the questionnaire)

- Schedule and conduct the stakeholder interviews (either in-person or via phone/ video conferencing), ensuring that all stakeholders are given equal opportunity to share their perspectives
- Record and transcribe the interviews
- Analyze the data collected from the stakeholder interviews and identify key themes, insights, and recommendations

Deliverables:

- A detailed report that summarizes the findings from the stakeholder interviews, including key themes, insights, and recommendations
- A standardized (sector-specific) interview questionnaire
- An analysis of the data collected from the stakeholder interviews

Timelines:

- Meeting with CAGBC project staff: on/ before April 14, 2023
- Finalize the list of stakeholders with CAGBC: on/ before April 18, 2023
- Develop and share the standardized questionnaire with CAGBC: on/ before April 27, 2023 (with up to 7 days for CAGBC to review and give feedback on the questionnaire)
- Schedule and conduct interviews: by May 24, 2023
- Submission of detailed findings, recommendations, and transcripts: on/ before June 06, 2023
- Extended support for clarification on deliverables: July 15, 2023

Requirements of Proponent

The expected minimum level of skills, knowledge, and/or abilities of the proponent include:

- Commitment and understanding of CAGBC's mission of supporting the building sector's transition to green buildings
- Proven experience conducting stakeholder interviews and conducting research
- Experience of similar nature in the green building/ sustainability sector
- Experience working with C-suite executives and senior-level staff, across the public and private sectors
- Strong communication and interpersonal skills
- Strong analytical and report-writing skills
- Ability to work independently and meet deadlines
- Ability to support both in-person and virtual interviews, as required
- A portfolio of previous work demonstrating expertise in conducting stakeholder interviews is highly desired

Assumptions and Constraints

CAGBC Commitments

CAGBC will provide:

- A detailed project work plan

- List of stakeholders, contact details and introduction support
- Feedback on the questionnaire

The consultant will engage with:

- CAGBC project management staff
- CAGBC partners

Terms and conditions

- Consultants will be retained using CAGBC's master consulting agreement.
- Consultants will need to abide by the terms and conditions of the primary funding agreement for this project
- All information, recommendations and reports will become the exclusive property of CAGBC. Consultants should be prepared to license materials used and created during the agreement to CAGBC
- The CAGBC is not bound to choose any of the submitted applicants
- Key factors of success include on-time delivery, on-budget delivery, responsiveness and approval of the quality of work from CAGBC senior management

Key dates

Selection process timeline and key activity dates are estimated as:

CAGBC reserves the right to adjust these dates at its sole discretion

- Requests for proposals released: February 21, 2023
- Question period ends: March 06, 2023, 5 pm ET
- Submission of proposals due: March 14, 2023, 5 pm ET
- Evaluation of responses and finalization of proponent: March 31, 2023
- Planned contract award date: April 07, 2023

Selection and Evaluation Criteria

The final proponent selection will be made based on a balance of criteria including expertise, experience, and cost.

Proponents will include in no more than 6 pages plus any specific appendices as a PDF:

1. An overview of the proponent (1 pg max).
2. Outline your unique approach to the work, methodology for conducting the stakeholder interviews, data analysis, team, and proposed meetings (3 pgs max)
3. Provide a detailed quote that matches the phases of the project scope (2 pgs max)
 - a. A detailed budget, including per hour fee and allied costs (if any) for conducting the stakeholder interviews
4. In an appendix, provide:
 - a. Two (2) professional references, email and phone numbers, from past clients on similar projects,
 - b. One (1) example of relevant past work, such as links to previous stakeholder engagement interview reports, or final reports, and

- c. The CV of the proponent, or multiple CVs if multiple team members will provide services

Proposal Evaluation Criteria

CAGBC will evaluate all submissions using the following weighted system:

1. Executive Summary (5%)
 - a. Proponent introduction
 - b. Appropriate references (provide three)
 - c. Demonstration of excellent service and work management
2. Qualifications (20%)
 - a. Considerable direct expertise with similar projects
 - b. Samples of work
 - c. Appropriate staffing resources
 - d. Demonstrated ability to perform stated work at the highest level
3. Functional Approach (25%)
 - a. Proposed methodology and process
 - b. Proposed schedule
 - c. Ability to meet and achieve work requirements
4. Project Cost (45%)
 - a. Cost of services with details as to the method and basis of compensation
 - b. Breakdown of the overall cost

Miscellaneous

- Deadline for Submission: March 14, 2023
- We appreciate your interest in this opportunity and look forward to reviewing your proposal