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CITIES

REQUEST FOR PROPOSAL (RfP)

Development of Kuala Lumpur's Net Zero Carbon Buildings Roadmap (Retender) - Work Package 2

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

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1. C40 Cities Climate Leadership Group Inc. ("C40")

C40 is a network of nearly 100 mayors of the world's leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is co-chaired by Mayor Sadiq Khan of London, United Kingdom, and Mayor Yvonne Aki-Sawyerr of Freetown, Sierra Leone. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our Website, or follow us on Twitter, Instagram, Facebook, and LinkedIn.

2. Summary, Background of the Project, and Purposes

2.1. Summary
As the most urbanised and most populous city in Malaysia, Kuala Lumpur has committed itself to ramping up its climate action initiatives in meeting its goal of 70% reduction in carbon emissions intensity per unit GDP by 2030 and working towards net zero emissions by 2050. In 2021, with technical assistance from C40, KL launched the Kuala Lumpur Climate Action Plan 2050 (KLCAP2050). This expands on DBKL's 2030 targets published in the Kuala Lumpur Low Carbon Society Blueprint 2030 and establishes a clear roadmap to ensure that it achieves both carbon neutrality and climate resilience by 2050. KLCAP2050 identified 5 climate strategies to chart KL's way towards being a carbon neutral, resilient, and inclusive city. One strategy is on Energy-Efficient & Climate-Proof Buildings, consisting of 4 prioritised climate actions. This includes (1) Building Vegetation Covering, (2) Low Carbon Building Checklist, (3) Building Performance Benchmarking, and (4) Near Zero Emissions Building Roadmap. Emissions from stationary energy are the second largest contributor to GHG emissions in KL. 58.50% of these energy-related emissions are attributed to commercial & institutional buildings and are followed by residential (24%) & industrial (16%) buildings.

2.2. Background
The Climate Action Implementation (CAI) Programme in Southeast Asia is part of a broader **Urban Climate Action Programme (UCAP)** funded by the UK Government from 2022-2025 to C40 that aims to work with cities in Africa, Latin America, and Southeast Asia to implement 2 high impact, priority climate actions in each city and to integrate climate action into city plans, processes, and structures. In Southeast Asia, the programme cities are Jakarta, Quezon City, and Kuala Lumpur. The CAI Programme is providing technical assistance and capacity building to the three cities in the region to enable action implementation in one key sector: energy & buildings. The actions being implemented in the region centre on developing building codes and roadmaps for passive and active systems towards net zero carbon buildings, establishing building energy performance monitoring systems, and developing municipal building decarbonisation action plans. This programme focuses on the particular policies and

projects that can deliver the most significant emissions and risk reduction impact and wider benefits. The programme also aims to engage other cities to share knowledge and lessons learned on climate action implementation.

2.3. Selected Priority Actions for Kuala Lumpur
Priority Action 1: Implementation of a low carbon building checklist (LCBC) for new developments and major renovations. This action will support the implementation of the LCBC that incorporates passive and active design elements and renewable energy requirements into a mandatory checklist for new buildings and major renovations.
Priority Action 2: Energy efficiency and renewable energy roadmap and actions towards net zero emission buildings. This action's objective is to accelerate policy and financial instruments to expand energy efficiency and renewable energy projects to achieve net zero emission buildings target by 2050 for new and existing buildings.

2.4. Purpose
2.4.1 Expected Outputs
CAI Southeast Asia is looking for a consultancy firm or consortium to develop **the Roadmap for Net Zero Carbon Buildings in Kuala Lumpur**. This roadmap will be developed and implemented over a longer time-frame and will have to factor in different building types, energy consumption profile of KL's building stock, existing policies, as well as benchmarking analyses. Supporting actions such as energy data disclosure frameworks and incentives such as low carbon building awards may also be introduced to support the roadmap implementation. As a starting point to reduce carbon emissions from the building sector, DBKL (Dewan Bandaraya Kuala Lumpur) introduces the **Low Carbon Building Checklist (LCBC)**. It serves as a mechanism to extract crucial information on buildings that influence the energy use from their operations; and it also requires building owners to incorporate and adopt low carbon measures for their buildings. The roadmap is foreseen to include a phased timeline approach and serves to inform the community on adopting tighter standards for buildings over a long-term timespan. Targets set by DBKL in the building sector include ensuring that the LCBC specifications are incorporated into the OSC approval process and that 75% of all new buildings and/or major retrofits will meet the requirements by 2025. LCBC also includes **Building Vegetation Covering (BVC)** targets as well. BVC actions focus on the expansion of green area coverage on roofs, podiums and walls; and localised green covering provides a cooling effect to reduce urban heat island effect. **_Thus, the scoping and development of the roadmap should have actions related to LCBC and BVC since both support the decarbonisation of buildings in Kuala Lumpur._**

2.4.2. Alignment with the Kuala Lumpur CAP and ASEAN Roadmap Targets
LCBC Target:
- 2025 – 75% of all new buildings and/or major retrofits will meet the LCBC

From KLCAP2050 Infographic:
- Before 2022 – Develop low carbon GHG building roadmap & outline targets
- Before 2025 – Roadmap targets applicable to all new residential & commercial buildings
- Before 2030 – Near-zero standards implemented across 10% of new buildings
- Before 2030 – Expand LCBC subsidies by DBKL to 10–15 pilot projects
- Before 2050 – More than 30% of total buildings meet minimum energy consumption targets
- After 2050 – 100% of buildings meet LCBC requirements

ASEAN Roadmap:
- 2025 – Adopt mandatory building energy codes with requirements for Net Zero Carbon building performance
- 2025 – Have standards for net Zero-carbon buildings
- 2030 – Most new buildings meet zero carbon ready level of performance
- 2030 – Include requirements for embodied carbon, urban planning, resilience, and clean energy in building energy codes for new buildings
- Towards Net Zero – All new buildings meet life cycle zero carbon ready performance

2.5. Deliverables and Scope of Work
2.5.1. Deliverables

Components	Description	Specific Outputs
COMPONENT A – ENERGY MODELLING TO INFORM THE ROADMAP'S TARGETS		
Building Data	Gather and/or identify sources of secondary data from both new & existing buildings, such as but not limited to: gross floor area & energy consumption by typology. Also, identify/utilise data that enables the growth projection of buildings & energy usage in KL (e.g., population growth, GDP, urbanisation rate, etc.). Existing data would be provided whenever possible by the city. Proxy data sets can be proposed by the service provider with appropriate justification and assumptions/exclusions. **Note**: *In the event of data gaps, such limitations as well as their impact to energy modelling will need to be explicitly justified.*	Energy and GHG modelling spreadsheet (in Google Sheets) with sources explained & assumptions captured

Detailed Energy Modelling	Model the current energy use & GHG impacts of the buildings at the city scale, based on the GFA, EnB, BEI, and equivalent metrics. Project the future energy use & GHG emissions under business-as-usual and under the scenario allowing achievement of targets outlined in KLCAP2050.
	Scope: The modelling work must cover buildings (GFA >4,000 m^2), both existing & new, of 3 typologies as below:
	  o Commercial buildings (offices, retail, hotels)
	  o Residential buildings (apartments, condominiums)
	  o Institutional buildings (government & town hall buildings, hospitals)	

COMPONENT B – ROADMAP TARGETS AND HIGH-LEVEL RECOMMENDATIONS		
Design the Kuala Lumpur Net Zero Carbon Buildings Roadmap 2025-2050 with the following sections		
Roadmap Targets and Milestones	Develop energy efficiency, renewable energy, embodied carbon, & building vegetation covering (BVC) targets based on the energy modelling findings. The targets (such as BEI or equivalent) should be specific for different building types & aligned to those defined in KLCAP2050. **Targets for New Versus Existing Buildings**: The targets should distinguish between new and existing buildings, recognising the differences in access to performance data, and should reference key policy mechanisms, particularly the Low Carbon Building Checklist (LCBC). **Assessing Targets Based on Key Criteria**: EE, RE, & BVC targets set should consider key factors including impact, feasibility, best practices, and cost. **New Buildings**: For new buildings, the LCBC should be considered as the key policy mechanism in terms of mandating performance requirements. However, the legal basis for using the LCBC, including any constraints to making performance measures mandatory should be determined by examining current national level legislations and providing recommendations for adoption. **Existing Buildings**: For existing buildings, the focus of targets should prioritise policy actions that establish requirements for reporting and data disclosure to inform future building performance improvement to existing buildings, aligned with best practices and the ambition of KLCAP2050.. **Policy Strategies**: Develop high-level policy recommendations using the energy modelling results. The recommendations should supplement existing policies at city, state, & federal levels as well as suggest which year such policies are to be developed, implemented, & reviewed.	• Full roadmap for new & existing buildings, with creative visuals (maximum of 50 pages) • Creatively-illustrated summary/infographic roadmap
Equity Considerations	Identify & address barriers to ensure equitable access to NZC buildings' benefits by identifying affected stakeholders & assessing their challenges related to affordability, data, access to efficient technology, green jobs, & funding gaps that could hinder the roadmap's effective implementation. The same process should be extended for assessing the accessibility of the benefits for covered (GFA >4,000 m^2) & non-covered (GFA <4,000 m^2) buildings of the roadmap.	
Risk Mitigation	Assess internal & external risks regarding roadmap implementation. Recommend mitigating measures.	
Roadmap Benefits	Identify and quantify the roadmap's benefits & impacts (e.g., energy savings, emissions reduction, green jobs generation, etc.) wherever possible.	
Governance Structure	Develop a robust governance structure to support the implementation of the roadmap, taking into account DBKL's existing governance structure	
Socialisation Strategy and Engagement	Develop a high-level communications plan for successful roadmap implementation, such as awareness raising on proposed policies and targets, potential support for implementation, and the benefits to citizens. Identify recommended capacity building activities to support implementation.	

2.5.2. Important Note on Deliverables
Final Deliverables: All final deliverables such as models, reports, slide decks, and illustrations (but with the exception of spreadsheets) to be submitted should be in English. For the final deliverables, C40 requires hard and soft copies of documents. For the full and summarised versions of the roadmap, prior to printing the documents, clearance from C40 is required.

Illustrated Reports and Roadmap: The reports and the roadmap should have the proper illustrations. Both the full and summarised versions of the final roadmap should be well illustrated utilising infographics etc.

2.5.3. Resource Pack and Examples of Building Decarbonisation Roadmaps
The successful bidder will be provided with references pertaining to net zero carbon buildings and other resources to help support the delivery of the roadmap. To illustrate how C40 envisions the roadmap to be, here are roadmap examples from Mexico City and the State of Maharashtra.

3. Requirements on Experiences and Qualifications

The selected service provider needs to have several personnel resources with the required backgrounds and experience as detailed below. Please note that personnel may also demonstrate that they have "multiple skills" encompassing the different requirements below. Further, it is possible for the service provider to subcontract a consortium of consultants that are able to provide the relevant expertise at the relevant stages of the project.

1. One (1) Project Manager
   a. With academic and professional background on management or administration
   b. With demonstrated experience in leading projects on energy efficiency & conservation, renewable energy, and building decarbonisation; and with previous key roles in the development of government roadmaps and/or private sector business plans
   c. Preferably with Project Management Professional (PMP) Certification
2. At least one (1) Policy and Legal Expert
   a. With demonstrated experience in analysing national and subnational policies relating to energy efficiency & conservation, renewable energy, and building decarbonisation
3. At least one (1) Energy Efficiency and Renewable Energy Specialist
   a. With academic background in engineering or related technical fields
   b. With professional background in performing energy modelling and computations (GHG emissions, quantification of energy project benefits & impacts, financial costing and implications, etc.)
   c. With demonstrated experiences in green building assessments, energy audits, energy management, and/or evaluating/analysing energy projects and programs (building codes, product standards, technologies, etc.)
   d. With demonstrated experiences in renewable energy, building decarbonisation, and/or carbon offsetting, preferably with national and/or subnational governments
   e. With sufficient knowledge of local energy policies in DBKL and Malaysia
   f. Preferably a certified green building professional (GBI, LEED, or GreenRE)
4. Team member with experience on Building Vegetation
   a. This could be any 1 of the proposed existing team members (1 to 3 above) with knowledge of building vegetation covering
   b. With academic and professional background in urban planning, architecture, or any related fields

c. With demonstrated experience in green roofs, walls, podiums, etc.
d. With sufficient knowledge of local building vegetation policies and standards in DBKL and Malaysia
5. Team member with experience on Inclusive Climate Action
a. This could be any 1 of the proposed existing team members (1 to 3 above) with knowledge of equity and inclusion in climate projects
b. With background on social inclusion or climate justice, preferably on projects in the energy sector
c. With demonstrated experience on designing and conducting stakeholder engagement sessions or consultations, preferably with underserved communities
d. With demonstrated experience and/or skills on social assessments
6. One (1) Illustrator (onboarded at the proper stage of the work)
a. With sufficient experience in illustrating content, developing brochures, and/or picture-friendly materials
7. Other relevant professional/s deemed necessary by the consultancy team as essential to undertake this work

4. Institutional Arrangement
1. Upon signing the contract, the selected service provider will convene a coordination meeting with the C40 team, followed by a kick-off meeting with C40, DBKL, and other relevant stakeholders to integrate their inputs before commencing the assignment. The service provider is required to submit an implementation plan afterward, reflecting any proposed changes.
2. The service provider is expected to establish close and constructive working relationships with the C40 team, including but not limited to the Head of Implementation (Southeast Asia), Regional Programme Manager (Southeast Asia), Technical Adviser for Energy & Buildings (Southeast Asia), Inclusive Climate Action & Engagement Senior Manager (Southeast Asia), and the City Adviser for Kuala Lumpur. These representatives will oversee the project and actively participate as partners. All interim deliverables and change requests must receive approval from the C40 team.
3. C40 anticipates no changes to the project team for any reason except *force majeure*, as each personnel has provided a commitment letter.
4. As part of the project management framework, the service provider is required to ensure that the proposed personnel, particularly the Project Manager, attend all scheduled meetings (frequency to be agreed upon) and/or workshops (whether virtual, hybrid, or in-person). The service provider must report any material[1] information and progress, including project status, risks, challenges, and achievements, to C40 and relevant stakeholders on a weekly basis through formal communication, in addition to the required deliverables.
5. Deliverables must be submitted in accordance with the agreed Service Provider Agreement and/or the implementation plan agreed upon during the coordination meeting. The service provider's expertise and commitment are crucial to delivering high-quality, clear analyses supported by evidence and justification for recommended approaches. C40/DBKL will review the submitted deliverables and allow for a maximum of two revisions.

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[1] Material" information/updates refer to information that have potential impacts on delays to deliverables, the timeline, or relationship with DBKL

5. Proposal Guidelines

5.1. Proposal Requirements

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until the deadline for receiving offers stated in the RfP timeline in **subchapter 6 and 10**. **Any proposals received after the set date and time will not be accepted**. The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

A. Returnable Forms
1. Complete and duly signed the [Proposal Submission Form](#).
2. Complete and duly signed of each personnel for [Commitment Letter](#).
3. Provide a list of key personnel who would be working and their resumes in the standard [C40 CV Template](#).
4. [Joint Venture or Consortium Form](#), if applied.

B. Technical Proposal
The bidder must describe in technical proposal:
1. Company Profile – describing the nature of business and field of expertise.
2. Track Record – provide list of clients for similar services as those required by C40, indicating description of contract scope, contract duration, contract value, contact references/list of referees (name, email address and phone number).
3. Detailed methodology (including the energy modelling methodology) on how to execute the project by considering how to produce quality activities and tasks.
4. ***Detailed timeline:*** *The GHG & energy modelling spreadsheet is recommended to be finished in approximately 2 to 2 & a half months time, paving the way for setting recommendations for the roadmap's targets which (in turn) should be the basis for discussion during the stakeholder engagement and consultation.*
5. Risks you have identified and appropriate mitigation measures.
6. Proposed timeline of implementation.
7. Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff.
8. Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.
9. Information about the organisation's commitment to equity, diversity and inclusion and ethical alignment with C40.

C. Financial Proposal
- Information about your fee.

    It is imperative that you incorporate a comprehensive breakdown of cost components or provide details on the methodology used for cost calculation. This is essential to facilitate the evaluation of cost reasonableness

Please note: Proposals are to be written in English, saved in PDF format and not exceeding **ten (10) pages** of text for the technical proposal. **Please take note that failure to comply with the maximum number of pages for the technical proposal may unfortunately result in the proposal not being considered.**

The financial proposal and the returnable forms are excluded from this 10-page limit.

Reference materials (should be summarised as much as possible) may be placed in annexes.

Bidders are encouraged to submit the proposal in the following order and not merged into one file:
1. Technical Proposal
2. Financial Proposal

3. Returnable Forms
4. Annex(es) (if applicable)

5.2. Important Points

Supplier Diversity: C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within. We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us. Feel welcome to refer to C40's Equity, Diversity and Inclusion Statement as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract: Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the C40 Standard Service Contract. These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity. If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier

Subcontracting: If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

6. RfP and Project Timeline

RfP Timeline	Due Dates
Request for proposals sent out. **Potential suppliers with an interest to submit a proposal are advised to register their interest by emailing cai_sea@c40.org to receive direct updates for this RfP (if any).**	22 January 2025
Questions submitted to C40	22 Jan - 4 Feb 2025
C40 responds to questions	22 Jan - 4 Feb 2025
Deadline for receiving offers	**7 February 2025**
Clarification of offers & evaluation of proposals	7 - 14 Feb 2025
Selection decision made	19 February 2025
All potential suppliers will be notified of outcome	

Project Timeline: Refer to payment schedule and timeline

Proposals will be evaluated against the following criteria.

Evaluation Criteria	Weighting
Suitability of method & timeline: Work plan demonstrates understanding of project requirements and risks as well as strict adherence to timeline	40%
Expertise and experience of key personnels	40%
Value for money based on project quote and additional value (if any)	10%
Equity and ethical alignment	10%

8. Project Budget

8.1. Project Costs

Costs should be stated as one-time costs. The budget **is a maximum of USD 60,000.** All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT, taxes, tools, equipment, transportation, meals, accommodations, etc., as the budget above represents the total amount available. Proposals should include a budget breakdown of the tasks and deliverables.

Cost for workshops should **exclude the cost for catering and venue hire**, these costs will be covered by C40. All budgets are to be prepared in **USD**.

All costs incurred in connection with the RfP submission are non-refundable by C40.

Payments are made within 30 days of C40 approving an invoice and subject to satisfactory delivery of the services as approved by C40. Please note, C40 does not pay contractors more frequently than once per month.

8.2. Payment Schedule

REPORTS, STAKEHOLDER WORKSHOP, SUBMISSION DUE DATES, AND PAYMENT BREAKDOWN			
Deliverables	**Description**	**Due Date**	**Payment Percentage**
Interim Report	Interim report, encapsulating all initial finding and results, of the energy modelling as well as the roadmap design & implementation plan (allowing time for the DBKL and C40 teams to review the report) *During the development of the interim report, the service provider will be expected to share preliminary analysis and findings as part of regular meetings with C40.* *The GHG & energy modelling spreadsheet is recommended to be finished in approximately 2 to 2.5 months time after project commencement, paving the way for setting recommendations for the roadmap's targets which (in turn) should be the basis for discussion during the stakeholder engagement and consultation.*	3rd week of April 2025	**35%**
Stakeholder Engagement Preparation and Actual Delivery	Facilitate discussion with stakeholders focusing on defining the baseline, establishing objectives, goals, and targets, assessing the accessibility of the benefits of NZC buildings and collaboratively formulate strategies to achieve them.	1st week of June 2025	**10%**
Final Roadmap Deliverables and	Final roadmap submitted to C40 and DBKL and allocated time for review	2nd week of July 2025	**55%**

Review by C40 and DBKL	*"During the development of the final sets of deliverables, the service provider will be expected to share preliminary analysis and findings as part of regular meetings with C40."*		
Final Presentation	Presentation to DBKL	Last week of August 2025	

9. C40 Policies

C40 expects third parties to able to abide by these C40 policies:
- Non-Staff Code of Conduct Policy [Here](#)
- Equity , Diversity, and Inclusion Policy - [Here](#)

10. Submissions

Each Potential Supplier must submit their proposal to the email address below: CAI Southeast Asia Contracts Manager at cai_sea@c40.org, with email subject "**RfP - Development of Kuala Lumpur's Net Zero Carbon Buildings Roadmap - Work Package 2 (Re-tender) - Submission - [Name of Company]**", no later than **7 February 2025** at **14:00 (GMT+8)**.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the designated email by the deadline.

All questions related to this RfP by potential bidders should be directed by email to cai_sea@c40.org. Anonymised responses to questions will be provided here when the Q&A period closes.

Disclaimer
C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RfP. Neither the issue of the RfP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RfP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.