

Scope of Services

Washtenaw 2030 District

The City of Ann Arbor has set the ambitious and essential goal of a just transition to community-wide carbon neutrality by the year 2030 (known as [A²ZERO](#)). Guiding this goal is the City's "Living Carbon Neutrality Plan", which includes seven strategies and forty-four actions. Three of the strategies outlined in [A²ZERO](#) relate to energy usage: Strategy 1: powering our community with 100% renewable energy; Strategy 2: converting our appliances and vehicles to electric; and Strategy 3: improving the efficiency of our homes/businesses/etc. Over the last several years, the Ann Arbor Office of Sustainability has built infrastructure to support residents with embracing the above solutions. However, commercial businesses have not historically been an area of focus for this work...but this is changing. That is why the City is looking to contract with an entity that works directly with commercial properties to help expand our programmatic offerings and support services for this demographic. This work includes six tasks, as outlined below.

TASK ONE: ENERGY BENCHMARKING ASSISTANCE

In 2021, the City of Ann Arbor adopted the State's first energy and water benchmarking ordinance, which requires all buildings over 20,000 square feet to annually report their energy and water usage. The Washtenaw 2030 District will work directly with the City and commercial properties required to report under the Energy and Water Benchmarking Ordinance to:

- Ensure all entities are aware of their reporting requirements.
- Assist commercial properties with accessing their energy and water bills for reporting purposes.
- Aid in inputting relevant data into the benchmarking platform and conducting quality assurance and control checks.
- Provide recommendations on ways the entity can improve their energy performance, lower bills, and make progress towards full decarbonization.

TASK TWO: COMMERCIAL ENERGY SAVING ASSISTANCE

The Washtenaw 2030 District will work directly with commercial entities, those that are part of the Washtenaw 2030 District as well as those that are not, to educate them on energy saving opportunities and connect them with relevant programs, energy assessments, and rebates/incentives to help them reduce their energy consumption, advance renewable energy deployment, and generally advance the City's A²ZERO goals.

TASK THREE: CONDUCT ENERGY EDUCATION AND ENGAGEMENT WITH COMMERCIAL ENTITIES

The Washtenaw 2030 District will host a series of activities focused on educating and engaging commercial properties in A²ZERO and associated sustainability activities. This includes at least twelve events per year and focus on reaching a diversity of commercial stakeholders from property owners to tenants, and from office buildings to restaurants, and everything in between.

This task also includes the creation of educational materials to help commercial entities understand what technologies, techniques, and approaches are available to help them reduce greenhouse gas emissions. All materials will be shared with the City and available for use in other City-wide programming.

TASK FOUR: REPORTING AND ACCOUNTABILITY

The Washtenaw 2030 District will prepare and submit monthly reports to OSI on the work completed, challenges faced, and opportunities for improvement. Reports will also serve as a tool to help the Office and the Washtenaw 2030 District make revisions to ensure their shared work has the largest impact possible on commercial properties.

TASK FIVE: ON DEMAND SUPPORT RELATED TO COMMERCIAL DECARBONIZATION

As the work around commercial decarbonization evolves, there will likely be new needs and tasks that emerge. The point of Task Five is to create space to undertake this new work so the momentum built by the collaboration between OSI and the Washtenaw 2030 District continues. This work includes conducting energy assessments, providing customized guidance, and other on-demand support.

TASK SIX: METRICS TRACKING

At least annually, track and report on the impact and efficacy of the scope of services, including details on number of stakeholders engaged, perceptions of efficacy of program from engaged stakeholders, greenhouse gas emissions reduced, impact of program, and other metrics relevant to the scope of services.

Timeline

Work on the above tasks will commence immediately upon contract execution. The contract is authorized for a three-year period with two optional one-year extensions.

Compensation

The Contractor will bill monthly based on hours expended. A monthly invoice indicating hours worked and rate per hour should be submitted to the City. Compensation shall not exceed \$100,000 per year for a total not to exceed amount of \$300,000 for three years.