



CITY OF EL CERRITO
PUBLIC WORKS DEPARTMENT
CLIMATE ACTION PLAN UPDATE RFP
ADDENDUM NO. 1 and Q&A

To: All Proposers

September 19, 2022

Please find below an Addendum to the City of El Cerrito's Climate Action Plan Update Request for Proposals, issued August 23, 2022, and answers to questions received by the September 14, 2022, deadline for questions.

ADDENDUM NO. 1

The additions and/or deletions contained in this Addendum shall be made part of the City of El Cerrito's Climate Action Plan Update Request for Proposals, issued August 23, 2022, and shall be subject to all applicable requirements thereunder, as if originally included and/or specified.

The RFP documents are revised as follows:

- As part of your proposal, please provide a narrative about how you could help the City implement a greenhouse gas reduction project ("early-win") concurrently with the Climate Action Plan Update. For example, the City is interested in exploring a prohibition on natural gas in new construction projects. In your proposal, include a discussion that summarizes your firm's ability to develop an ordinance that would complete this, or how you could otherwise support such an effort. Explain your firm's prior experience in developing policies such as this one and supporting cities through to adoption (e.g., policy research, public meetings, drafting staff reports, etc.).

Q&A

The following are answers to questions received regarding the Climate Action Plan Update RFP that was posted August 23, 2022, on the City of El Cerrito website at: <http://www.el-cerrito.org/bids.aspx>.



Question 1: To be more efficient on the project costs, would the City accept combining some of the meetings and/or workshops?

Answer: The recommended tasks outlined in the RFP reflect the City's overall intent for the project, but the City welcomes proposals that differ in various ways, based on a consultant's prior experience, and/or to develop a scope that will fit within a competitive budget. To be more efficient on project costs, a proposal could consider, for example, only presenting at two (2) Committee meetings and/or consolidating one of the public workshops with a Committee meeting.

Question 2: On Task 4, Engage City Advisory Bodies/City Council and Community, the City requests a minimum of three (3) Committee meetings, one (1) City council meeting, and two (2) public workshops. As more and more engagement and outreach meetings are conducted virtually recently, does the City accept all or some of these meetings and workshops to be conducted virtually?

Answer: Yes, the City does expect some, and perhaps all, of the meetings to be conducted virtually and would accept a proposal reflecting that. However, given the City's priority on conducting an equitable and robust public engagement process, the City would encourage the facilitation of at least one in-person workshop during the development of the Plan, to provide access to a variety of community groups, businesses, and individuals.

Question 3: Are resumes required? If so, what section in the proposal should they be located, or should they be included as an attachment?

Answer: Resumes are not required, however, in the required Statement of Experience and Qualifications we state that proposers should present the qualifications and experience of the proposed key staff and any support staff and subcontractors for the scope of work. This could be in a resume format, though it does not have to be.

Question 4: For the consumption based inventory, you mentioned a possibility to use existing data, such as from the [Cool Climate Network](#), are you looking for a more detailed and updated version of that methodology?

Answer: The City is flexible on the methodology used and is okay using existing data that's available for the consumption-based inventory. A more detailed methodology and/or more current data would be preferable, but the cost for this would have to be weighed against other priorities of the planning process (e.g., a robust community engagement process).

Question 5: Are you interested in seeing projections included in the consumption based inventory?

Answer: The City is flexible on including projections in the consumption based inventory. The proposal could just include a snapshot to inform individual actions, but a proposal may choose to include projections of where consumption needs to get as well, to be consistent with the City's overall goals.



Question 6: Is there a target delivery date?

Answer: The City is anticipating that the delivery date of the CAAP will take 12-18 months from January 1, 2023, to include the GHG inventory and community outreach process.

Question 7: What is the City planning for community engagement and what will the City's role be?

Answer: City Staff will work collaboratively on community outreach and so proposals can note what aspects of the outreach will be performed by the consultant and what the proposal outlines are the expectations for City Staff. The City has typically included the following in this kind of Plan development, which the consultant would be expected to take the lead on: developing outreach collateral as needed, presenting at 1-2 community workshops, presenting at 1-2 committee meetings, and presenting at 1-2 City Council meetings.

Question 8: How will the efforts in this CAP align with the resilience work being done in the Safety Element?

Answer: Ideally what we're looking at is trying to address climate adaptation and resiliency in a way that builds upon the work being done as part of the safety element and adds potentially new components and addresses things that may not show up in a safety element. As we get started, the Consultant could coordinate with City staff to finalize the specific components of this aspect of the plan. Alternatively, to streamline project costs, a proposal can assume that all of the required elements of the safety element will have been met and that the CAAP will work independently from that effort, focusing on adaptation and resiliency as it relates to climate action.

Question 9: Will the CAAP be delivered in a traditional format or a more online and community accessible type of document?

Answer: Consultants can propose either delivery model, consistent with current best practices for climate action and adaptation plans.

Question 10: What is the state of the previous inventories and the data? How will the City want to approach the inventory methodology?

Answer: The City does have data available and spreadsheets. The spreadsheet has been uploaded as an attachment to the RFP at <http://www.el-cerrito.org/bids.aspx>. The City is okay with using a new or updated inventory methodology, however, the inventory will need to in some way be comparable to the prior inventories to show progress to-date and progress made from the prior inventories.

Questions 11: Will the City provide original data files for the existing greenhouse gas emissions inventory and related information as it is presented in the current CAP (2013)?

Answer: Yes. In addition to the spreadsheet that has been provided, the consultant will have access to all other spreadsheets and files the City has relating to the 2013 Climate Action Plan, the inventories completed in 2015 and 2016, and any work that has been done since then.