Context

The City of Columbus is actively engaged in mitigating climate change. As part of the Compact of Mayors, Columbus has committed to inventorying its annual greenhouse gas emissions, setting targets for future year emissions, and creating a climate action and adaptation plan. The City of Columbus is asking the Mid-Ohio Regional Planning Commission (MORPC) to complete the 2023 city operations and community-wide greenhouse gas (GHG) inventories, as well as provide support to the City of Columbus as it pertains to CDP reporting guidelines and requirements. With the requisite experience in the energy sector and developing GHG inventories, MORPC staff have agreed to conduct the 2023 GHG inventory. The following scope of work is based on MORPC staff understanding of City of Columbus reporting requirements and is informed by conversations with City of Columbus staff.

Scope

Task 1: Data Collection

Subtask 1.1: Establish communication with points of contact for data and expectations on data content and format.

Subtask 1.2: Collect all community-wide emissions data, and document data collection process to include in reporting to City of Columbus.

- The City of Columbus has agreed to collect all government operations emissions data, and document data collection process to include in reporting.

Subtask 1.3: Collect, compile, and organize both data sets—Community-wide and Municipal—and data collection process documents.

- Meet among all entities—City of Columbus, JadeTrack, MORPC—to confirm all data sets are correct and complete.

Deliverable(s): Draft documentation of data collection process for inclusion in final report.

Estimated Hours: 35

Task 2: Data Management

Subtask 2.1: Use data management tool to organize and track all raw, analyzed, and metadata.

Subtask 2.2: Document data management process to include in a guidance document for future year inventory completion.

Deliverable(s): Data management spreadsheets with previous and current year's data.

Estimated Hours: 35

Task 3: Data Calculations and Entry

Subtask 3.1: Establish clear interpretation of collected data to avoid inaccuracies.

Subtask 3.2: Enter data into ClearPath tool and perform calculations.

Subtask 3.3: Document calculation process to include in reporting to City of Columbus.

Subtask 3.4: Compare consistency of tool output with previous year output and other established estimates and ascertain any sources of discrepancy.

Subtask 3.5: Document any identified discrepancies and an explanation of the method used to reconcile the discrepancies to include in report to City of Columbus.

Deliverable(s): Draft documentation of calculations process and any issues identified with data for inclusion in final report.

Estimated Hours: 50

Task 4: Reporting

Subtask 4.1: Complete periodic progress reports as agreed upon by MORPC and City of Columbus staff.

Subtask 4.2: Integrate new analyses and report writing to complement the progress of City of Columbus' Climate Action Plan.

Subtask 4.4: Prepare final report for City of Columbus staff on 2023 inventory to include:

- Documentation of GHG inventory development process
- Calculated GHG (CO2e) emissions from city operations and community-wide disaggregated as needed for City of Columbus needs
- Basic context and interpretation of calculated data
- High-level insights and trend analysis
- Executive summary

Subtask 4.5: Present and review final report and executive summary to City of Columbus staff on 2023 inventory.

Deliverable(s): Progress report(s) as agreed upon with City of Columbus staff and final report and executive summary on 2023 GHG inventory.

Estimated Hours: 80

Task 5: CDP Reporting

      Subtask 5.1: Review the CDP questionnaire and coordinate with City of Columbus to allocate and assign tasks between MORPC and City of Columbus.

      Subtask 5.2: Establish an agreed upon timeline and set of milestones by MORPC and City of Columbus staff specifically regarding CDP reporting.

      Subtask 5.3: Schedule regular touch points and provide progress reports with and between CDP and City of Columbus.

      Subtask 5.4: Provide support to City of Columbus staff in filling report to the CDP.

Deliverable(s):   Progress report(s) as agreed upon with City of Columbus staff.

Estimated Hours: 35

Task 6: Inventory Clarifications and Updates

      Subtask 6.1: Complete needed clarifications and data verifications as needed to support Climate Action Plan forecasting needs based upon new CDP information.

      Subtask 6.2: Update of inventory contents and format as agreed upon (e.g. inclusion of consumption-based emissions records).

Deliverable(s):   Documentation of inventory data clarifications and verifications based on new CDP information. Documentation and implementation of any requested updates to the inventory contents and format.

Estimated Hours: 30

Estimated Hours

Task	Hours
Data Collection	35
Data Management	35
Data Calculations and Entry	50
Reporting	80
CDP Reporting	35
Inventory Clarifications and Updates	30
Total Hours	**265**
Total Contract Budget	**$28,355**
hourly rate charged at $107 per hour	

Task Schedule

No.	Task	J	F	M	A	M	J	J	A	S	O	N	D
1.	Data Collection					■	■	■	■				
2.	Data Management					■	■	■	■	■			
3.	Data Calculations and Entry					■	■	■	■	■			
4.	Reporting						■	■	■	■	■		
5.	CDP Reporting					■	■	■	■	■			
6.	Inventory Clarifications and Updates					■	■	■	■	■	■		