

Request For Proposals
EPA's Comprehensive Climate Action Plan (CCAP) Report
Central Pines Regional Council, Durham, NC

RFP Issue Date: Aug 20, 2025

Proposal Due Date: Sept 05, 2025, by 5pm EST

Background

Central Pines Regional Council (CPRC) is a regional council of government that was awarded a four-year metro-area Federal Planning Grant-Climate Pollution Reduction Grant (CPRG) by the United States Environmental Protection Agency (EPA) in August 2023. The overall goal of this grant is to develop a metropolitan (metro)-area Priority Climate Action Plan (PCAP), a subsequent metro-area Comprehensive Climate Action Plan (CCAP), and a Status Report for the Metropolitan statistical areas (MSA) of Raleigh-Cary and Durham-Chapel Hill. The [PCAP](#) was submitted to EPA by CPRC in 2024. In keeping with the State of North Carolina efforts, the emissions sectors to be included in these plans/reports are:

- Electricity Generation
- Transportation
- Residential Energy Consumption
- Commercial/Institutional Buildings Energy Consumption
- Industrial Energy Consumption
- Waste Management Operations
- Agricultural Activities
- Carbon Sequestration

Introduction

CPRC is soliciting proposals from qualified technical writers or consulting firms with demonstrated experience in environmental regulatory reporting, greenhouse gas (GHG) analysis, and EPA's Climate Pollution Reduction Grant (CPRG). The selected contractor will consolidate provided materials, develop narrative sections, create supporting graphics, and deliver a **professionally formatted Comprehensive Climate Action Plan (CCAP) report** ready (after revisions) for submission to the EPA by **Oct 15th, 2025**.

Contract Award

The contract terms are as follows:

Period of Performance: Sept 2025- Oct 15, 2025

Scope of Services

This project has a very quick turnaround given the timelines dictated by the EPA as the federal funding agency for this grant. All work done under this RFP must fall under the 2-MSA's of Raleigh-Cary and Durham-Chapel Hill. There are 8 counties in the 2-MSA region, and the expectation is that the deliverables address all communities in these counties.

The contractor will:

- Consolidate and organize provided content from multiple sources.
- Interpret and make sense of fragmented notes and datasets.
- Draft narrative sections to ensure completeness and clarity.
- Apply strong technical knowledge of GHG sources, calculations, and EPA reporting standards.
- Incorporate context and data specific to the two-MSA region.
- Create and integrate graphics (charts, graphs, maps, tables, figures) to clearly present technical data.
- Format the report to meet all EPA-CCAP requirements.
- Draft report submitted to CPRC by end Sept 2025.
- Participate in up to two rounds of revisions following internal review.
- Get the report ready to be submitted by Oct 15, 2025.

Submission Requirements

The proposal must be submitted in full compliance with guidelines and instructions as described below.

- Submit your proposal via email to Shuchi Gupta, at sgupta@centralpinesnc.gov by **5:00 pm EST on Friday Sept 05, 2025.**
- All proposals must include the following documents:
 - Cover Document
 - Brief detail of the firm
 - Qualifications and Experience of the individual (s) who will be writing the report
 - Examples of similar EPA or environmental reports (including graphics)
 - Proposed timeline and work plan.
 - Detailed cost proposal (fixed price or hourly rate with estimated hours)
 - References from at least two similar projects.

- Late or partial submittals will be considered as failure of compliance with submission requirements rendering the proposal ineligible for consideration.

Invoicing and Reimbursement

- Meet CPRC every few weeks to review progress and get feedback.
- A single invoice to be submitted to CPRC once the final report (including revisions) has been submitted to CPRC and approved.
- The invoice will be reimbursed within 30 days upon review and approval.

Evaluation Criteria

- Proven experience in environmental or regulatory technical writing; strong preference for those having experience with EPA's CPRG grant work especially technical aspects of PCAP and CCAP.
- 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 deadline.

In accordance with the CPRC purchasing policy, the contract will be awarded to the lowest responsive responsible bidder.