

# RFP: Consultant for Stakeholder Consultation on Strategic Priorities and Development of a Procurement Guidance Document for Advancing CCU-CBM Adoption in Canada

**Issued:** November 18, 2024

**Submission Deadline:** December 13, 2024

**Reference:** 24-051

## Submit Proposals to:

Attn: Corporate Services

E-mail: [corporateservices@cagbc.org](mailto:corporateservices@cagbc.org)

Format: PDF

---

## Submission Details

All submissions responding to this request for proposal (RFP) must be emailed in PDF format to [projects@cagbc.org](mailto:projects@cagbc.org) no later than December 13, 2024, at 5:00 p.m. EST.

Where no notice is given, the Canada Green Building Council (CAGBC) copyrights all information contained herein.

## Submission Questions

Interested Proponents can submit clarification questions related to this RFP by email to [corporateservices@cagbc.org](mailto:corporateservices@cagbc.org) until November 27, 5:00 p.m. EST.

In its sole discretion, CAGBC may choose to consolidate responses or not address submitted questions for any reason whatsoever.

## 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 (CO<sub>2</sub>) and trap it in concrete.

Presently, carbon capture often requires expensive storage or unprofitable ways to use CO<sub>2</sub>. However, concrete and its main components (cement, water, aggregates, and admixtures) can utilize CO<sub>2</sub> 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 CO<sub>2</sub> 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

CAGBC has issued this Request for Proposals (RFP) to procure expertise to engage an external consultant to support CAGBC and its partner for a project aimed at adoption of Carbon Capture and Utilization in Cementitious Building Materials (CCU-CBM) in Canada. The consultant is expected to;

- 1) Lead stakeholder consultations, review and analysis of current building codes and standards to assess their readiness to use CCU-CBM, and a report consolidating all findings from interviews, review of current codes and standards, along with strategic recommendations for advancing policy development, workforce readiness, and supply chain support for CCU-CBM adoption.
- 2) Develop a market-facing guidance document on specification and procurement of CCU-CBM. This report will guide be targeted to the design, construction, and development industry to support the successful utilization of CCU-CBM.

# Part 1: Stakeholder Consultation, Review and Analysis of current Building Codes and Standards to assess their readiness to use CCU-CBM

## Objectives:

- 1) Conduct 25 in-depth stakeholder interviews with key stakeholders to identify strategic priorities for the adoption of CCU-CBM and explore relevant existing building codes and standards related to cementitious materials, as well as workforce requirements and supply chain management.
- 2) Collaborate with the CAGBC Zero Carbon Building Standards' standing committee to facilitate discussions on strategic priorities for CCU-CBM adoption, existing building codes and standards related to cementitious materials, workforce requirements, and supply chain operations.
- 3) Review and assess existing building codes, workforce requirements, and supply chain standards to identify gaps related to CCU-CBM adoption and provide recommendations for improvement.
- 4) Compile a comprehensive report with strategic recommendations on policy development, workforce readiness and supply chain management for CCU-CBM adoption in Canada.

## Scope and Stages:

The successful Proponent will lead the mentioned scope under the oversight of CAGBC. The Proponent's approach should follow the stages below, but they may be modified or expanded as deemed necessary. CAGBC shall approve progress on each stage before moving on to the subsequent stage. The proponent is also expected to meet the CAGBC team monthly throughout the program to provide progress updates.

### Stage One: Stakeholder Interviews

- Conduct and facilitate 25 in-depth interviews with key stakeholders across various sectors (policy makers, industry leaders, workforce representatives, educators etc.).
- Develop interview questions in consultation with the CAGBC team to ensure alignment with project goals.
- Prepare detailed summaries and analyses of interview findings, identifying key barriers, opportunities, and strategic priorities for CCU-CBM adoption.

### **Stage Two: Support for CAGBC’s Zero Carbon Building Standard’s Standing Committee Session**

- Collaborate with the CAGBC team to facilitate a special session with the CAGBC Zero Carbon Building Standards’ standing committee.
- Provide expert input and facilitate discussions on CCU-CBM adoption, challenges, and opportunities when it comes to building policy, codes, and standards.
- Document the key takeaways and action items from the session for integration into the final report.

### **Stage Three: Codes and Standards Review**

- Review existing building codes and standards related to cementitious materials, workforce requirements, and supply chain operations.
- Assess whether current codes appropriately permit the use of CCU-CBM and whether they accurately account for its carbon impacts.
- Identify gaps and recommend revisions to facilitate CCU-CBM adoption in Canada.

### **Stage Four: Final Report**

- Compile all findings from stakeholder consultations, the Zero Carbon Building Standard’s standing committee session, and the codes and standards review into a comprehensive public facing report.
- Provide strategic recommendations for policy development, workforce readiness, and supply chain management to support the adoption of CCU-CBM in Canada.
- Submit the final report and recommendations to CAGBC for review and make revisions as appropriate.

## **Timeline for Part 1:**

The work for Part 1 is expected to be completed by May 31st, 2025.

## Part 2: Market-facing Guidance document on Specification and Procurement of CCU-CBM

### Objectives:

- 1) Provide clear procurement guidelines by offering practical recommendations on procuring CCU-CBM materials to support successful integration into development projects.
- 2) Support key industry stakeholders by addressing the needs of architects, structural engineers, product manufacturers, and contractors, clarifying their roles and responsibilities in specifying and utilizing CCU-CBM.
- 3) Facilitate adoption of CCU-CBM by equipping the design, construction, and development industries with the necessary tools to effectively use CCU-CBM in projects to reduce GHG emissions.
- 4) Standardize specification processes by establishing a clear specification process for CCU-CBM that ensures consistency and compliance with industry standards and project requirements.

### Scope and Stages:

#### Stage One: Initiation and Planning

- Conduct a kick-off meeting with CAGBC project team to define objectives, timelines, and deliverable and then schedule periodical meetings with the CAGBC team to provide progress updates.
- Develop a detailed work plan, including methodologies for stakeholder consultation, research, and drafting the procurement guidelines.
- Facilitate the Quarterly CAGBC Advisory Group discussions and prepare presentations as needed.

#### Stage Two: Stakeholder Engagement and Data Collection

- Identify key stakeholders across the industry, including architects, engineers, contractors, manufacturers, educators and developers.
- Conduct interviews, and surveys to gather insights on existing.
- Collect and document industry feedback, best practices, and prevailing stress points in the current procurement process.

### **Stage Three: Research and Review**

- Review existing specification frameworks and procurement strategies for traditional and sustainable materials, with a focus on CCU-CBM.
- Identify gaps in current practices and opportunities to streamline the procurement process for CCU-CBM.
- Identify national and international best practices related to sustainable material procurement and specifications.

### **Stage Four: Development of Market-Facing Procurement Guidance Document**

- Work with CAGBC project team and other project partners to draft the procurement recommendations.
- Develop a comprehensive draft of the procurement guidance document, addressing specifications, roles, responsibilities, and procurement workflow for CCU-CBM.
- Share with CAGBC project team and key stakeholders for internal feedback.
- Gather feedback from stakeholders and technical experts and revise the document accordingly to ensure alignment with industry needs (The Procurement guidance document is expected to subject for 2 rounds of revisions).
- Develop the final document with graphics ensuring the practicality, user-friendliness while meeting the CAGBC brand guidelines.

## **Timeline for Part 2:**

The work for Part 2 is expected to be completed by August 31<sup>st</sup>, 2026.

## Requirements of Proponent

The expected minimum level of skill, knowledge, and experience of the Proponent include:

- 1) **Experience and Expertise:** Prior experience in stakeholder consultations and expertise in CCU technologies, cementitious materials, and sustainable construction. Familiarity with building codes and standards related to carbon reduction and experience working with diverse array of professionals.
- 2) **Technical and Analytical Skills:** Skills in conducting interviews, analyzing stakeholder input, and reviewing building codes leading to provide strategic recommendations.
- 3) **Project Management:** Excellent project management skills including the ability to plan, execute, and monitor the evaluation, ensuring that deadlines are met, and resources are managed efficiently.
- 4) **Facilitation and Engagement:** Experience in leading discussions (both in-person and virtual), engaging participants, and synthesizing feedback to form reports.
- 5) **Project Reporting:** Capability of producing comprehensive reports that summarize consultations, reviews, and strategic recommendations, while delivering high-quality outputs within deadlines.
- 6) **References and Previous Work:** Ability to provide references and examples of past work in stakeholder engagement, technical assessments, and policy development.

## Assumptions and Constraints

CAGBC may choose to engage with the successful Proponent based on the hourly rates submitted through the RFP on delivery of the program evaluation. Proponents will be asked to submit a detailed proposal using the Excel sheet provided as Appendix B.

## Terms and Conditions

1. Information provided throughout the application process will be treated as confidential by CAGBC.
2. Upon award, the successful Proponent will be retained using CAGBC's master service agreement.
3. All information, recommendations and reports will become the exclusive property of CAGBC. Proponents should be prepared to provide copyright to CAGBC of any materials used and created during the term of the agreement.
4. CAGBC is not bound to choose any of the submitted Proponents.
5. The successful Proponent may be required to sign a Conflict of Interest and Non-Disclosure agreement at CAGBC's discretion.
6. Key success factors include on-time and on-budget delivery, responsiveness, and approval of the quality of work from CAGBC senior management.

## Key Dates

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

- Requests for Proposals Issue Date – November 18, 2024.
- Deadline for Questions – November 27, 2024.
- Deadline for Addenda – December 03, 2024.
- Submission Deadline – December 13, 2024.
- Anticipated Date to notify the contract awarding party – Late January 2025.

## Submission Structure and Evaluation Criteria

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

### Submission Format

Submissions are to include the following three components:

1. **RFP Proposal Submission Form** (Appendix A, two (2) pages).
2. **Program Proposal** (a maximum of nine (9) pages, not including CVs for team members. Please submit the proposal as a single PDF file):
  - a. **Section A - Executive summary** (1 page maximum): Provide the Proponent's firm's background, including the following:
    - i. Introduction and a brief history, including the year the business/organization was established.
    - ii. Core competencies and services delivered by the Proponent.
    - iii. Description of customer service approach and project management processes.
  - b. **Section B- Qualifications** (5 pages maximum, not including CVs for team members):
    - i. Provide summaries of two (2) relevant projects completed in the last 5 years. A minimum of 1 example needs to be related to a project in Canada.
    - ii. Provide three (3) appropriate references. A minimum of 2 references need to be based in Canada,
    - iii. Describe the resourcing approach, including:
      - Each named Team Lead and proposed Key Team Members, demonstrating their qualifications and experience in the proposed roles, as well as the levels for which they are proposed.



- The reporting relationship between all team members. (Team Lead and all Key Team members).
- c. **Section C – Functional Approach** (3 pages maximum)
- i. Workplan – Present a workplan on how the services will be delivered, referencing the scope and stages section of the RFP, and describing how the Proponent plans to perform based on its experience. Include:
    - An overview of the ability to meet the project deliverables.
    - An outline of how each stage of the scope of work will be achieved.
    - A timeline to complete each stage, including primary milestones for necessary signoff to advance the scope of work.
    - Anticipated contribution from CAGBC staff for all stages.
  - ii. Communications and Reporting - Describe how the deliverables will be communicated to CAGBC and the frequency of status updates during the delivery of the Services.
3. **Financial Proposal** (Excel file provided as Appendix B):
- a. Roles and hourly rates for each team member.
  - b. Detailed budget for each stage/phase of the project, showing the method and basis of compensation.
4. **Curriculum Vitae for each named Team Lead and Proposed Key Team members.** (Appendix C)

## Proposal Evaluation Criteria

CAGBC will evaluate all submissions using the following weighted system:

Stage 1: Mandatory Submission Requirements	(Pass/Fail)
<i>Proponents must receive a PASS in Stage 1 to proceed to Stage 2.</i>	
<i>To receive a PASS in this evaluation stage, the Proponent's Proposal must be complete and compliant with the Mandatory Submission Requirements below.</i>	
1. RFP Proposal Submission Form	
Submission File 1: RFP Proposal Submission Form (satisfactorily completed and signed, presenting no risks to CAGBC). See Appendix A.	Pass
2. Program Proposal	
Submission File 2: Program Proposal – File 1 must include the submission requirements for Stage 1 and Stage 2.	Pass
<b>Important:</b> The Program Proposal File 1 – Must <u>not</u> contain Financial Proposal pricing information or the Proponent's Proposal will be disqualified.	

The Program Proposal is not to exceed 9 pages, <u>excluding</u> the cover page and table of contents	
<b>3. Financial Proposal</b>	
Submission File 3: Financial Proposal – must be submitted using Appendix B.	Pass
<b>Stage 2: Technical and Financial Proposal Evaluation</b>	<b>(100%)</b>
<b>Section A: Executive Summary</b>	<b>10%</b>
<p>A1: Provide the Proponent’s firm background, including the following:</p> <ul style="list-style-type: none"> <li>a) Introduction and a brief history, including the year the business/organization was established.</li> <li>b) Core competencies and services delivered by the Proponent.</li> <li>c) Description of customer service approach and project management processes</li> </ul> <p><b>Please note:</b> If the delivery of the Services will involve the use of <u>subcontractors</u> or if the Proposal is presented as a potential <u>joint venture</u> or <u>partnership</u> between two or more partners or companies, then please provide the information requested from this section for ALL/ANY related parties:</p> <p>Failure to do so, where applicable, will result in a lower score.</p>	
<b>Section B: Qualifications</b>	<b>25%</b>
B1: Demonstrate considerable direct expertise with similar projects.	
B2: Provide summaries of <b>two</b> (2) relevant projects completed in the last 5 years. A minimum of <b>one</b> (1) project should be related to Canadian experience.	
B3: Provide <b>three</b> (3) appropriate references. A minimum of <b>two</b> (2) references should be related to Canadian experience.	
<p>B4: Describe the resourcing approach, including:</p> <ul style="list-style-type: none"> <li>a) Curriculum vitae* for each named Team Lead and proposed Key Team Members, demonstrating their qualifications and experience in the proposed roles, as well as the levels for which they are proposed.</li> <li>b) The reporting relationship between all team members. (Team Lead and all Key Team members)</li> </ul> <p><i>*Curriculum Vitae for each named Team lead and proposed key team members should be attached separately under Appendix C.</i></p> <p><i>*Please note the following role and role level guidance:</i>  <i>Junior = a minimum of 1-3 years of experience delivering the Service</i>  <i>Intermediate = a minimum of 4-9 years of experience delivering the Service</i>  <i>Senior = a minimum of 10+ years of experience delivering the Service</i></p>	

<b>Section C: Functional Approach</b>	<b>25%</b>
C1: Workplan – Present a workplan on how the Services will be delivered, referencing the Scope and Stages section of the RFP, and describing how the Proponent plans to perform based on its experience. Include: <ul style="list-style-type: none"> <li>a) An overview on the ability to meet the project deliverables.</li> <li>b) An outline of how each stage of the scope of work will be achieved.</li> <li>c) A timeline to complete each stage, including primary milestones for necessary signoff to advance the scope of work.</li> <li>d) Anticipated contribution from CAGBC staff for all stages.</li> </ul>	
C2: Communications and Reporting - Describe how the deliverables will be communicated to CAGBC and the frequency of status updates during the delivery of the Services.	
C3: Quality Control - Describe the quality control plan that will be used to monitor and deliver the Services scope successfully.	
<b>Section D: Project Cost (In Excel Format)</b>	<b>40%</b>
D1: Summary of overall cost per stage/phase of the project.	
D2: Roles and Hourly Rates for all Team Members	
D3: Detailed budget for each stage/phase of the project, showing the method and basis of compensation. For each stage include: <ul style="list-style-type: none"> <li>a) Details of the services, hours, and fee rates</li> <li>b) Details for any additional costs, such as transportation, accommodation, per diem, anticipated for the delivery of the scope of work</li> </ul>	
<b>Stage 3: Consensus Ranking</b>	<b>100</b>
For Proponents that satisfy all mandatory and minimum scoring threshold requirements, their technical scores will be evaluated by the review committee. A list ranking all Proponents will be generated based on their respective total scores.	100

CAGBC is excited to partner with a consultant who will help us achieve our goals specified above. We look forward to receiving your proposal.