



Environmental Sustainability Plan
Proposal
For



SUBMITTED TO:

Melissa Marsh
City Manager
City of Madison Heights
300 W 13 Mile Rd
Madison Heights, MI 48071
Email: MelissaMarsh@Madison-Heights.org

SUBMITTED BY:

Energy Sciences Resource Partners, LLC
3500 West 11 Mile Rd, Suite B
Berkley, MI 48072
Date: 3/31/23

Contact info:

Shelley Sullivan

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Dear Ms. Marsh

Energy Sciences works collaboratively with clients to identify project needs and requirements, pursue customized solutions, and design targeted approaches to meet and exceed client needs. Our team specializes in facility support services that improve building performance and lower operational costs. We enjoy helping others achieve their goals; that is why we are pleased to offer our services for the City of Madison Heights.

Energy Sciences proposes to provide assistance in the development in a Master Environmental Sustainability Plan for the City of Madison Heights. Once developed, the plan will provide a roadmap to successfully achieving the City's goals.

We look forward to helping you. If you have any questions regarding this proposal, please do not hesitate to call us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Shelley Sullivan", with a stylized flourish at the end.

Shelley Sullivan, CEM, CLEP, CEA
President
Energy Sciences

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Proposed Scope of Work

In January 2023, the City Council adopted a Strategic Plan that included the prioritization of Environmental Sustainability. In line with this objective, the City desires to develop a Environmental Sustainability Plan.

Our goal is to assist the City to develop a vision and implement long-term goals that address challenges and opportunities to become a more sustainable municipality. The plan will establish focus areas and goals, baselines, and action plans needed to achieve the goals which will provide City officials the opportunity to demonstrate strategic, sustainable leadership for their citizens. The plan will have financial benefits for the City, lowering operational costs through waste reduction, and the adoption of energy efficiency has been proven to reduce operational costs and reduce long term liabilities through cost savings. The savings can later be used to help fund investments that spur additional savings, revenues, and economic development for the City.

Tasks

Energy Sciences will work collaboratively with the City to develop the plan and will concentrate our efforts to build a framework in the general areas of environmental sustainability. There are three major tasks associated with development of the plan including 1) Assessment of Current Practices 2) Development of Plan Document 3) Implementation of the Plan 4) Communication of Results.

Following is a highlevel breakdown of specific actions to be completed under each major tasks:

1. Assessment of Current Practices

- a. Determine strategic priorities or focus areas such as energy waste reduction, evaluating & promoting the use of EVs and charging stations, community engagements such as recycling and tree planting, etc. Energy Sciences recommends 3-5 priorities to start.
- b. Analyze and assess energy baseline information and determine the performance metrics to measure against, such as energy usage, and carbon management measures.
- c. Review short and long term capital planning for building upgrades & utilization and other initiatives supporting the strategic priorities.

2. Development of Plan Document

- a. Setting sensible goals for each of the priorities that are impactful yet achievable with reasonable target completion dates for a successful plan execution. This will include a review of potential energy efficiency measures that can be implemented throughout City buildings.
- b. Explore actions to be taken to support priorities and develop action plans in collaboration with City Staff. Determine timelines and milestones.
- c. Drafting and finalizing of plan documents

3. Communication of Results

- a. Communicate progress to stakeholders. Determine the communication methods and intervals to share progress updates. Energy Sciences will assist with monthly progress reporting which will be delivered to the City and State of Michigan for the Community Energy Management Grant.
- b. Plan for reassessment & modification of Master Plan to ensure that the City's commitments to a sustainable future are upheld.

Deliverables

Deliverables include a branded written Environmental Sustainability Plan document and supporting action plans. Support reporting results to Stakeholders will be provided monthly after delivery of The Plan through August 2024.

Assumptions

This proposal is based on Energy Sciences' assumption that the City of Madison Heights(Owner) will provide the following:

- Owner will provide monthly historical and relevant information to support in the development of the plan such as Michigan Green Communities Challenge, EV charging plans, future capital plans for building upgrades, etc.

Exclusions

The proposal does not include City residential & commercial community water & waste management practices unless requested via an addendum to this proposal.

Fees and Schedule

The total lump sum fee for the development of the Environmental Sustainability Plan is \$16,400.00.

Task	Estimated Timeline	Fee
Assessment	May 2023 - July 2023	\$5,740.00
Development	July -September 2023	\$8,200.00
Communication (assistance with monthly progress reporting of The Plan)	May 2023 - October 2023	\$2,460.00

Invoicing will be done on a progress basis after each task is completed. We are prepared to begin this project within 2 weeks of the purchase order or contract.

Key Resources

Shelley Sullivan CEM, CSDP:

Ms. Sullivan has a diversified energy and environmental background with over 25 years of experience implementing sustainable solutions that reduce energy waste, minimize environmental impact, and reduce operating costs. She has a passion for the environment and a commitment to helping facility owners improve building energy and operational performance while minimizing their environmental footprint. Shelley works collaboratively with customers to develop practical strategies customized for their individual goals and needs. In 2008, Ms. Sullivan co-founded Energy Sciences, a full-service energy consulting company that collaborates with businesses, governments, and utilities to optimize how they use energy and other resources. Shelley holds a BS in chemical engineering, MS in hazardous waste management, and numerous professional certifications including CEM, CEA, CLEP, and CSDP.

Michelle Peters PMP:

Michelle is a multifaceted program manager with more than 10 years of experience in project management, energy efficiency and demand reduction consulting, sustainability and design industries. She is passionate about developing functional programs for business and sharing all the benefits of sustainability and waste reduction. She currently manages energy efficiency programs and develops and delivers sustainability training and programs for Energy Sciences, and its clients. Michelle holds a Bachelor of Interior Architecture from Lawrence Technological University and PMP certification from Project Management International.