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The Town of Atherton (“Town”) is seeking proposals from qualified firms or individuals that have demonstrated expertise in the management, organization, oversight, and administration of sustainability programs and activities.

The purpose of this Request for Proposal (RFP) is to identify and select an experienced firm or individual to serve as the Town’s Sustainability Coordinator. The successful proposer will oversee, direct, and participate in all activities related to Town sustainability efforts, including development and administration of division policies, procedures, and services; budget administration and reporting; contract administration and program evaluation. This position will work within, and report to, the City Manager’s office.

The Scope of Work section further details required service and performance conditions.

The Qualifications section provides prerequisites for the application.

## Background

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The Town of Atherton, incorporated in 1923, is a small residential community, with approximately 7,000 residents. The Town extends from slightly west of the Bayshore Freeway (US 101) up to I-280 and is approximately 4.5 miles long and 1.5 miles wide. Its municipal neighbors include Menlo Park to the south, Woodside to the west and Redwood City to the north. Atherton provides services to its residents either directly or by working with other agencies and/or consultant services. It is through these partnerships that Atherton is able to provide high quality services that are economically efficient. The Town provides administrative services, police, building permits/inspections, planning, engineering/public works, City Clerk/election services, and finance. Fire services are provided by the Menlo Park Fire Protection District. Water services are provided by Cal Water. Sewer services are generally provided by West Bay Sanitary Services. Waste collection and processing is currently provided by Greenwaste Recovery.

The Town’s [Climate Action Plan \(CAP\)](#) was approved by the City Council in October 2016. The Town’s CAP serves as a guiding document to identify methods that the Town and community can implement to significantly reduce greenhouse gas (GHG) emissions and reduce the community’s carbon footprint. The Plan provides a comprehensive roadmap of programs that can be implemented to reduce emissions and increase sustainability. In 2017, the Council subsequently approved a prioritized list of the GHG reduction measures in the adopted CAP.

The Town has an [Environmental Programs Committee \(EPC\)](#). The EPC provides the City Council with recommendations related to outreach programs and education on environmental issues facing the Town’s natural and built environment. The EPC is comprised of five Atherton residents appointed by the City Council generally serving

















