CENTRAL PINES
REGIONAL COUNCIL

Request For Proposals

Climate Pollution Reduction Grant – Status Report

Deadline: December 4, 2026 – 5:00 p.m. EST

Contact Information

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RFP Release Date:

RFP Submission Deadline: **All applications must be submitted electronically to Hschuette@centralpinesnc.gov and jhalsey@centralpinesnc.gov no later than December 4, 2026, 5pm.**

Schedule:

I. Background and Purpose

Central Pines Regional Council (CPRC) seeks a qualified consultant to prepare the Status Report for its EPA Climate Pollution Reduction Grants (CPRG) planning grant. Building on the Priority Climate Action Plan (PCAP) and Comprehensive Climate Action Plan (CCAP), the report will document implementation progress, relevant analytical updates, and the actions, budget, and staffing needed to continue implementation after grant closeout.

The work covers the full Raleigh–Cary and Durham–Chapel Hill metropolitan statistical areas and all communities within the eight-county planning area identified in CPRC's approved workplan and CCAP.

Federal Funding Notice
This procurement is funded in whole with federal funds through the U.S. Environmental Protection Agency Climate Pollution Reduction Grants (CPRG) Program. The selected contractor must comply with all applicable federal laws, regulations, executive orders, award terms and conditions, and CPRC procurement requirements.

II. Scope of Services

The selected consultant will prepare CPRC's CPRG planning grant Status Report in accordance with Appendix 15.3 of the EPA planning grant guidance, applicable award terms, and direction provided by CPRC.

Proposals must describe the approach, data needs, and schedule for addressing the following report elements:

- **GHG Inventory and Emissions Projections:** Evaluate the need for updates and describe proposed methods, data sources, and limitations. Identify and separately price any comprehensive inventory or projection updates.

- **Quantified GHG Reduction Measures Status and Updates:** Document the status of CCAP measures, progress against available metrics, responsible parties, barriers, and remaining actions.
- **Benefits Analysis:** Update relevant benefits estimates and identify potential adverse effects and mitigation measures.
- **Review of Authority to Implement:** Update the CCAP's assessment of implementation authority and outstanding approvals.
- **Other Funding Availability:** Update the CCAP funding analysis, including available and secured resources and funding gaps.
- **Workforce Planning Analysis:** Document workforce development progress and continuing workforce challenges.
- **Next Steps and Future Budget and Staffing Needs:** Identify post-grant priorities, additional activities contingent on funding, and the budget and staffing needed to advance them.

This assignment supports the planning grant's reporting requirements; it does not include carrying out CCAP measures.

Additional Consultant Services

- **Project Management and Requirements Review:** Review the CCAP, supporting analyses, grant workplan, award terms, and applicable EPA guidance. Conduct a kickoff meeting; confirm the reporting period and data cutoff; and prepare a schedule, data request, report outline, and checklist linking EPA requirements to report sections. Meet virtually with CPRC at least once a month. Review existing Quality Assurance Project Plan (QAPP) coverage and assist CPRC with any necessary updates and approvals before affected work begins.
- **Information Collection and Coordination:** Compile available information from CPRC, participating jurisdictions, and relevant partners. Proposals must explain the anticipated level of outreach, follow-up, and CPRC staff support needed. Document sources, assumptions, missing information, and analytical limitations.
- **Report Preparation and Revisions:** Prepare a complete draft and final Status Report, including an executive summary, findings, supporting graphics, citations, and technical appendices as appropriate. Include two consolidated rounds of revisions and one final presentation. Provide the final report in editable Word and searchable PDF formats, along with supporting data and calculation files. CPRC will approve and format the final report and submit it to EPA.

- **Additional Services:** Any services beyond the agreed scope must be authorized by CPRC in writing, including any associated changes to cost or schedule.

III. Project Schedule

A complete proposal must be submitted to hschuette@centralpinesnc.gov and jhalsey@centralpinesnc.gov no later than December 4, 2026 5pm. Questions must be submitted in writing to the same email addresses above and must be received by November 2026. All questions will be answered through an addendum and posted on CPRC's website here. It is the bidders' responsibility to thoroughly review all addendums. Questions will not be answered verbally. Incomplete application packages will not be considered.

Item	Anticipated Date
RFP Issued	November 4th, 2026
Questions Due	November 20th, 2026
Questions Posted	November 24th, 2026
Proposals Due	December 4th, 2026
Selection and Contract Development	December 18th, 2026
Project Kickoff	January 4th, 2027
Draft Report	April 30th, 2027
Final Report	June 1, 2027

IV. Proposal Submission Requirements

Proposals shall include the following and should not be more than 10 pages, single-spaced in a standard 12 pt font. The page limit does not include resumes and cover pages.

- Cover Document
- Firm Qualifications – Should include resumes or short bios, relevant credentials, education, and work experience.
- Relevant Project Experience – At least 2 examples of similar EPA or environmental reports
- Proposed Timeline – CPRC requests final deliverables to be complete no later than June 1, 2027
- Work Plan and Deliverables
- Detailed Cost Proposal

V. Evaluation Criteria

CPRC will select the lowest responsive, responsible bidder and proposals will be evaluated on:

- Proven experience in environmental or regulatory technical writing; with preference for those having experience with EPA's grant work.
- Strong technical expertise in GHG emissions analysis, methodologies, and reporting standards.
- Familiarity with the environmental, economic, and regulatory context of the two-MSA region.
- Proficiency in creating professional technical graphics.
- Ability to synthesize complex technical materials into clear, structured content.
- Quality of writing and past work samples.
- Cost-effectiveness.
- Ability to meet deadlines.

VI. Conditions, clarifications, and reservations

- CPRC expects to select one firm or team but reserves the right to select more than one firm or request substitutions of subconsultants.
- CPRC reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. CPRC reserves the right to request additional information or clarification of information provided in any response. CPRC also reserves the right, but is under no obligation, to waive technicalities and informalities. CPRC shall make the award as deemed in its best interest.
- A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit CPRC to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of CPRC unless CPRC and your firm execute a contract.
- All responses to this RFP shall be the property of CPRC.
- Contractor(s) for this project are procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under Uniform Guidance (2 C.F.R. Part 200).