

Decarbonizing Concrete in Boston: Stakeholders

Stakeholder Engagement Consultant

Request for Proposal (RFP)

The Carbon Leadership Forum (CLF) Boston Hub and the Boston Society for Architecture (BSA) are seeking a consultant to manage and facilitate a stakeholder engagement series around the topic of concrete in the built environment.

Background

The CLF Boston Hub is a BSA Knowledge Community and local professional group of the Carbon Leadership Forum, a non-profit organization that shares knowledge and identifies immediate and long-term actions for the Architectural/Engineering/Construction (AEC) industry to address issues of embodied carbon in the built environment. The BSA is the second largest chapter of the American Institute of Architects (AIA), representing the greater Boston area. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, the BSA benefits from a committed membership who are leading thinkers and innovators. The BSA operates as a convener, educator, and action leader to ensure that the power of design is fully employed in creating solutions to equity and climate crises.

Through a grant from the Jampart Charitable Trust, the CLF Boston Hub, along with BSA, will be hosting a tailored stakeholder engagement effort to identify obstacles for adopting low-carbon concrete in the Boston region and provide an initial guide for appropriate next steps.. We believe that the majority of obstacles are related to the process of implementation rather than a lack of options or technical understanding, and that this has likely created a roadblock to widespread adoption.

Role and Responsibilities

The Stakeholder Engagement Consultant will take the lead on organizing and facilitating a series of stakeholder engagement workshops and is expected to be a content expert and act as project manager for the series. The final deliverable will be a report that summarizes the workshop experience and main findings and documents an initial guide for broader implementation of low-carbon concrete. The consultant will meet regularly with a Steering Committee (see Appendix A), which includes CLF Boston Hub members and BSA staff. We anticipate workshop attendees and stakeholders to include both local and national representatives of the concrete industry, ready-mix suppliers and concrete subcontractors, architects, engineers, contractors, owners, and other professionals.

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Key Responsibilities

- Gather regional information on current concrete practices
- Develop and facilitate stakeholder-specific workshops for approximately ten separate workshops, including developing agendas and slides, as well as stakeholder outreach and scheduling (These may be virtual or in-person)
- Conduct combined multi-stakeholder debrief sessions (two workshops estimated) based on identified trends and feedback from the stakeholder specific workshops
- Work with the Steering Committee to create stakeholder groups, recap workshops, and develop action items for final report
- Attend periodic progress meetings with the funder and develop brief interim report for funder
- Compile and deliver final report

Deliverables

- Interim report documenting progress for review
- A final report that:
 - Identifies obstacles for low-carbon concrete adoption in Boston
 - Consolidates workshop proceedings and identifies possible solutions to identified obstacles
 - Outlines next steps, roadmap, and recommended actions to accelerate the use of low carbon concrete in development throughout the region

Required Skills & Expertise

- 10+ years experience in the AEC industry
- 5+ years experience working in sustainability, or on sustainable high-performance projects
- Demonstrated experience in workshop facilitation
- Foundational knowledge of embodied carbon and concrete
- Excellent organizational, project management, and communication skills
- Ability to work independently
- Communication and presentation skills for workshop facilitation

Duration/Timeline

This work will begin in the fall of 2022 with stakeholder engagement to take place over approximately 7-8 months. This is a part-time, task-oriented consultancy with busier and slower periods throughout the duration. The interim report to the funder is due January 31, 2023; final report is due September 30, 2023.

Compensation

The total compensation for the consulting work is \$95,000.

This assumes preparing, conducting, note-taking and analysis for up to 12 stakeholder sessions, as well as developing a brief interim report for funders and a final report with actionable next steps for the funders and the public.

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Additional Funding

- Stakeholder Stipends: In order to create more equitable opportunities for stakeholder participation, the consultant will have additional funding available to offer to stakeholders who would otherwise not be able to participate in the workshops
- Graphic Design: Additional funding is available for graphic design work for the final report. Please indicate if you have the capability to include this work.

Submission Requirements

- Resume
- Statement of interest addressing the following questions:
 - How does your experience align with climate action and decarbonized concrete construction?
 - What are some key lessons learned from your previous work facilitating workshops with various stakeholders that have different perspectives?
- An overview of how you would approach the work plan included in Appendix A, along with how you would allocate the budget between the tasks.
- Please email your application to:
 - Jennifer Effron
 - Policy Director
 - Boston Society for Architecture
 - jeffron@architects.org
- **Applications Due by September 28th, 2022**

Equal Opportunity Statement

CLF and the BSA aim to foster an inclusive and respectful work environment and value diversity in all forms. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status and diverse backgrounds are encouraged to apply.

