



Request for Proposal

The Edmonton Federation of Community Leagues is seeking to hire a company to perform \$50,000 worth of building energy models on Community League facilities, apply for the federal [Green and Inclusive Community Buildings program](#) on behalf of Community Leagues, and manage deep green energy retrofit projects for any successful grant application received.

Objective

The objective for this program is to create net zero pathways for Community League facilities, apply for the Green and Inclusive Community Buildings grant on their behalf, and complete extensive energy retrofit projects.

History

The Edmonton Federation of Community Leagues is an organization that provides support to Edmonton's network of 162 Community Leagues. Each Community League is a registered Society under the Alberta *Societies Act*. Leagues build infrastructure on land licensed to them under a Tripartite Agreement between themselves, the EFCL and the City of Edmonton.

The EFCL Green Leagues program is funded by the City of Edmonton. Its purpose is to support Community Leagues and their members with climate mitigation initiatives. With the upcoming end of the Alberta Municipal Solar Program grant offered by Municipal Climate Change Action Center, the grant program used to fund all major solar projects at League-owned facilities, the EFCL is seeking new funding opportunities for climate mitigation projects at Community Leagues.

Project Details

The EFCL recently received a \$50,000 grant from the Climate Innovation Fund to perform net zero pathways on community halls. Each facility that comes into the project will receive an ASHRAE Level 2 Energy Audit, a RETScreen Expert energy model that shows multiple energy reduction targets and how to achieve them – including a path to net zero energy (or net zero ready if solar PV is not feasible).

The project will also include recommendations and cost estimates for the following for each facility, where applicable:

- Enhanced accessibility features (e.g. braille and/or audio-visual signage, wheelchair access, etc.);



- Climate resilience features (e.g. flood mitigation features, small battery-backup electricity for cellphone charging, etc.);
- Public engagement features (e.g. educational signage)

Reports generated from this work will then be used to apply for the federal [Green and Inclusive Community Buildings grant program](#) (GICB) on behalf of the Community Leagues. The likely candidate for this proposal will be able to partner with the EFCL to both complete the studies of the facilities as well as apply for the grants on behalf of the Community League(s) and manage the implementation of the retrofit projects should one or more of the grant applications be successful.

Mandatory Requirements

Once selected,

- The successful applicant will complete ASHRAE Level 2 energy audits on selected Community League facilities;
- The successful applicant will complete RETScreen Expert energy models on selected Community League facilities, detailing multiple energy reduction pathways from 25 per cent to net zero energy (or net zero ready if solar PV is not feasible);
- The successful applicant will include costing for relevant accessibility, public engagement and climate resilience building features;
- The successful applicant will submit a final report to the EFCL detailing the summarized findings of the assessments listed above;
- The successful applicant will meet regularly with the EFCL lead staff member to go over project details, review milestones and work together to ensure the highest level of project success;
- The successful applicant will work with the selected Community Leagues and the EFCL to apply for Infrastructure Canada's Green and Inclusive Community Buildings grant program on behalf of the selected Community Leagues;
- The successful applicant will work with the EFCL and the City of Edmonton Parks and Facilities Development team to ensure the highest energy reduction possible for each facility;
- The successful applicant will manage all aspects of the project (other than grant reporting for the Climate Innovation Fund) in partnership with the EFCL. This includes implementation of the retrofit projects should the GICB grant applications be successful.

Submission Guidelines



- A detailed price quote including the number and cost of energy audits / building energy models up to \$50,000 (can include variable cost depending on building size, but please be as detailed as possible in how costs are calculated);
- An overview of your business;
- An overview of relevant experience (specifically related to similar project work);
- An overview of your experience working with nonprofit organizations;
- An overview of your experience applying for government funding (specifically related to similar project work) – note that priority will be given to those who illustrate not only experience applying for funding but those who can illustrate *success applying for funding*, particularly related to federal funding programs for infrastructure, climate mitigation or energy related work;
- An overview of any relevant experience working with the City of Edmonton;
- An overview of any relevant experience working with volunteer organizations, if applicable;
- References from two previous clients

Proposals should be submitted to michael.barnard@efcl.org no later than **January 28, 2022**. For any questions, please contact Michael Barnard at 780-585-6823 or michael.barnard@efcl.org.